

REDBOOK AY 2015-2016

**Guide to CRCD Academic Structure
and Curriculum Processes**



**College of Rural
and Community
Development**

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INTRODUCTION

The CRCD REDBOOK provides basic information about approval of UAF courses and instructors through the College of Rural and Community Development (CRCD). It is designed primarily for campus directors, faculty, and staff involved with these approval processes. It is consistent with established UAF Faculty Senate (FS) regulations and practices but also identifies specific approval processes used within rural and community campuses. For more information, see UAF'S [Academic Course and Degree Procedures Manual](http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/) at (<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/>)

NOTE: the REDBOOK will be updated regularly, and a revised version can be found at <http://www.uaf.edu/rural/faculty-staff/faculty-resources/>.

REGULAR COURSE APPROVALS:

Regular courses are the classes that will be listed in the UAF catalog and will be offered on a continual basis. Trial courses are those proposed on a trial basis that may become a regular course in the future (this process is used infrequently). Trial courses are indicated with a (94) designator (e.g. 194, 594).

Approval of regular courses (including both new and trial courses) originates with faculty and their respective campus, program, or unit. The form to submit a new or trial course starts on page 32. It is also found online at <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/academic-deadlines/>. It must be submitted with the course syllabus.

SPECIAL TOPICS COURSE APPROVALS:

Special topics courses are commonly offered to take advantage of one-time opportunities (e.g. workshops, visiting instructors) and to meet special needs (e.g. training partnerships). Special topics courses are offered **only one time**, as per Faculty Senate policies; however, the course may be taught in multiple locations if this is noted on the approval form. Those taught during the regular academic year use the (93) designator (e.g. 193, 593). Those taught only in summer session use the (95) designator (e.g. 195, 595).

Special topics course approvals must have an accompanying course syllabus. All special topics courses are subject to review by the CRCD Executive Dean. Special topics and related instructor approvals must be completed as soon as possible once the need for the course is identified. Approvals generally require 4-5 weeks turnaround time. Special topics approvals involving departments in other schools and colleges commonly take longer to secure depending on their review schedules. **In no case should the approval forms be submitted later than the beginning of instruction.** Faculty Senate policy requires 5 weeks.

Note the difference between approval of special topics courses offered through a CRCD academic program (e.g. Rural Human Services, Applied Business, Rural Development) and those outside of CRCD (e.g. Art, Math, Biology). Course approvals outside of CRCD require the relevant department chair's signature and that of the unit dean. See section 5 for more information and for specific forms and instructions. **IMPORTANT: In all cases, approval request forms are routed first through the CRCD Executive Dean's office (See flowchart on page 56).**

INSTRUCTOR APPROVALS:

Instructor approvals are required for permanent courses and—once approved—are typically valid for five years. All faculty must be approved to teach special topics courses. See the minimum requirements for instructor approvals identified by each department (See page 90). *A syllabus should accompany all approval requests.* If a regular faculty member is going to be teaching an additional class outside of her/his workload/discipline, additional forms will be required for UAFT, UNAC, and non-represented faculty, with links to these forms found on page 69.

UAF COURSE CREDIT AND SYLLABUS REQUIREMENTS

All UAF courses, including those in CRCD, must meet basic course credit minimums and have a course syllabus. The key requirements are:

COURSE CREDIT: for details, see UAF Faculty Senate “Academic Course and Degree Procedures Manual,” <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/>

Guidelines for Computing Course Credit/Contact Hours

UAF Faculty Senate policy states that "One academic credit hour of non-laboratory instruction at UAF will consist of a minimum of 800 minutes of instruction" (FS meeting #3, March 25, 1988). It is understood that an average student will be expected to spend 1600 minutes of study and preparation outside of class in order to meet the learning objectives for the unit of credit in lecture.

Related to credit hours is the length of the semester. This was established as Faculty Senate policy, "The UAF Faculty Senate moves to establish a 14-week instructional period for the Fairbanks campus with provision for an additional examination period during each semester." (FS meeting #21, October 15, 1990)

The 2013-2014 catalog (p. 250) indicates that: "One credit represents satisfactory completion of 800 minutes of lecture or 1600 or 2400 minutes of laboratory (or studio or other similar activity), whichever is appropriate. (It is understood that an average student will be expected to spend 1600 minutes of study and preparation outside of class in order to meet the learning objectives for the unit of credit in lecture.)

For short courses and classes of less than one semester in duration, course hours **may not be compressed into fewer than** three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum/academic council (www.uaf.edu/files/uafgov/fsact07.html). Furthermore, any core course compressed to less than six weeks must be approved by the Core Review Committee (http://www.uaf.edu/uafgov/faculty-senate/committees/13-14_corereview/). Credit hours may not be divided, except one-half credit hours may be granted at the appropriate rate.

The following standards establish the minimum requirements for an academic unit of credit (FS meeting #141, February 5, 2007):

1. 800 minutes of lecture (plus 1600 minutes of study)
2. 1600 or 2400 minutes of laboratory (or studio or other similar activity)
3. 2400 - 4000 minutes of supervised practicum
4. 2400 - 8000 minutes of internship (or externship, clinical)
5. 2400 - 4800 minutes of supervised scholarly activity

Given the above information the formula used for computing credit/contact hours is 800 minutes (13.3 hrs) per credit. This equates to approximately 1 hour of lecture per week for a normal 14

week semester. The number of minutes required for one credit of laboratory (1600 or 2400) depends on the amount of instruction given during the lab. For typical science and engineering labs where students work with teaching assistant guidance performing preset exercises, 2400 minutes (3 hours/week/credit for a 14 week semester) is used. For labs in which a faculty member interacts with students and provides feedback throughout the laboratory period (clinical labs, art studio, automotive technical labs) 1600 minutes (2 hours/week/credit for a 14 week semester) is used. A course submission with a lab component should include a justification for the number of minutes of lab per credit employed.

Practica, internships, and supervised scholarly activity differ from lab instruction in that there is no structured daily educational exercise, nor daily instructor evaluation, and a significant portion of the activity is not supervised by the instructor of record.

A **practicum** is a hands-on supervised work experience done by a student either as part of or in conjunction with an academic class as an educational strategy to attain the class objective. A faculty member, usually the class instructor, supervises the work, establishes the objectives and evaluation metrics, evaluates the outcome and assigns a final grade. Credit for practica requires a minimum of 2400 minutes of work per credit in addition to the contract hours of the associated class (e.g., a 3 credit class would require a minimum of 7200 minutes of practicum work). Whether the practicum is embedded in the associated class or whether it is listed as a separate class, the same metric applies. Credit for class-related practica can range from 1-3 credits for any given class. Diversion from these guidelines can be granted if discipline or accreditation specific requirements for practica exist.

An **internship** (also called externship or clinical as discipline-specific terms) is a supervised work experience which is a capstone experience tied to a student's major or career goal. The internship involves a student working in an agency or other professional setting under the supervision of a designated practicing professional. The UAF faculty member serves as the instructor of record, approves the work activities and goals, and evaluates the outcomes. The instructor also assigns a grade upon review of the completion of the assignments. Credit for internship can range from 1-15 and requires a minimum of 2400 minutes of work (3 hours/week for 14 weeks) with the employer for each credit earned. Diversion from these guidelines can be granted if discipline or accreditation specific requirements for internships exist (e.g., NCATE accreditation for teacher certification programs).

A **supervised scholarly activity** is one where the student meets at least once a week with the instructor to discuss progress and future plans, but the work itself is basically unsupervised. A UAF faculty member serves as the instructor of record and approves the work activities and goals, evaluates the outcomes, and assigns the final grade. Activities are part of a formal course; otherwise they are simply "research" or "thesis" credit. The student must prepare a final written or oral report on the work performed. Credits for typical scholarly activities should be awarded at a rate of 2400-4800 minutes of work (3-6 hours/week for 14 weeks) per credit.

Following the title of each course, the number of credits is listed for each semester. Thus "3 credits" means three credits may be earned. Credit may not be given more than once for a course unless a course has been designated as repeatable for credit. Figures in parentheses at the end of course

descriptions indicate the number of lecture; laboratory; and practicum, internship, or scholarly activity hours the class meets each week for one semester.

Generally a 1-credit course meets once a week for 1 hour for 14 weeks, plus a 2 hour final (1+0). A 3 credit course meets 3 hours a week for 14 weeks, plus a 2 hour final (3+0). A science course for 4 credits typically meets for 3 lecture hours and 3 lab hours for a 14 week semester plus a 2 hour final (3+3). An Art course for 3 credits meets 1 lecture hour and 4 lab hours for 14 weeks plus a 2 hour final (1+4). An internship meets at varying times during the semester as scheduled by the individual student and instructor, but includes supervised work in a professional setting for 3-10 hours per week for a 14 week semester. A student who worked 9 hours weekly could earn 1, 2, or 3 credits as determined by the faculty to be appropriate for the discipline (0+0+9).

Examples of credits hours are: (1+0) 1 credit, (3+0) 3 credits, (3+3) 4 credits, (1+4) 3 credits, or (1+0+40) for 6 credits, where the first number is the lecture hours, the second number is the lab hours, and the third number is practicum/internship/scholarly activity hours.

The guidelines are online: <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

Syllabus Requirements for all UAF Courses (Faculty Senate Motion)

RATIONALE: The quality and content of syllabi vary tremendously across UAF. This legislation will both provide a guide to what needs to be in a syllabus and require instructors to provide them. Per Faculty Senate – 5/21/13 (<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>).

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

__ Title, __ number, __ credits, __ prerequisites, __ location, __ meeting time
(make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

__ Name, __ office location, __ office hours, __ telephone, __ email address.

3. Course readings/materials:

__ Course textbook title, __ author, __ edition/publisher.
__ Supplementary readings (indicate whether __ required or __ recommended) and
__ any supplies required.

4. Course description:

__ Content of the course and how it fits into the broader curriculum;
__ Expected proficiencies required to undertake the course, if applicable.
__ Inclusion of catalog description is strongly recommended, and
__ Description in syllabus must be consistent with catalog course description.

5. Course Goals (general), and (see #6)

6. Student Learning Outcomes (more specific)

7. Instructional methods:

__ Describe the teaching techniques (e.g., lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

__ A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g., it is not adequate to say “lab.” Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

__ Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

__ Specify how students will be evaluated, __ what factors will be included, __ their relative value, and __ how they will be tabulated into grades (on a curve, absolute scores, etc.)

___ Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. It is not required to publish the info in the syllabus, but it is a convenient way to publicize this to students **if applicable to your course**. (See the website above for the motion passed by Faculty Senate to publicize the grading policy concerning "C" grades.)

11. Support Services:

___ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services:

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

Please note: While not yet a Faculty Senate required part of the syllabus, CRCDD Executive Dean Pete Pinney has asked that all syllabi for CRCDD courses include information about Title IX. See the Example syllabus on the next page for the Title IX information (located at the end of the syllabus). See also Appendix A.

Example Syllabus



Conversational Inupiaq

COURSE INFORMATION:

Title: Conversational Inupiaq

Department/Number: ESK F116

Credits: 3

Prerequisites: ESK F115

Location: Nome Beltz High School

Meeting dates & times: January 12- May 21, 2015 — Mondays through Thursdays — 1:35pm-2:25pm.

INSTRUCTOR INFORMATION:

Name: Marjorie Tahbone

Office location: Kawerak Ublagial Building Room 107

Office hours: Wednesday and Friday 1:00-4:30pm

Telephone: wk: 907-443-4382

Cell: 907-304-1751

E-Mail: mtahbone@kawerak.org

COURSE READINGS/MATERIALS:

Course textbooks: Inupiaq Phrases and Conversations

Author: Larry Kaplan and Lorena Williams

Publisher: University of Alaska Press

COURSE DESCRIPTION: An introductory course for student who wish to acquire the ability to speak Inupiaq, the language of Norton Sound, the Seward Peninsula, Kotzebue Sound, and the North Slope. Basic grammar components of the Inupiaq language will be covered, as needed. Using materials from the required CDS and other sources, the emphasis will be on auditory learning of words and phrases in the Kotzebue Dialect. Local Elders or resource people may visit the class from time to time to enhance speaking.

COURSE GOALS: At the end of the course, students should be able to understand and respond to rudimentary conversation with speakers of the Inupiaq language.

STUDENT LEARNING OUTCOMES/OBJECTIVES:

By the end of this course, students will be able to:

- Speak conversational Inupiaq
- Have working knowledge on basic Inupiaq grammar
- Have a basic understanding of Inupiaq oral traditions

INSTRUCTIONAL METHODS: This course will consist of lecture with a conversational component, games, guest speakers, video and audio instruction, and group projects. Students will have sessions that involve conversing in Inupiaq throughout the class period twice a month.

COURSE CALENDAR: This is a tentative schedule that is subject to change.

TENTATIVE SCHEDULE

January 12-15	Review of Atchagat and sounds. Conversation review.
January 20-22	Review section 2,3. History of our region and Languages
January 26-29	Days, Dates, Birthdays Conversations around these subjects.
February 2-5	Section 4: Greeting and Leave-Taking Section 6: Common Questions and Sample Answers
February 9-12	Section 7: Personal Conditions and Feelings Section 8: Introductions between people
February 18-19	Section 12: General Dialogue Review: Test
February 23-26	Section15: Numbers Section 19: Times
March 2-5	Section 18: Seasons Family Tree, history, and relatives
March 9-12	Section 13: Directions and positional
March 16-19	Spring Break
March 23-26	Review
March 30-31	Test
April 1-2	Asking about things
April 6-9	Inupiaq values and languages
April 13-17	Inupiaq spirituality
April 20-23	Living off the Land, Subsistence Spring time practices
April 27-30	Section 24: Eating Section 26: At the Store
May 4-7	Section 27: Going Camping Section 28: Egg Hunting
May 11-14	Section 23: Fish, Animals, Birds Eskimo Food
May 18-21	Review Final Exam

COURSE POLICIES: You are expected to attend classes regularly as unexcused absences may result in a failing grade. You are responsible for conferring with your instructor concerning absences.

You must notify your instructor of any school-related absences (athletic, conferences, etc) one week before departure.

You and your instructor will make a good faith effort to make suitable arrangements to assure that you can make up classes and work you miss and so, are not penalized for your excused absence(s). Your instructor is under no obligation to allow you to make up missed work for unexcused absences or if notification and arrangements are not made in advance of the absence.

EVALUATION:

This is a letter-graded course. Grades will be assigned according to the following:

Grade	Definition
A = 100% - 90%	An honor grade. Demonstrates originality, independence, a thorough mastery of the subject; completing more work than is regularly required. Demonstrates a deep understanding, presented with exceptional clarity & poise
B = 89% - 80%	Better than the average. Above the average expectation. Projects or papers are presented neatly and thoroughly but do not have the depth and originality for an 'A'.
C = 79% - 70%	Average. The student grasps the essential information; material is complete and presented on time.
D = 69% - 60%	Below average. Student misses significant aspects of the assignment. Material is not turned in on time; student is unprepared to present project to class.
F = below 60 %	Student was unable to complete the assignment on time with at least a 60% understanding and presentation.

You will have several tests over the course of the semester. Your tests are both oral and written, and will cover material in the book and/or material we covered in class that are not in the book. If your test averages are at or near a borderline, you may receive the next higher or next lower grade depending on such factors as attendance, class participation, homework, and your general trend on the tests.

Your final course grade will be based on the following:

- Attendance and Participation 25%
(Because this class conversational Iñupiaq, your participation in the speaking and listening aspects of each class are very important)
- Assignments 25%
- Final Exam 50%

STUDENT SUPPORT SERVICES:

Contact Marie Tozier, Admissions and Records Coordinator

Toll-Free: (800) 478-2202, Ext. 8403
In Nome: (907) 443-8403
metozier@alaska.edu

DISABILITIES SERVICES:

If you have specific physical, psychiatric or learning disabilities and require reasonable accommodations, please let me know AS SOON AS POSSIBLE so that your learning needs may be appropriately met. You will need to provide documentation of your disability to UAF Disability Services on the Fairbanks campus, and request a letter of accommodation.

Here's how to contact UAF Disability Services in Fairbanks:

- Email: uaf-disabilityservices@alaska.edu
- Website: <http://www.uaf.edu/disability/>
- Phone: (907) 474-5655 (no toll-free number available)
- TTY: (907) 474-1827
- Fax: (907) 474-5688

TITLE IX INFORMATION FOR STUDENTS:

University of Alaska Board of Regents have clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you report to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident. Your choices for reporting include:

1. You may access confidential counseling by contacting the UAF Health & Counseling Center at (907) 474-7043;
2. You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at (907) 474-6600;
3. You may file a criminal complaint by contacting the Nome Police Department at 443-5262, or the Alaska State Troopers at 443-5525 or 800-443-2835.

Tips for Writing Course Objectives or Outcomes

⇒ What are instructional objectives?

Instructional objectives are specific, measurable, short-term, observable student behaviors. This is what students should know or be able to do after completion of an activity/instruction.

⇒ Purpose

Objectives are not the sum of education, but pre-requisites or foundations.

They are the basis for course content and delivery. Objectives provide an organized pathway to focus instruction and provide a basis for course evaluation [assignments, papers, tests].

⇒ Types of objectives

- **Cognitive:** understandings, awareness, insights (List and explain)
This includes information recall, conceptual understanding and problem solving.
- **Psychomotor:** skills require a participant to do something (Take a replicable blood pressure reading by appropriately using a sphygmomanometer.)
- **Affective:** attitudes, appreciations, relationships

⇒ Tips for writing objectives

- How specific and detailed should objectives be?
It depends on what they are used for! Objectives for sequencing a specific task will be more specific and detailed.
- Writing objectives should not be tedious, trivial, time-consuming, or mechanical. Keep them simple, unambiguous, and clearly focused as a guide to learning.
- Write objectives for the type of learning behavior specific to the course. See next page for verbs to write objectives that address Bloom's taxonomy of knowledge: *knowledge; comprehension; application; analysis; synthesis and evaluation*. Be prepared to adjust the level of difficulty in either direction if necessary as a result of in-class monitoring.
- The purpose of objectives is not to restrict spontaneity or constrain the vision of education in the discipline; but to ensure that learning is focused clearly enough that both participants and instructor know what is going on.
- Express objectives in terms of performance, behavior, and achievement, not instructor activity.
- The Participant [Student] will be able to...

Verb Possibilities for Writing Course Objectives or Outcomes

Knowledge

Define
Name
List
Recall
Record
Relate
Repeat
Underline

Analysis

Analyze
Appraise
Calculate
Categorize
Compare
Contrast
Criticize
Debate
Diagram
Differentiate
Distinguish
Examine
Experiment
Inspect
Inventory
Question
Relate
Solve
Test

Comprehension

Describe
Discuss
Explain
Identify
Locate
Recognize
Report
Restate
Review
Review
Tell
Translate

Application

Apply
Demonstrate Set Up
Dramatize
Employ
Illustrate
Interpret
Operate
Practice
Schedule
Shop
Sketch
Use

Synthesis

Arrange
Assemble
Assemble
Assemble
Collect
Compose
Construct
Create
Design
Formulate
Manage
Organize
Plan
Prepare
Propose

Evaluation

Appraise
Assess
Choose
Compare
Estimate
Evaluate
Judge
Measure
Rate
Revise
Revise
Select
Score
Value

GRADING SYSTEM AND GRADE POINT AVERAGE (GPA) COMPUTATION

Grading System and Grade Point Average (GPA) Computation

All course grades are letter grades unless pass/fail, and are specified as such in the course schedule. The method of grading (letter or pass/fail) is an integral part of the course structure and is included in the course description. Instructors are expected to state their grading policies in writing at the beginning of each course.

Grades appearing on academic records are:

- A** An honor grade indicates originality and independent work, a thorough mastery of the subject and the satisfactory completion of more work than is regularly required.
- B** Indicates outstanding ability above the average level of performance.
- C** Indicates a satisfactory or average level of performance.
- D** The lowest passing grade, indicates work of below-average quality and performance.
- F** Indicates failure. All F grades, including those earned in pass/fail courses, are included in the GPA calculations.
- P** Pass—the pass grade indicates satisfactory completion of course requirements at either the undergraduate or graduate level. A pass grade does not affect one's GPA but credits earned with pass grades may meet degree requirements and may be used as a measure of satisfactory progress. Satisfactory performance is the equivalent of a 2.0 grade or better in undergraduate course work and 3.0 grade or better in graduate courses. The entire class must be graded pass/fail and the grading system is noted in the class schedule.
- Cr** Indicates credit was given under the credit-no-credit option.

Registration status

- DF** Deferred—This designation is used for courses such as thesis and special projects, which require more than one semester to complete. It indicates that course requirements cannot be completed by the end of the semester. Credit may be withheld without penalty until the course requirements are met within an approved time.
- AU** Audit—A registration status indicating that the student has enrolled for informational instruction only. No academic credit is granted. A W may be given if the student fails to attend the audited class.
- W** Withdrawn—Indicates withdrawal from a course after the first two weeks of a semester.
- I** Incomplete—Indicates that a student has not been able to complete the course during the scheduled time. An incomplete is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. Normally, an incomplete is assigned in a case when the student is current in the class until at least the last three weeks of the semester or summer session. Negligence or indifference are not acceptable reasons for an "I" grade. Instructors include a statement of work required of the student to complete the course at the time the "I" grade is assigned and a copy of the notice of the incomplete grade will be sent to the dean of the school or college in which the course is given. An incomplete must be made up within one year or it will automatically be changed to an "F" grade. The "I"

GPA until it has been changed to a regular letter grade by the instructor or until one year has elapsed, at which time it will be computed as an “F.” A senior cannot graduate with an “I” grade in either a university or major course requirement. To determine a senior’s GPA at graduation, the “I” grade will be computed as a failing grade.

NB No Basis—Instructors may award a No Basis status if there insufficient student progress and/or attendance for evaluation to occur. No credit is given, nor is “NB” calculated in the GPA. No Basis status is permanent.

Computing the grade point average

The grade point average (GPA) is a weighted numerical average of the grades earned in courses at UAF. To compute a GPA, divide the total number of credits attempted into the total number of grade points earned. Grade points are calculated by multiplying the number of grade points awarded, according to the chart below, by the number of credits attempted for the course. The following grades are figured in a GPA: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. Grades of I, DF, W, P, AU and CR do not carry grade points and do not affect a GPA.

Grade	Grade points per credit
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

TABLE 17 EXAMPLE OF GRADE POINT AVERAGE COMPUTATION

Course	Credits	Grade	Credits x Grade points per credit	= Grade points
BIOL 111X	4	A	4 cr x 4 pts	16
COMM 131X	3	D	3 cr x 1 pt	3
ENGL 111X	3	C	3 cr x 2 pts	6
MATH 107X	3	B	3 cr x 3 pts	9
HIST 131	3	F	3 cr x 0 pts	0
Total	16			34
34 grade points ÷ 16 credits = 2.13 GPA				

Non-credit courses, transfer credits and credit by examination do not affect the GPA calculations. A “graduating GPA” is the cumulative grade point average at the time of graduation. If, after earning a bachelor’s degree, an individual were to take more classes from UAF as a non-degree student, grades for those courses won’t be factored into the official graduating GPA. The exception is students who are officially admitted to a second degree program.

Repeating Courses

All grades (original and retakes) for a course completed at UAF are included on the student’s academic record, but **only the last grade earned** for a course is computed in the GPA unless the course is one that can be repeated for credit.

REGULAR CURRICULUM CHANGES

Frequently Asked Questions

What are regular courses?

Regular courses are those that appear in the UAF catalog and that are offered on a continual basis. Approval of regular courses originates with faculty and their respective CRCD campus, program, or unit.

What process is used to approve new or trial courses?

A trial course (with designator –94) is one offered with the expectation that it may become a regular course in the future (this process is used infrequently). A trial course may be offered up to three times based upon the original approval.

The form to submit a new or trial course is Format 1 on page 32. It is also available online at <http://www.uaf.edu/rural/faculty-staff/academic-council/curriculum/>. It is submitted along with the course syllabus. The form is first sent to the program or department head (see flowchart on page 31). It is then reviewed by the CRCD or CTC Curriculum Council (see CRCD Faculty Directory, found online at <http://www.uaf.edu/rural/faculty-staff/faculty-resources/>) and, if approved, signed by the CRCD Executive Dean or their representative. If the course is in a non-CRCD discipline, signatures are also required from the appropriate non-CRCD department chair, curriculum council's, and executive dean. Once these signatures are secured, the proposal is forwarded to Faculty Senate for review and approval.

Typically new or trial course requests are submitted in September. Final approval is commonly received during the following spring semester.

How long does it take to get approval for regular courses?

The approval process begins early in fall semester (usually late September) when faculty and departments/units/programs submit their proposals to the CRCD or CTC Curriculum Council. Deadlines for submission to Faculty Senate are listed on the UAF Governance Office website at <http://www.uaf.edu/uafgov/>.

Faculty Senate also accepts proposal for new or trial courses during the spring semester, but these will not be acted upon in time for inclusion in the next year's UAF catalog. Approvals by Faculty Senate become effective the following fall.

OTHER TYPES OF CURRICULUM CHANGES:

Changes to Existing Regular Courses (in the catalog)

These would follow the same routing process as above, but would use Format 2 (Major course changes, found on page 35), or Format 2A (Minor Course change, found on page 39).

Minor course changes are defined by Faculty Senate as follows:

1. Frequency in offering.
2. Minor editorial changes in title and/or course description
3. Jointly approved proposals for cross-listing current courses.

4. Change in course number that does not involve a change in lower/upper division status.
5. Internal departmental changes in course prerequisites not affecting courses (or degree programs) offered by other departments.

Minor changes do not require Faculty Senate Approval so therefore, upon approval from the CRCD Executive Dean it would be routed directly to the Registrar's office for catalog change. A copy of this should be forwarded to the Governance Office

Changes to Existing Degree or Certificate Programs

These would follow the same routing procedures as found in Regular New Course Approvals, but are considered a Format 5 (found on page 52).

New Degree or Certificate Programs

These would follow the same routing procedures as found in Regular New Course Approvals, but are considered a Format 3 (found on page 42), and in addition would require a significant number of additional approvals, following Faculty Senate approval, to include:

Chancellor
President
Board of Regents

Occupational Endorsements

These are pre-existing regular catalog courses bundled together (between 9 and 29 credits) to form an endorsement in a particular area. This is not a degree or certificate and does not require the same level of approval as new degree or certificate programs. All Occupational Endorsements, no matter what area of the University they come from are to be reviewed by the CRCD Curriculum Council. These use Format 5, found on page 40, and follow this approval trail (which is a bit different from the flow chart on page 19):

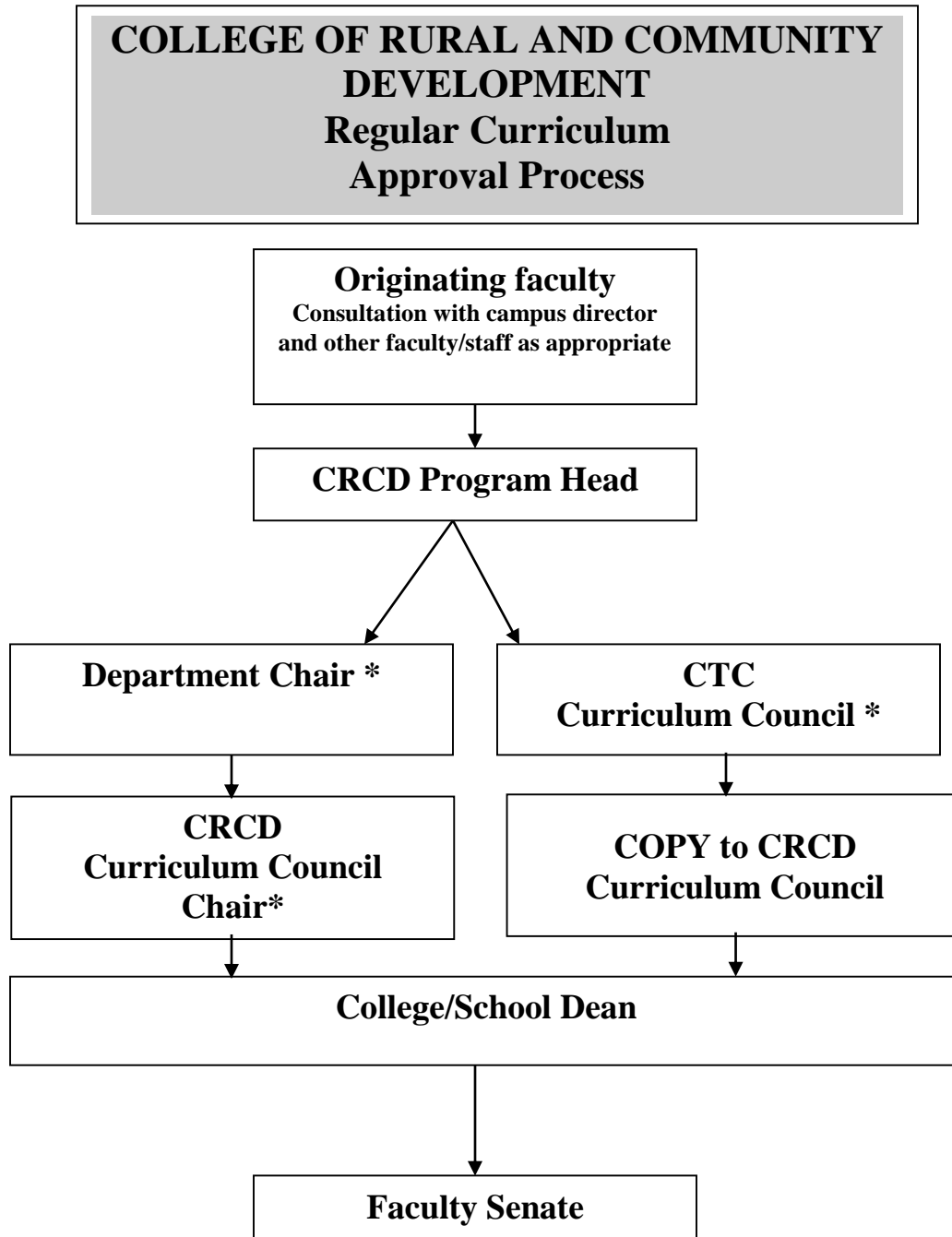
Provision for review signatures of preparation:

Industry or advisory council representative
Program head responsible for the transcription request and completion checklist
Dean of school/college housing the occupational endorsement
College of Rural and Community Development Academic Council

Signatures for approval:

Curricular Affairs Committee chair
President, UAF Faculty Senate
Chancellor or designee
President or designee (for review only, designated by BOR as approving authority)

Approval Process Flow-Chart



* Faculty by Department document will determine whether curriculum change goes to CRCD or CTC Curriculum Councils

** If courses are external to CRCD the steps may vary. Please contact CRCD Executive Dean's Office for more details at 1-800-478-2721 or 474-7143.

Format 1 – Trial Course or New Course Proposal

Submit original with signatures + 3 copies

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department		College/School	
Prepared by		Phone	
Email Contact		Faculty Contact	

See <http://www.uaf.edu/uafgov/faculty/cd/cdman.html> for a complete description of the rules governing curriculum & course changes.

1. ACTION DESIRED (check one):	Trial Course	<input type="checkbox"/>	New Course	<input type="checkbox"/>		
2. COURSE IDENTIFICATION:	Dept	<input type="text"/>	Course #	<input type="text"/>	No. of Credits	<input type="text"/>
	Justify upper/lower division status & number of credits:	<input type="text"/>				
3. PROPOSED COURSE TITLE:	<input type="text"/>					
4. CROSS LISTED?	YES/NO	<input type="text"/>	If yes, Dept:	<input type="text"/>	Course #	<input type="text"/>
(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)						
5. STACKED?	YES/NO	<input type="text"/>	If yes, Dept.	<input type="text"/>	Course #	<input type="text"/>
6. FREQUENCY OF OFFERING:	<input type="text"/>					
	(Every or Alternate) Fall, Spring, Summer — or As Demand Warrants					
7. SEMESTER & YEAR OF FIRST OFFERING (if approved)	<input type="text"/>					

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check one)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6 weeks to full semester
OTHER FORMAT (specify)	<input type="text"/>					
Mode of delivery (specify lecture, field trips, labs, etc)	<input type="text"/>					

9. CONTACT HOURS PER WEEK:	<input type="text"/>	LECTURE hours/weeks	<input type="text"/>	LAB hours /week	<input type="text"/>	PRACTICUM hours /week
Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See http://www.uaf.edu/uafgov/faculty/cd/credits.html for more information on number of credits.						
OTHER HOURS (specify type)	<input type="text"/>					

10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

<input type="text"/>

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities ☐ N = Natural Science ☐ S = Social Sciences ☐

Will this course be used to fulfill a requirement for the baccalaureate core? ☐ **YES** ☐ **NO**

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 ☐ W = Writing Intensive, Format 7 ☐ Natural Science, Format 8 ☐

12. COURSE REPEATABILITY:

Is this course repeatable for credit? ☐ **YES** ☐ **NO**

Justification: Indicate why the course can be repeated
(for example, the course follows a different theme each time).

How many times may the course be repeated for credit? **TIMES**

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? **CREDITS**

13. GRADING SYSTEM:

LETTER: **PASS/FAIL:**

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES

These will be *required* before the student is allowed to enroll in the course.

RECOMMENDED

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES

\$

Has a memo been submitted through your dean to the Provost & VCAS for fee approval? **Yes/No** ☐

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? **Yes/No** ☐

If yes, give semester, year, course #, etc.:

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No ☐ Yes ☐

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

--

21. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

--

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

--

APPROVALS:

	Date	
Signature, Program Head Department of:		

	Date	
Signature, Department Chair of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Executive Dean, College/School of:		

	Date	
Signature of Provost (if applicable)		

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

Format 2 – Change Course (Major) and Drop Course Proposal

FORMAT 2

Submit originals and one copy and electronic copy to **Governance/Faculty Senate Office**
See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL

SUBMITTED BY:

Department		College/School	
Prepared by		Phone	
Email Contact		Faculty Contact	

1. COURSE IDENTIFICATION:

Dept		Course #		No. of Credits	
COURSE TITLE					

2. ACTION DESIRED:

Change Course		If Change, indicate below what change.	Drop Course	
NUMBER		TITLE		DESCRIPTION
PREQUISITES		FREQUENCY OF OFFERING		
CREDITS (including credit distribution)		COURSE CLASSIFICATION		
CROSS-LISTED		Dept.		(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)
STACKED (400/600) Include syllabi.		Dept.		Course #
OTHER (please specify)				

3. COURSE FORMAT

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply)		1		2		3		4		5		6 weeks to full semester
OTHER FORMAT (specify all that apply)												
Mode of delivery (specify lecture, field trips, labs, etc)												

4. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities		S = Social Sciences			
Will this course be used to fulfill a requirement for the baccalaureate core?	YES		NO		
IF YES, check which core requirements it could be used to fulfill:					
O = Oral Intensive, Format 6 also submitted		W = Writing Intensive, Format 7 submitted		Natural Science, Format 8 submitted	

5. COURSE REPEATABILITY:

Is this course repeatable for credit?	YES		NO	
Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).				
How many times may the course be repeated for credit?		TIMES		
If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?		CREDITS		

6. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits

7. COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES: (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.) PLEASE SUBMIT NEW COURSE SYLLABUS. For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.

8. IS THIS COURSE CURRENTLY CROSS-LISTED?

YES/NO ☐

If Yes, DEPT ☐

NUMBER ☐

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. GRADING SYSTEM: Specify only one

LETTER: ☐

PASS/FAIL: ☐

10. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

11. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No ☐ Yes ☐

12. IMPACTS ON PROGRAMS/DEPTS:

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

13. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

--

APPROVALS:

	Date	
Signature, Program Head, Department of:		
	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		
	Date	
Signature of Provost (if applicable)		

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

ADDITIONAL SIGNATURES: *(As needed for cross-listing and/or stacking)*

		Date	
Signature, Program Head, Department of:			
Signature, Chair, Program/Department of:			
		Date	
Signature, Chair, College/School Curriculum Council for:			
		Date	
Signature, Dean, College/School of:			

Format 2A – Change Course (Minor)

FORMAT 2A

Submit original with signatures to Registrar's Office
Send electronic copy to the Governance Office

CHANGE COURSE (MINOR)

MINOR CHANGES INCLUDE ONLY THE FOLLOWING:

1. Frequency in offering.
2. Minor editorial changes in title and/or course description.
3. Jointly approved proposals for cross-listing current courses. (Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.)
(Stacked 400/600 level course requests are not considered minor changes.)
4. Change in course number that does not involve a change in lower/upper division status.
5. Internal departmental changes in course prerequisites not affecting courses (or degree programs) offered by other departments.

If changes cannot be considered "Minor" (as defined above), use **FORMAT 2 - CHANGE COURSE (MAJOR)** and **DROP COURSE**.

Catalog change deadlines established by the Faculty Senate are to be observed and the proper forms are to be used. Send Minor Change requests directly to the Registrar's Office after Dean approval. (Please send informational copy to the Governance Office.

SUBMITTED BY:

Department		College/School	
Prepared by		Phone	
Email Contact		Faculty Contact	

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

1. COURSE IDENTIFICATION:

Dept		Course #		No. of Credits	
COURSE TITLE					

2. ACTION DESIRED: Indicate what changes:

NUMBER		TITLE		DESCRIPTION	
PREQUISITES		FREQUENCY OF OFFERING			
CROSS-LISTED		Dept.		(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	

3. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits

--

4. COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES: (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

--

--

5. IS THIS COURSE CURRENTLY CROSS-LISTED?

YES/NO		If Yes, DEPT		NUMBER	
--------	--	--------------	--	--------	--

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

6. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

7. IMPACTS ON PROGRAMS/DEPTS:

What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a prerequisite, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

--

APPROVALS:

	Date	
Signature, Program Head, Department of:		
	Date	
Signature, Chair, Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE

Date

Received Registrar's Office

Format 3 – New Degree Program Request Process

FORMAT 3

**Submit original with signatures + 1 photo-copy to the Faculty Senate Office;
and email an electronic copy to jbharvie@alaska.edu**

NEW DEGREE PROGRAM REQUEST

(UA Regulation 10.04.020)

NOTE: Because of the extensive reviews required to initiate a new graduate degree program, consultation with Graduate Academic & Advisory Committee during early phases of the request preparation is strongly recommended. This will allow for a more efficient review and, more importantly, it will provide the department with up-to-date information about which aspects of the request can be expected to receive particular attention at the final higher levels of review. The department may be requested to obtain outside reviews of the new program proposal.

Submit the request according to the following format: (Please number pages and include a table of contents.)

I. Cover Memorandum should include:

- A. Name of person preparing request
- B. Brief statement of the proposed program, its objectives and career opportunities. It is essential that the objectives of the program be clearly identified so that the activity may be evaluated in terms of how successfully it fulfills its stated objectives.
- C. Provision for approval signatures of:
 - Department Head
 - Curriculum Council Chair
 - Dean
 - [Additional signature lines as needed for specific units.]

Note: The following additional signatures from outside the originating unit will be collected as the proposal moves up the review ladder. Provide signature lines in the proposal.

President, UAF Faculty Senate
Dean of Graduate School (if graduate request)
UAF Chancellor
UA President
Board of Regents (Chair)

II. Identification of the Program (All pages should be numbered.)

- A. Description of the Program
 - 1. Program title
 - 2. Credential level of the program, if appropriate

3. Admissions requirements and prerequisites
 4. Course descriptions of required and recommended elective courses. (For new courses, use FORMAT 1; to revise courses, use FORMAT 2)
 5. Requirements for the degree.
 - a. Include a sample course of study and a 3-Year Cycle of course offerings.
 - b. Include a proposed general catalog layout copy of the program with short descriptive paragraph.
- B. Program Goals
1. Brief identification of objectives and subsequent means for their evaluation
 2. Relationship of program objectives to "Purposes of the University"
 3. Occupational/other competencies to be achieved
 4. Relationship of courses to the program objectives
- III. Personnel Directly Involved with Program
- A. List of faculty involved in the program including brief statement of duties and qualifications
 - B. Administrative and coordinating personnel
 - C. Classified personnel
- IV. Enrollment Information
- A. Projected enrollment/present enrollment
 - B. How determined/who surveyed/how surveyed
 - C. Minimum enrollments to maintain program for years 1, 2, 3, 4, and 5
 - D. Maximum enrollment which program can accommodate
 - E. Special restrictions on enrollments
- V. Need for Program
- A. Required for other programs. In what way? How has this requirement been met to date?
 - B. Employment market needs:
 1. Who surveyed? How? (Standard procedures should be developed for this.)
 2. Job opportunities now, and two, five, and ten years from now. How were these predictions determined? (Local, regional, State surveys?) (Standard procedures should be developed for this.)
 3. How have positions been filled to date?
- VI. Other
- This permits consideration of additional justifying information which might not fit under III and IV above. Caution should be exercised to assure that the need for program is clearly established and that enrollment requirements are proposed and agreed upon at the time of the program's approval. Examples might be low enrollment programs in Alaska Native Languages, Alaska Native Arts, etc.
- VII. Resource Impact

- A. Budget (complete the Resource Commitment Form) (Total on the Resource Commitment Form must agree with total expenditures on the BOR Program Action Request Form)
- B. Facilities/space needs
- C. Credit hour production
- D. Faculty
- E. Library/Media materials, equipment and services: Review the Library/Media material, equipment and services needed by this proposed action with the Library Collection Development Officer. (Karen Jensen, 6695)

VIII. Relation of Program to other Programs within the System

- A. Effects on enrollments elsewhere in the system
- B. Does it duplicate/approximate programs anywhere in the system?
If so, what is the justification for the duplication?
- C. How does the program relate to research or service activities?
 - 1. Contributions to research or service
 - 2. Benefits from research or service activities

IX. Implementation/Termination

- A. Date of implementation
- B. Plans for recruiting students
- C. Termination date (if any)
- D. Plans for phasing out program if it proves unsuccessful
- E. Assessment of the program. (Include a Student Outcomes Assessment Plan. To avoid delays, submit the plan for review by Provost Susan Henrichs before submitting the new program request.)

X. Regents Guidelines

The Board of Regents require the completion of the Program Action Request Form. The form is provided online at: <http://www.alaska.edu/research/sac/new-programs/>

A 2-3 page program summary is also required and should include:

- 1. Program Goals:
 - a. brief identification of objectives and means for their evaluation;
 - b. relationship of program objectives to the Purpose of the University (core, themes, as per accreditation); and
 - c. occupational or other competencies to be achieved.
- 2. List of faculty directly involved with the program.
- 3. Enrollment information:
 - a. projected and present enrollment;
 - b. minimum enrollment needed to maintain program; and
 - c. maximum enrollment that can be accommodated.

4. Need for program – employment market needs.

5. Resource Impact: Include the Resource Commitment Form from the Format 3 packet. Its numbers must agree with those provided in the BOR Program Action Request.

XI. Draft Prospectus

The prospectus for a new program is sent to the Northwest Commission on Colleges and Universities after approval by the Board of Regents. NWCCU review may take as long as 90 days following receipt of the program prospectus. Creating the draft and including it with the Format 3 paperwork will facilitate the submission of the formal prospectus.

Much of the information required for the prospectus will already have been assembled while producing the Format 3 new degree program request. Instructions and a template are provided online at:

<http://www.uaf.edu/uafgov/faculty/cd/index.html>



Board of Regents Program Action Request
University of Alaska
Proposal to Add, Change, or Delete a Program of Study

1a. Major Academic Unit (choose one) UAA	1b. School or College	1c. Department																																								
2. Complete Program Title																																										
3. Type of Program																																										
<input type="checkbox"/> Undergraduate Certificate <input type="checkbox"/> AA/AAS <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Post-Baccalaureate Certificate <input type="checkbox"/> Master's <input type="checkbox"/> Graduate Certificate <input type="checkbox"/> Doctorate																																										
4. Type of Action		5. Implementation date (semester, year)																																								
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		Fall, 2010																																								
6. Projected Revenue and Expenditure Summary. Not Required if the requested action is deletion. (Provide information for the 5 th year after program or program change approval if a baccalaureate or doctoral degree program; for the 3 rd year after program approval if a master's or associate degree program; and for the 2 nd year after program approval if a graduate or undergraduate certificate. If information is provided for another year, specify (1st) and explain in the program summary attached). Note that Revenues and Expenditures are not always entirely new; some may be current (see 7d.)																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="left" colspan="2">Projected Annual Revenues in FY</th> </tr> <tr> <td>Unrestricted</td> <td></td> </tr> <tr> <td>General Fund</td> <td>\$</td> </tr> <tr> <td>Student Tuition & Fees</td> <td>\$</td> </tr> <tr> <td>Indirect Cost Recovery</td> <td>\$</td> </tr> <tr> <td>TVEP or Other (specify):</td> <td>\$</td> </tr> <tr> <td>Restricted</td> <td></td> </tr> <tr> <td>Federal Receipts</td> <td>\$</td> </tr> <tr> <td>TVEP or Other (specify):</td> <td>\$</td> </tr> <tr> <td>TOTAL REVENUES</td> <td>\$</td> </tr> </table>		Projected Annual Revenues in FY		Unrestricted		General Fund	\$	Student Tuition & Fees	\$	Indirect Cost Recovery	\$	TVEP or Other (specify):	\$	Restricted		Federal Receipts	\$	TVEP or Other (specify):	\$	TOTAL REVENUES	\$	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="left" colspan="2">Projected Annual Expenditures in FY</th> </tr> <tr> <td>Salaries & benefits (faculty and staff)</td> <td>\$</td> </tr> <tr> <td>Other (commodities, services, etc.)</td> <td>\$</td> </tr> <tr> <td>TOTAL EXPENDITURES</td> <td>\$</td> </tr> <tr> <td colspan="2">One-time Expenditures to Initiate Program (if >\$250,000)</td> </tr> <tr> <td colspan="2">(These are costs in addition to the annual costs, above.)</td> </tr> <tr> <td>Year 1</td> <td>\$</td> </tr> <tr> <td>Year 2</td> <td>\$</td> </tr> <tr> <td>Year 3</td> <td>\$</td> </tr> <tr> <td>Year 4</td> <td>\$</td> </tr> </table>	Projected Annual Expenditures in FY		Salaries & benefits (faculty and staff)	\$	Other (commodities, services, etc.)	\$	TOTAL EXPENDITURES	\$	One-time Expenditures to Initiate Program (if >\$250,000)		(These are costs in addition to the annual costs, above.)		Year 1	\$	Year 2	\$	Year 3	\$	Year 4	\$
Projected Annual Revenues in FY																																										
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General Fund	\$																																									
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Salaries & benefits (faculty and staff)	\$																																									
Other (commodities, services, etc.)	\$																																									
TOTAL EXPENDITURES	\$																																									
One-time Expenditures to Initiate Program (if >\$250,000)																																										
(These are costs in addition to the annual costs, above.)																																										
Year 1	\$																																									
Year 2	\$																																									
Year 3	\$																																									
Year 4	\$																																									
Page # of attached summary where the budget is discussed, including initial phase-in:																																										
7. Budget Status. Items a., b., and c. indicate the source(s) of the General Fund revenue specified in item 6. If any grants or contracts will supply revenue needed by the program, indicate amount anticipated and expiration date, if applicable.																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="left">Revenue source</th> <th align="center">Continuing</th> <th align="center">One-time</th> </tr> <tr> <td>a. In current legislative budget request</td> <td align="center">\$</td> <td align="center">\$</td> </tr> <tr> <td>b. Additional appropriation required</td> <td align="center">\$</td> <td align="center">\$</td> </tr> <tr> <td>c. Funded through new internal MAU redistribution</td> <td align="center">\$</td> <td align="center">\$</td> </tr> <tr> <td>d. Funds already committed to the program by the MAU¹</td> <td align="center">\$</td> <td align="center">\$</td> </tr> <tr> <td>e. Funded all or in part by external funds, expiration date</td> <td align="center">\$</td> <td align="center">\$</td> </tr> <tr> <td>f. Other funding source Specify Type:</td> <td align="center">\$</td> <td align="center">\$</td> </tr> </table>			Revenue source	Continuing	One-time	a. In current legislative budget request	\$	\$	b. Additional appropriation required	\$	\$	c. Funded through new internal MAU redistribution	\$	\$	d. Funds already committed to the program by the MAU ¹	\$	\$	e. Funded all or in part by external funds, expiration date	\$	\$	f. Other funding source Specify Type:	\$	\$																			
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f. Other funding source Specify Type:	\$	\$																																								
8. Facilities: New or substantially (>\$25,000 cost) renovated facilities will be required. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, discuss the extent, probable cost, and anticipated funding source(s), in addition to those listed in sections 6 and 7 above.																																										
9. Projected enrollments (headcount of majors). If this is a program deletion request, project the teach out enrollments.																																										
Year 1:	Year 2:	Year 3:																																								
Page number of attached summary where demand for this program is discussed:																																										

¹Sometimes the courses required by a new degree or certificate program are already being taught by an MAU, e.g., as a minor requirement. Similarly, other program needs like equipment may already be owned. 100% of the value is indicated even though the course or other resource may be shared.

<p>10. Number* of new TA or faculty hires anticipated (or number of positions eliminated if a program deletion):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Graduate TA</td><td style="width: 100px;"></td></tr> <tr><td>Adjunct</td><td></td></tr> <tr><td>Term</td><td></td></tr> <tr><td>Tenure track</td><td></td></tr> </table>	Graduate TA		Adjunct		Term		Tenure track		<p>11. Number* of TAs or faculty to be reassigned:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Graduate TA</td><td style="width: 100px;"></td></tr> <tr><td>Adjunct</td><td></td></tr> <tr><td>Term</td><td></td></tr> <tr><td>Tenure track</td><td></td></tr> </table> <p>Former assignment of any reassigned faculty: For more information see page _____ of the attached summary.</p>	Graduate TA		Adjunct		Term		Tenure track	
Graduate TA																	
Adjunct																	
Term																	
Tenure track																	
Graduate TA																	
Adjunct																	
Term																	
Tenure track																	
<p>12. Other programs affected by the proposed action, including those at other MAUs (please list):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Program Affected</th> <th style="width: 25%;">Anticipated Effect</th> <th style="width: 25%;">Program Affected</th> <th style="width: 25%;">Anticipated Effect</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Program Affected	Anticipated Effect	Program Affected	Anticipated Effect												
Program Affected	Anticipated Effect	Program Affected	Anticipated Effect														
<p>Page number of attached summary where effects on other programs are discussed: _____</p>																	
<p>13. Specialized accreditation or other external program certification needed or anticipated. List all that apply or 'none':</p>	<p>14. Aligns with University or campus mission, goals, core themes, and objectives (list):</p> <p>Page in attached summary where alignment is discussed: _____</p>																
<p>15. State needs met by this program (list):</p> <p>Page in the attached summary where the state needs to be met are discussed: _____</p>	<p>16. Program is initially planned to be: (check all that apply)</p> <p><input type="checkbox"/> Available to students attending classes at campus(es).</p> <p><input type="checkbox"/> Available to students via e-learning.</p> <p><input type="checkbox"/> Partially available students via e-learning.</p> <p>Page # in attached summary where e-learning is discussed: _____</p>																
<p>Submitted by the University of Alaska Anchorage with the concurrence of its Faculty Senate.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> _____/_____ Provost Date </div> <div style="text-align: center;"> _____/_____ Chancellor Date </div> </div>																	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Disapproval </div> <div style="text-align: center;"> _____/_____ UA Vice President for Academic Affairs on behalf of the Statewide Academic Council </div> <div> _____/_____ Date </div> </div>																	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Disapproval </div> <div style="text-align: center;"> _____/_____ Chair, Academic and Student Affairs Committee </div> <div> _____/_____ Date </div> </div>																	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Disapproval </div> <div style="text-align: center;"> _____/_____ UA President </div> <div> _____/_____ Date </div> </div>																	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved </div> <div style="text-align: center;"> _____/_____ Chair, Board of Regents </div> <div> _____/_____ Date </div> </div>																	

*Net FTE (full-time equivalents). For example, if a faculty member will be reassigned from another program, but his/her original program will hire a replacement, there is one net new faculty member. Use fractions if appropriate. Graduate TAs are normally 0.5 FTE. The numbers should be consistent with the revenue/expenditure information provided.

Attachments: ☐ Summary of Degree or Certificate Program Proposal ☐ Other (optional)

RESOURCE COMMITMENT TO THE PROPOSED DEGREE PROGRAM

Resources	Existing	New		Total
	College/School	College/School	Others (Specify)	
Regular Faculty (FTE's & dollars)				
Adjunct Faculty (FTE's & dollars)				
Teaching Assistants (Headcount)				
Instructional Facilities (in dollars and/or sq. footage)				
Office Space (Sq. footage)				
Lab Space (Sq. Footage)				
Computer & Networking (in dollars)				
Research/ Instructional/ office Equipment (in dollars)				
Support Staff (FTE's & dollars)				
Supplies (in dollars)				
Travel (in dollars)				

Signature _____
 Dean of College/School Proposing New Degree Program Date _____

Prospectus for University of Alaska Fairbanks

A. Mission and Goals:

B. Authorization:

The University of Alaska Fairbanks (UAF) is one of Three individually accredited universities within the University of Alaska system. UAF has been continuously accredited since 1934 by the Northwest Commission on Colleges and Universities.

The Constitution of the State of Alaska establishes the University of Alaska as the state university, governed by a Board of Regents appointed by the governor. Alaska Statutes provide for a board of eleven voting members, including one student, with authority to carry out the mission of the university system and its constituent units, including the determination and regulation of the university's course of instruction and the conferring of degrees. Members of the board have no contractual, employment, or financial interest in the university. The chair is elected from among the board. The board appoints the president of the university system, who in turn appoints the chancellor of UAF. Both officers are full-time employees whose only responsibility is to the institution

C. Educational Offerings:

- 1. Descriptive information of the educational offering(s):**
- 2. Evidence of approval by the appropriate academic policy body of the institution:**
Senate signature page and BOR approval from the minutes will be provided by the Office of the Provost.

D. Planning:

- 1. Evidence of need for the change and the students to be served:**
- 2. The procedures used in arriving at the decision to change¹:**
- 3. The organizational arrangements that must be made within the institution to accommodate the change²:**
- 4. Timetable for implementation³.**

E. Budget:

- 1. The budget projections (revenue and expenditures) for each of the first three years of operation:**
- 2. Revenue and expenditures associated with the change itself:**
- 3. Institutional financial support to be reallocated to accommodate the change:**
- 4. The budgetary and financial implication of the change for the entire institution:**

F. Student Services:

G. Physical Facilities:

H. Library and Information Resources:

I. Faculty and Staff:

Format 3A – New Occupational Endorsement Request

FORMAT 3A

Submit originals and an electronic copy
to UAF Governance/Faculty Senate Office

NEW OCCUPATIONAL ENDORSEMENT REQUEST

(UA Regulation 10.04.02)

I. Cover Memorandum should include:

- A. Name of person preparing request
- B. Brief statement of the proposed endorsement, industry objectives and abbreviated student learning outcomes assessment and implementation plan.
- C. Provision for review signatures of preparation:
 - Industry or advisory council representative
 - Program head responsible for the transcription request and completion checklist
 - Dean of school/college housing the occupational endorsement
 - College of Rural and Community Development Academic Council

Signatures for approval:

Curricular Affairs Committee chair
President, UAF Faculty Senate
Chancellor or designee

II. Identification of the Endorsement (All pages should be numbered.)

- A. Description of the Occupational Endorsement
 - 1. Occupational Endorsement title
 - 2. Admissions requirements and prerequisites
 - 3. Course descriptions of required catalogue courses. (Endorsements use existing courses.)
 - 4. Requirements for the endorsement.
 - a. Include a sample course of study and a 3-Year Cycle of course offerings.
 - b. Include a proposed general catalog layout copy of the endorsement with short descriptive paragraph.
- B. Endorsement Goals
 - 1. Brief identification of objectives and subsequent means for their evaluation
 - 2. Relationship of endorsement objectives to industry needs
 - 3. Occupational/other competencies to be achieved
 - 4. Relationship of courses to the endorsement objectives
- C. Describe Student Learning Outcomes Assessment Plan, and identify the individual (by position) who will be responsible for directing its implementation.

III. Personnel Directly Involved with Program

- A. List current faculty teaching the required and elective courses and titles, including brief statement of duties and qualifications
- B. Administrative, coordinating and classified staff personnel associated with the endorsement

IV. Enrollment Information

- A. Projected enrollment
- B. How determined/who surveyed/how surveyed
- C. Maximum enrollment which endorsement can accommodate (endorsement capacity)

V. Need for Occupational Endorsement

- A. Employment market needs:
 - 1. Who surveyed? How? (Standard procedures with industry/advisory council listed)
 - 2. Job opportunities now, and two, five, and ten years from now. How were these predictions determined? (Local, regional, State surveys, periodic review will ensure the currency.)
 - 3. How have positions been filled to date?

VI. Other

Any justification for the endorsement, which might not fit under III and IV above.

VII. Relation of Endorsement to other Programs within the System

VIII. Implementation/Termination

- A. Date of implementation
- B. Plans for recruiting students
- C. Plans for phasing out endorsement if it proves unsuccessful
- D. Assessment of the endorsement. (Include a Student Outcomes Assessment Plan.)

Format 5 – Program/Degree Requirement Change (Major/Minor)

FORMAT 5

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office (email electronic copy to jbharvie@alaska.edu)

PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR)

SUBMITTED BY:

Department		College/School	
Prepared by		Phone	
Email Contact		Faculty Contact	

See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

PROGRAM IDENTIFICATION:

DEGREE PROGRAM	
Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)	

A. CHANGE IN DEGREE REQUIREMENTS: (Brief statement of program/degree changes and objectives)

--

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

--

C. PROPOSED REQUIREMENTS AS IT WILL APPEAR IN THE CATALOG WITH THESE CHANGES: (Underline new wording ~~strike through old wording~~ and use complete catalog format)

--

D. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

E. IMPACTS ON PROGRAMS/DEPTS:

*What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)*

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.)

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

APPROVALS:

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

SPECIAL TOPICS COURSE (-93) APPROVALS

Frequently Asked Questions

What are special topics courses?

Special topics courses are typically offered only once when a special need is identified and/or special instructional opportunities arise. They will not appear in the UAF catalog. They must be approved in advance by the relevant department/program. The designator for a special topics class is -93; in summer semester it is -95. Special topics can be offered at any undergraduate or graduate level (e.g. 293, 693).

What is required to obtain special topics course approval?

For special topics courses with designators within CRCD, use the online approval form. There are instructions on how to use this form starting on page 56. For special topics course approvals, submit both the special topics course approval form and course syllabus. The special topics course approval form for course designators external to CRCD is on page 67. It is also available online at <http://www.uaf.edu/rural/faculty-staff/course-instructor-app/>. Approval of the instructor (if not a regular faculty member) may also be required.

Who approves special topics courses?

Special topics course approval forms for a CRCD class (e.g. Rural Human Services, Applied Business) should be signed by the campus director, the CRCD department chair, and the CRCD Executive Dean or designee (normally the Associate Dean of Academic Affairs). See contact information for CRCD department chairs on page 82. Contact information for CRCD Faculty Directory can be found at <http://www.uaf.edu/rural/faculty-staff/faculty-resources/>. The CRCD Faculty Curriculum Council also reviews all special topics courses on an annual basis.

Approval forms for a non-CRCD course (e.g. Biology, Art, English) must be signed by the originating campus coordinator and/or campus director, CRCD Executive Dean or designee (normally Associate Dean of Academic Programs), followed by the relevant department head, school or college curriculum council, and dean. Send the form first to the CRCD Executive Dean's office. It will be logged in and forwarded to the external department head and dean.

When should special topics courses be submitted?

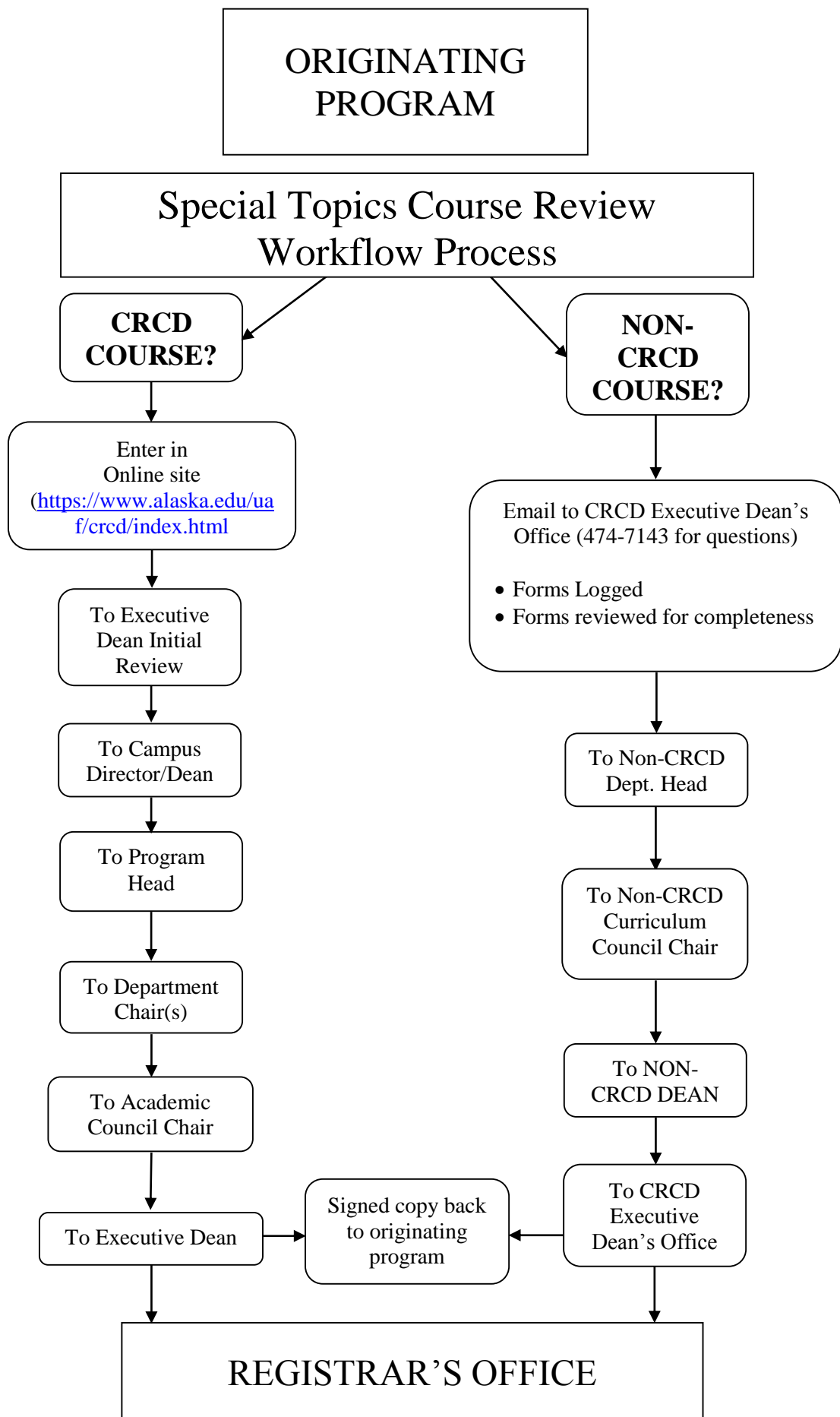
Start the approval process immediately once the details of the course are identified. Special topics courses must be approved as soon as possible, but in every case prior to the beginning of course instruction. It can sometimes take 4-5 weeks for final approval. Approval of courses with designators outside of CRCD typically takes longer than those within CRCD.

How long are special topics course approvals valid?

Special topics course approvals are valid only for ONE semester.

Who keeps copies of special topics course approvals?

The CRCD Executive Dean's office keeps a scanned copy on file and will return copies of signed forms to the originating campus. Campuses should keep copies of special topics course approvals for FIVE years. The UAF Registrar's Office keeps the original special topics course approval form and supporting material.



Internal – Electronic Special Topics Course Approval Process

This form is to be used for all special topics course approvals for courses with designators **internal** to CRCD.

Process Overview

1. A user (preparer) will prepare and submit an approval and submit to Dean's Office-Initial Review. They will log in and select either approve or reject. If approved, they will select and send to the Campus Director. If additional information is required it can be placed in a pending status. "Pending" will return the form to the preparer for additional information (should be entered in the notes field).
2. The Campus Director will receive an automated email alert of a pending approval, log in, and select either approve, reject or pending. If approved, the form will be sent to the appropriate Program Head for review.
3. The Program Head will receive an automated email alert of a pending approval, log in, and select either approve or reject. If approved, select and send to the appropriate Department Chair.
4. The Department Chair will receive an automated email alert of a pending approval, log in, and select either approve or reject. If approved, send to the CRCD Academic Council Chair.
5. The Academic Council Chair will receive an automated email alert of a pending approval, log in, and select either approve or reject. If approved, send to the Dean for final review.

**FLOW: Preparer ➡ Dean's Office Initial Review ➡ Campus/Program Director
➡ Program Head ➡ Department Chair ➡ CRCD Academic Chair
➡ CRCD Dean**

To further assist with who would be the correct person to send to next, please refer to page 84 for a listing of CRCD Department Chairs/Program Heads.

Log in

Log in @ <https://www.alaska.edu/uaf/crcd/index.html>. Use the same login used for logging into the UA Enterprise Directory (EDIR).

If logging into the UA Enterprise Directory for the first time, it is highly recommended to login first there to be authenticated:

<http://edir.alaska.edu>

For forgotten login credentials, simply click on the link at the bottom and a page with instructions for assistance will be prompted. If login difficulties persist please contact UA OIT Support at 474-8300 or 1-800-478-8226 for assistance.

For other types of assistance or training, please contact the CRCD Executive Dean's Office for assistance and training as needed (907-474-7143).

Login Screen:

The screenshot shows a web browser window titled "University of Alaska AUTHSERV Authentication - Mozilla Firefox". The address bar displays the URL <https://authserv.alaska.edu/cgi-bin/authenticate?redirect=UAF%20CRCDCD>. The page header features the University of Alaska logo and the text "UA Authentication Service (AUTHSERV)". Below the header, the page is titled "AUTHSERV LOG IN" and includes a red message: "UAF CRCDCD requires you log in with your UA AuthServ credentials." There are two input fields: "UA Username or ID#" and "Password". To the right of the password field is a link: "Look up my UA Username & ID# Password". Below the input fields is a "CONTINUE" button. A section titled "Questions? Other options or if you are unable to log in:" lists several links: "First Time Log In Page", "Password Self-Reset Page", "Post-reset Log In Page", "Log In with Password Change", "Log In", "Help Desk Listings", and "Thu Mar 15 15:37:36 2007". The status bar at the bottom shows "Done" and the address "authserv.alaska.edu".

Preparing the form

Once logged in, there should see an access menu with an appropriate designation (for example, “Special Topics – Preparer”). Click on this and it will display existing approvals and their status.

Requests made by: Renee Pike

197; Medical Office Technology; Monday, October 15, 2007; Approved

NEW EDIT PRINT

[Access Menu](#) [Log Out](#)

Select “New” and this to view the screen illustrated below.

Preparers please note: **all** fields must be completed; a syllabus must be attached, along with any other relevant documents. A total of three documents may be uploaded. Acceptable file types are: .doc, .pdf, .zip, .txt, .jpg.

Please note:

Under Part 4, the hours lecture and hours lab fields come before each of those designations.

Once completed, please select Deans Office – Initial Review and press “submit.”

Here is the blank form to prepare:

Special Topics Course Submission Form

Date:	Thursday, January 24, 2008	Prepared by:	Renee Pike
Email:	fnrhp@uaf.edu	Phone:	+1 907 474 7143
Department:	RC Transfer	College/School:	UAF Rural College RC Transfer
Unit:	Select One	Proposed Instructor:	
Type:	Select One	Employee ID:	Verified by Registration Office

1. Course Requirements:

Course Designator:	ABUS	Course Number:	093	Number of credits:	1
Proposed Title:				Grading System:	Letter
Semester:	Fall	Year:	2007	Full Term:	yes
If no, please provide:	Beginning Date:		Ending Date:		
Place to be offered:					

Justify upper/lower division status & number of credits (State why it is at the level indicated):

2. Cross Listed:

yes	If yes, Dept.:		Number:	
-----	----------------	--	---------	--

Requires approval of both departments and deans involved. Submit separate special topics form.

Stacked:

yes	If yes, Dept.:		Number:	
-----	----------------	--	---------	--

3. Course Format:

1 week	(A course must meet 3 days per credit.)
Other Format: (please specify)	
Instructional Method: (please specify)	AC - Audio Conference

4. Contact hours per Week

Lecture Hours	
Lab Hours(See definition of credit hours.)	
Other Hours: (please specify)	

5. Course Description:

6. Attach Syllabus 1:	<input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/> (500KB max)		
Do you need to attach more credentials? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Attach Credentials 2:	<input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/> (500KB max)		
Do you need to attach more credentials? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Attach Credentials 3:	<input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/> (500KB max)		
7. Prerequisites: (REQUIRED completion before enrolling in this course)			
Recommended: (Strongly encouraged to complete prior to this course)			
8. Special Restriction, Conditions:	<input style="width: 100%;" type="text"/>		
9. Proposed Course Fees:	<input style="width: 100%;" type="text"/>	(Submit a memo through your dean to the provost & VCAS for approval)	
10. Previous History: (offered as a special course before)	<input type="button" value="No"/>	If yes, give dates:	<input style="width: 100%;" type="text"/>
11. Estimated Impact of Action on Budget, Facility/Space, Faculty Resources			
12. Review with the library collection development officer (474-6695) any library/media collections, equipment, and services affected by this proposed action. Give date of contact and list any library acquisitions that are essential or desirable.			
8. Special Restriction, Conditions:	<input style="width: 100%;" type="text"/>		
9. Proposed Course Fees:	<input style="width: 100%;" type="text"/>	(Submit a memo through your dean to the provost & VCAS for approval)	
10. Previous History: (offered as a special course before)	<input type="button" value="No"/>	If yes, give dates:	<input style="width: 100%;" type="text"/>
11. Estimated Impact of Action on Budget, Facility/Space, Faculty Resources			
12. Review with the library collection development officer (474-6695) any library/media collections, equipment, and services affected by this proposed action. Give date of contact and list any library acquisitions that are essential or desirable.			

Approvals

At each approval level, an email will be sent to alert the appropriate person. This person should log in and select the access level for instructor approvals. The screens these individuals will see are illustrated below.

Select the item and press “view.”

The screenshot shows the UAF website header with the logo and navigation links: UAF HOME, NEWS, EVENTS, DIRECTORY, CONTACT. Below the header, a message states: "Requests waiting for: Mark Beck as Special Topics - Director". A box contains the text: "21: How to Wave at Crowds; Monday, July 24, 2008; waiting". Below this box is a "VIEW" button. At the bottom of the page, there is an "Access Menu" and "Log Out" link, and a footer with the text: "UAF is an affirmative action/equal opportunity employer and educational institution. © Copyright information Last updated: 2006-06-29".

Select one of the options (approve or reject) by clicking on the appropriate radio button toward the bottom of the form.

If rejected, please indicate a reason in the notes field. If approved, please select the next appropriate approving authority from the drop down menu at the bottom of the screen and press “submit.”

Special Topics Course Approval Form

Request ID: 233

Date:	Thursday, January 24, 2008	Prepared by:	Renee Pike
Email:	fnrhp@uaf.edu	Phone:	+1 907 474 7143
Department:	RC Transfer	College/School:	UAF Rural College/RC Transfer
Unit:	Kuskokwim Campus	Proposed Instructor:	Renee Pike
Type:	Internal	Employee ID:	Verified by Registration Office
1. Course Requirements:			
Course Designator: ABUS		Course Number: 193	Number of Credits: 1
Proposed Title: Basic Computer Skills			Grading System: Letter
Semester: Spring		Year: 2008	

Full Term: yes	Start Date: 6/5/2008	Ending Date: 8/31/2008
Place to be offered: Kuskokwim Campus		
Justify upper/lower division status & number of credits (State why it is at the level indicated):		
2. Cross Listed: no	If yes, Dept.:	Number:
Stacked: no	If yes, Dept.:	Number:
3. Course Format: 6 weeks to full semester		
Other Format:		
Instructional Method: AC - Audio Conference		
4. Contact hours per Week:	Lecture Hours: 3	Lab Hours:
Other Hours:		
5. Course Description: Learn basic computer skills		
6. Syllabus:	Syllabus1.doc	
7. Prerequisites: (REQUIRED completion before enrolling in this course)		
Recommended: (Strongly encouraged to complete prior to this course)		
8. Special Restriction, Conditions:		
9. Proposed Course Fees:		
10. Previous History: (offered as a special course before) No	If yes, give dates:	
11. Estimated Impact of Action on Budget, Facility/Space, Faculty Resources		
12. Review with the library collection development officer (474-6695) any library/media collections, equipment, and services affected by this proposed action. Give date of contact and list any library acquisitions that are essential or desirable.		
13. Justification for Action Requested:		
14. Request Notes:		
Select an Action: <input checked="" type="radio"/> Approve <input type="radio"/> Reject		
Notes: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		
Send to: Select One ▼		

User	Level	Action	Notes	Date
brpike	Special Topics - Preparer	Submit		01-24-2008 15:27:28
brpike	Special Topics - Director	Approved		01-24-2008 15:31:24
brpike	Special Topics - Dean's Office Initial Review	Approved		01-24-2008 15:33:08

[Access Menu](#) [Log Out](#)

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Checking Status of Approval

Preparers can check the status of their approvals at any time by logging into their access level (as in preparation step), and noting the status: approved, rejected, waiting, or pending. The options available along the bottom enable users to:

Press “Edit” to revise an approval in “pending” status. Approvals with the status “waiting” or “rejected” cannot be revised. There should be some notes on the form to indicate what needs to be revised or added.

Press “Print” to display the selected approval on the screen. From there, either choose to view or print.

Press “New” to prepare a new request.

Note: Approvals in “waiting” status should display the approving level and specific approver they are waiting for, though the picture below does not show this.

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Requests made by: Mark Beck

6: The Joy of Computing For Dummies; Wednesday, June 21, 2006; waiting
 7: Computing For Film Noir Types; Wednesday, June 21, 2006; Rejected
 8: Just a Title; Wednesday, June 21, 2006; Rejected
 17: test; Tuesday, July 18, 2006; waiting
 18: test; Wednesday, July 19, 2006; waiting

NEW


EDIT

PRINT


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Viewer Access

Most preparers and selected other users will also have a “viewer access” level which will permit users to view any finalized (either approved or rejected) requests. (Sample Below) To view an individual request, simply click on the system generated ID number in the first column and this will display the finalized request. A user may choose to simply display or print this form.

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The following Requests have received final decision as Special Topics - Viewer

ID	Prepared On	Unit	Course Designator	Course Number	Course Name	Instructor	Beginning	Final Decision Date	Final Decision
4	Wednesday, June 21, 2006	Bristol Bay Campus	dept	095 - Summer	title	instructor	Fall 2008	2006-06-21	Rejected
8	Wednesday, June 21, 2006	Bristol Bay Campus	CIOS	093	Just a Title	Johnson	Fall 2006	2006-06-21	Rejected
5	Wednesday, June 21, 2006	Bristol Bay Campus	dept 2	093	proposed title	instructor	Fall 2006	2006-06-27	Approved
9	Tuesday, June 27, 2006	Bristol Bay Campus	dept	095 - Summer	title	instructor	Spring 2008	2006-06-27	Approved
11	Thursday, July 13, 2006	Northwest Campus	DEVS	093	Better Health through Comedy	Clem Kadiddlehopper	Fall 2006	2006-07-13	Rejected

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External – Special Topics Course Approvals

This form is to be used for all special topics course approvals for courses with designators **External** to CRCD.

Process Overview

1. A user (preparer) will prepare and submit an external Special Topics approval form to CRCD. A syllabus must accompany the form.
2. CRCD office will review form and forward it on to the appropriate Department chair for signature
3. The Department Chair will review and sign and then send on to the Chair of the external College/School Curriculum Council
4. The External College/School Curriculum Council will review and sign then send it on to the Dean of the appropriate College for signature
5. The Dean of the appropriate College will then forward it back to the CRCD Dean for signature.
6. When all of the signatures are collected the CRCD office will scan the document and email it back to the originating campus.
7. The original will be forwarded to the Registrar's Office

FLOW: Preparer ➡ CRCD Office ➡ External Program/Department Chair ➡ External Curriculum Council Chair of College/School ➡ Dean of College/School ➡ CRCD Dean ➡ Provost (if applicable) ➡ Registrar

NOTE: Memo Request – If a Special Topics Course Approval is rejected, a memo of explanation must be submitted to the CRCD Executive Dean's Office.

Format 1A – Special Topics Course Approval Form

FORMAT 1A

Submit original with signatures to **Registrar's Office** and send an electronic file copy to Governance Office
See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

SPECIAL TOPICS COURSE PROPOSAL

SUBMITTED BY

Department		College/School	
Prepared by		Phone	
E-mail Contact		Proposed Instructor	

COURSE IDENTIFICATION

Dept		Course #	<u>93</u>	No. of Credits	
------	--	----------	-----------	----------------	--

Justify upper/lower division status & number of credits:	
--	--

PROPOSED TITLE	
----------------	--

CROSS LISTED? YES/NO		If yes, Dept.		Course #	
(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)					

STACKED? YES/NO		If yes, Dept.		Course #	
(The syllabus must clearly indicate differences in required work and evaluation for students at different levels.)					

DATE/PLACE OF OFFERING

Date of Offering	
	Semester/Year or Beginning/Ending Dates
Place/Campus of Offering	

COURSE FORMAT

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check one)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6 weeks to full semester
OTHER FORMAT (specify)						
Mode of delivery (specify lecture, field trips, labs, etc)						

CONTACT HOURS PER WEEK:		LECTURE hours/weeks		LAB hours/week		PRACTICUM hours/week
-------------------------	--	------------------------	--	-------------------	--	-------------------------

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)	
----------------------------	--

GRADING SYSTEM (check one):	<input type="checkbox"/> LETTER	<input type="checkbox"/> PASS/FAIL
-----------------------------	---------------------------------	------------------------------------

COMPLETE COURSE DESCRIPTION with course number, title and credits (50 words or less, if possible):

--

RESTRICTIONS ON ENROLLMENT (if any)

PREREQUISITES

These will be *required* before the student is allowed to enroll in the course.

RECOMMENDED

Classes, etc. that student is strongly encouraged to complete prior to this course.

SPECIAL RESTRICTIONS, CONDITIONS

PROPOSED COURSE FEES

\$

Has a memo been submitted through your dean to the Provost & VCAS for fee approval? Y/N

PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? Y/N

If yes, give dates, course #, etc.:

ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

Yes

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

--

APPROVALS:

	Date	
Signature, Program Head, Program/Department of:		
	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		
	Date	
Signature, Dean, College/School of:		
	Date	
Signature of Provost (if applicable)		

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE.

INSTRUCTOR APPROVALS

Frequently Asked Questions

What is required to obtain instructor approvals?

For instructor approvals for courses with designators within CRCD, use the online approval form. Instructions on how to use this form are on page 71. For instructor approvals for courses with designators external to CRCD, the following must be completed: instructor approval form; curriculum vitae/resume, copies of transcripts or other evidence of qualifications (e.g. licenses, certifications); and syllabus intended to be used for the course.

How do I know what the minimum instructor requirements are?

Use the information beginning on page 90 to identify what the minimum instructor requirements are for the appropriate department or program.

Who approves instructors?

The relevant UAF department chair or program head must approve instructors for courses within a particular discipline. For a course with a CRCD designator, the instructor approval form and supporting materials should be signed by the CRCD Program Head, CRCD Department Chair (see page 84 for listings), and by the CRCD Executive Dean or their designee.

For a course in a non-CRCD department, the instructor approval form and supporting materials should be signed by the CRCD Executive Dean or designee, and the relevant department head and dean in the appropriate college or school.

When should instructor approvals be submitted?

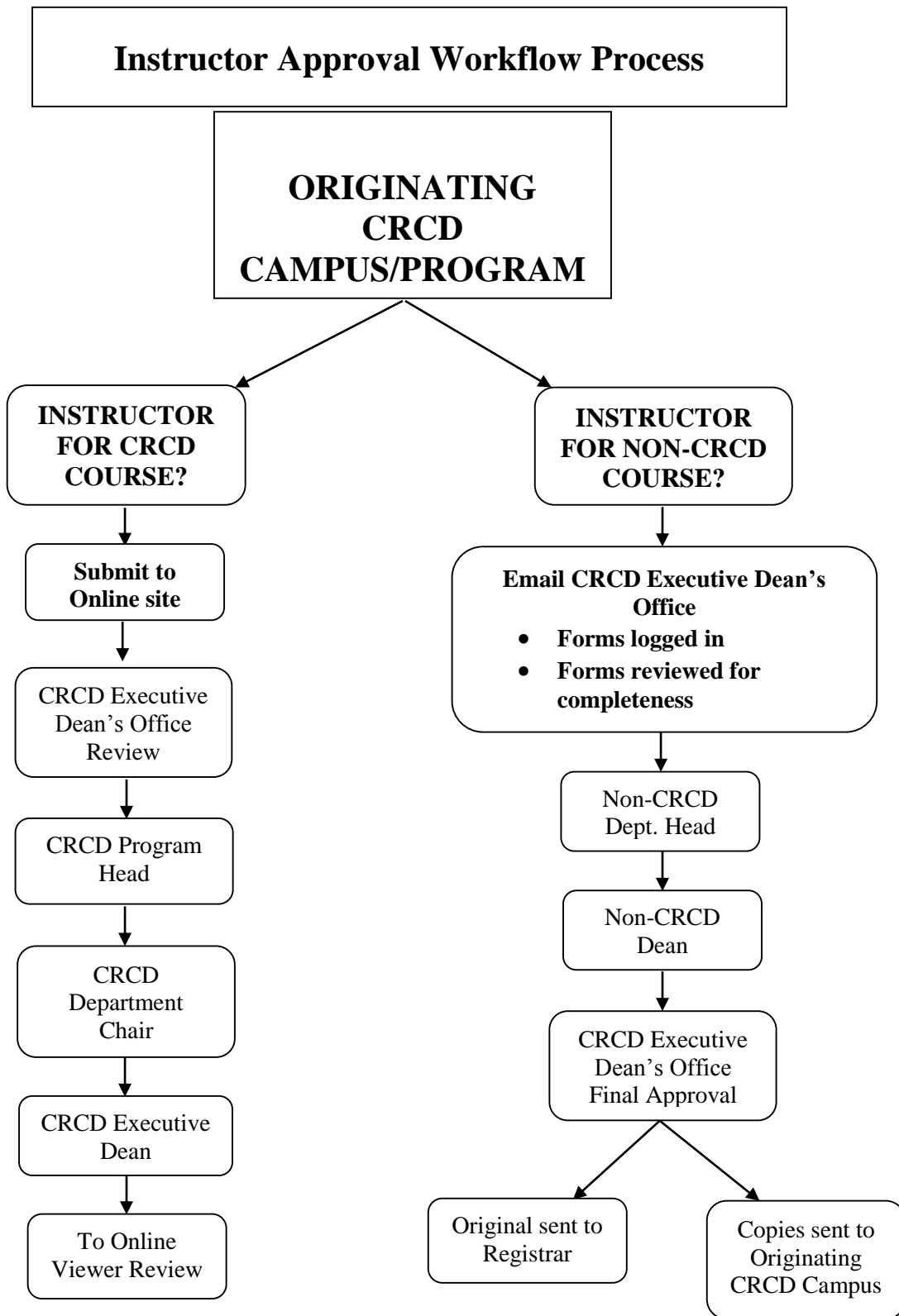
Start the approval process immediately once the instructor is identified. Instructors must be approved as soon as possible, but in every case prior to the beginning of course instruction. Instructor approvals for courses/disciplines outside of CRCD typically take longer than those within CRCD.

How long are instructor approvals valid?

Instructor approvals for CRCD courses are valid for **FIVE** years. However, for external approvals, the owning college determines how long it is valid for. If the course title or content changes, a new approval must be obtained. The originating campus should keep copies of all instructor approvals. Renewals must be accompanied by a recommendation based upon an evaluation of the instructor's performance.

What if the instructor is a regular faculty member?

If the proposed instructor is a regular faculty member in the same program/department in which the course is taught, no additional instructor approval is required. However, if she/he will teach the course outside of a normal workload, a "Faculty Additional Assignment" contract letter is required (please work with your campus/program HR department). If the proposed instructor is not in the same program/department, then instructor approval is required.



Internal – Electronic Instructor Approval Process

This form is to be used for all instructor approvals for courses with designators **internal** to CRCDD.

Process Overview

1. A user (preparer) will prepare an approval and submit to the Executive Dean's Office – Initial Review.
2. Executive Dean's Office-Initial Review will receive an automated email alert of a pending approval, log in, and select either approve, reject or pending. If additional information is required it can be placed in a pending status. "Pending" will return the form to the preparer for additional information (reason why should be entered in the notes field). If approved, the form will be sent to the appropriate Program Head for review.
3. The Program Head will receive an automated email alert of a pending approval, log in, and select either approve or reject. If approved, select and send to the appropriate Department Chair.
4. The Department Chair will receive an automated email alert of a pending approval, log in, and select either approve or reject. If approved, send to the Executive Dean for final review.

**FLOW: Preparer ➡ Executive Dean's Office Initial Review ➡
Program Head ➡ Department Chair ➡ CRCDD Executive Dean**

To further assist with who would be the correct person to send to next, please refer to page 84 for a listing of CRCDD Department Chairs and Program Heads.

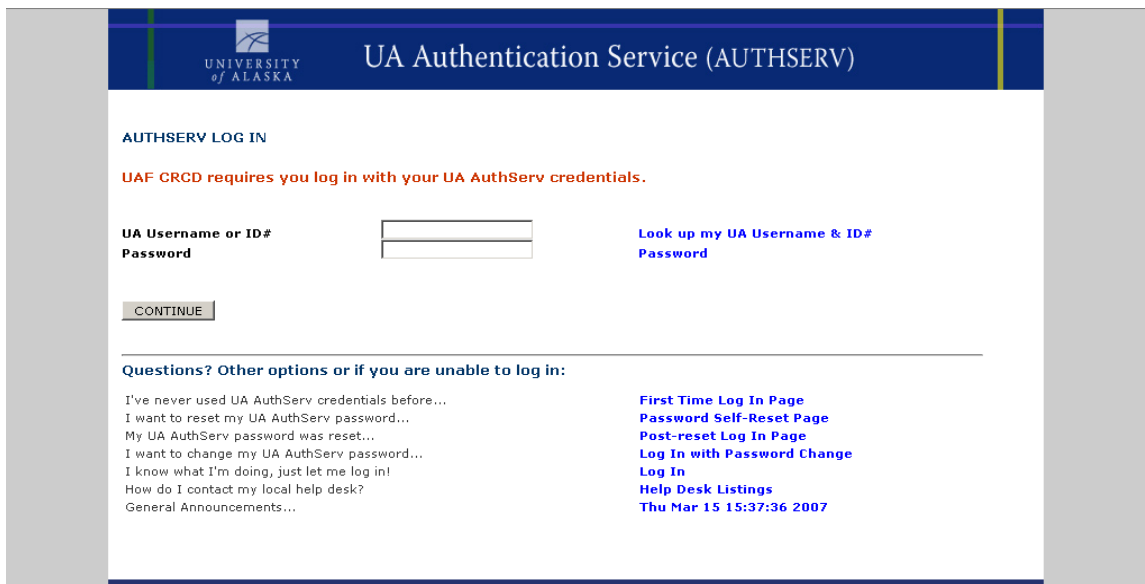
Log in

Log in @ <https://www.alaska.edu/uaf/crcd/index.html>. Use the same login used for logging into the UA Enterprise Directory (EDIR).

If logging into the UA Enterprise Directory for the first time, it is highly recommended to login first there to get authenticated: <http://edir.alaska.edu>

To recover forgotten login credentials, simply click on the link at the bottom and a page with instructions for assistance will be prompted. If login difficulties remain, please contact UA OIT Support at (907)450-8300 or 1-800-478-8226. For other types of assistance or training, please contact the CRCD Executive Dean's Office for assistance and training as needed.

Login Screen:



The screenshot shows the UA Authentication Service (AUTHSERV) login page. At the top, there is a blue header with the University of Alaska logo and the text "UA Authentication Service (AUTHSERV)". Below the header, the page is white with a blue border. The main content area includes the text "AUTHSERV LOG IN" and a red message: "UAF CRCD requires you log in with your UA AuthServ credentials." There are two input fields for "UA Username or ID#" and "Password", with a "Look up my UA Username & ID# Password" link to the right. A "CONTINUE" button is located below the input fields. At the bottom, there is a section titled "Questions? Other options or if you are unable to log in:" with a list of links: "First Time Log In Page", "Password Self-Reset Page", "Post-reset Log In Page", "Log In with Password Change", "Log In", "Help Desk Listings", and "Thu Mar 15 15:37:36 2007".

Preparing the form

Once logged in, there should be an access menu with an appropriate designation (for example, “Instructor Approval – Preparer”). Click on this and it will display the existing approvals and their status.

Requests made by: Mark Beck

6: The Joy of Computing For Dummies; Wednesday, June 21, 2006; waiting
7: Computing For Film Noir Types; Wednesday, June 21, 2006; Rejected
8: Just a Title; Wednesday, June 21, 2006; Rejected

[NEW](#) [EDIT](#) [PRINT](#)

[Access Menu](#) [Log Out](#)

Select “New” and this will prompt the screen illustrated below.

Preparers please note: ALL fields must be completed; a resume and/or curriculum vitae must be uploaded, as well as any appropriate certifications. Whenever possible, it is highly advisable to attach a syllabus. A total of three documents may be uploaded. Acceptable file types are: .doc, .pdf, .zip, .txt, .jpg.

Once completed, please select “Instructor Approval – Dean’s Office/Initial Review” from the drop down menu.

Here is the blank form to prepare:

CRCD Instructor Approval Form

Date:	Thursday, June 22, 2006	Prepared by:	Mark Beck
Request Type:	<div style="background-color: yellow;">Select One</div>		
Unit:	<div style="background-color: yellow;">Select One</div>		
Approval is requested for:	<input style="width: 100%;" type="text"/>		
To teach the following course:			
Course designator:	<div style="background-color: yellow;">ABUS</div>	Number:	<input style="width: 100%;" type="text"/>
Credits:	<input style="width: 100%;" type="text"/>		
Beginning:	<div style="background-color: yellow;">Select One</div>	In the year:	<div style="background-color: yellow;">Select One</div>
To be taught at:	<div style="height: 40px; border: 1px solid #ccc;"></div>		
Has the instructor taught for University of Alaska previously: <input type="radio"/> Yes <input type="radio"/> No			
When:	<input style="width: 100%;" type="text"/>	Where:	<input style="width: 100%;" type="text"/>
What course(s):	<div style="height: 40px; border: 1px solid #ccc;"></div>		
Is the instructor a regular faculty member in the UA system: <input type="radio"/> Yes <input type="radio"/> No			
Is this instructor being paid by UAF: <input type="radio"/> Yes <input type="radio"/> No			
Attach Credentials 1:	<input style="width: 100%;" type="text"/> Browse... (500KB max)		
Do you need to attach more credentials? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Attach Credentials 2:	<input style="width: 100%;" type="text"/> Browse... (500KB max)		
Do you need to attach more credentials? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Attach Credentials 3:	<input style="width: 100%;" type="text"/> Browse... (500KB max)		
Send to:	<div style="background-color: yellow;">Select One</div>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

[Access Menu](#) [Log Out](#)

Approvals

At each approval level, an email will be sent to alert the appropriate person. This person should log in and select the access level for instructor approvals. The screens these individuals will see are illustrated below.

Select the item and press “view.”

Requests waiting for: Mark Beck as Instructor Approval - Program Coordinator

392: Applied Business For Dummies; Thursday, June 22, 2006; waiting

[VIEW](#)

[Access Menu](#) [Log Out](#)

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Select one of the options (approve or reject) by clicking on the appropriate radio button toward the bottom of the form.

If rejected, please indicate a reason in the notes field. If approved, please select the next appropriate approving authority from the drop down menu at the bottom of the screen and press “submit.”

Prepared on: Thursday, June 22, 2006 Prepared by: Mark Beck

Type: Internal Unit: CRCD

Approval is requested for: Humphrey Bogart

To teach the following course:
Designator: ABUS Number: 193 Name: Applied Business For Dummies

Credits: 1

Beginning: fall In the year: 2006

To be taught at:
CRCD

Has the instructor taught for University of Alaska previously: No

Is the instructor a regular faculty member in the UA system: No

Is this instructor being paid by UAF: Yes

Credentials 1: [Credentials1.doc](#)

Select an Action: ☐ Approve ☐ Reject

Notes:

Send to: Select One

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Checking Status of Approval

Preparers can check the status of their approvals at any time by logging into their access level (as in preparation step), and noting the status: approved, rejected, waiting, or pending. The options available along the bottom enable users to:

Press “Edit” to revise an approval in “pending” status. Approvals with the status “waiting” or “rejected” cannot be revised. There should be some notes on the form to indicate what needs to be revised or added.

Press “Print” to display the selected approval on the screen. From there, either choose to view or print.

Press “New” to prepare a new request.

Note: Approvals in “waiting” status should display the approving level and specific approver they are waiting for, though the picture below does not show this.

Requests made by Mark Beck

6: The Joy of Computing For Dummies; Wednesday, June 21, 2006; waiting
7: Computing For Film Noir Types; Wednesday, June 21, 2006; Rejected
8: Just a Title; Wednesday, June 21, 2006; Rejected
17: test Tuesday, July 18, 2006; waiting
18: test Wednesday, July 19, 2006; waiting

[Access Menu](#) [Log Out](#)

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Viewer Access and Internal Instructor Approval Renewals

Most preparers and selected other users will also have a “viewer access” level which will permit users to view any finalized (either approved or rejected) requests. The first screen that opens shows approved instructor approvals that will be expiring in 90 days or less. Here the user is given the option to resubmit as new. The preparer fills out the form as necessary, updating the attached documents and submits to the Dean’s Office for review. Renewals only have to reach Program Head level approval to be renewed. Contact the CRCD Executive Dean’s Office for any questions.

To view all finalized requests, click on All Requests. To view an individual request, simply click on the system generated ID number in the first column and this will display the finalized request. A user may choose to simply display or print this form.

<div>Access Menu Administrator Log Out sgholt</div>										
The following Requests have received final decision.										
View: Expiring Approvals (90 days)										
Expiring Approvals (90 days) All Requests Archived Requests										
ID	Prepared On	Unit	Course Designator	Course Number	Course Name	Instructor	Beginning	Final Decision Date	Final Decision	Action
1726	Tuesday, May 4, 2010	Bristol Bay Campus	ECE	F170	Practicum I	Debi McLean	fall	2010-08-25	Approved	Resubmit 1726 as new
1735	Wednesday, May 26, 2010	Chukchi Campus	EMS	F172	Emergency Medical Technician I	Roger McDiffett	summer	2010-08-10	Approved	Resubmit 1735 as new
1738	Thursday, May 27, 2010	Bristol Bay Campus	CTT	F100	Construction Technology Core	Timothy Sherman	fall	2010-06-23	Approved	Resubmit 1738 as new
1743	Thursday, June 17, 2010	Interior-Aleutians Campus	CTT	130	Introduction to Facility Maintenance	Carrol Johnson	fall	2010-06-24	Approved	Resubmit 1743 as new
1744	Thursday, June 17, 2010	Interior-Aleutians Campus	CTT	131	Interior Repairs; Drywall, Woodwork Trim, Window Replacement	Carrol Johnson	fall	2010-06-24	Approved	Resubmit 1744 as new
1745	Thursday, June 17, 2010	Interior-Aleutians Campus	CTT	133	Cabinet Installation with Countertops	Carrol Johnson	fall	2010-06-24	Approved	Resubmit 1745 as new
1746	Wednesday, June 23, 2010	Interior-Aleutians Campus	FIRE	F151	Wildland Fire Control I	Hans Smith	summer	2010-06-27	Approved	Resubmit 1746 as new
1747	Wednesday, June 23, 2010	Interior-Aleutians Campus	FIRE	F153	Advanced Wildland Firefighter	Hans Smith	summer	2010-06-27	Approved	Resubmit 1747 as new
1748	Wednesday, June 23, 2010	Interior-Aleutians Campus	FIRE	F157	Wildland Air Operations and Safety	Hans Smith	summer	2010-06-27	Approved	Resubmit 1748 as new

Note: renewals can only be done for non-special topics related instructor approvals. Any preparer from any CRCD campus/department can request a renewal for a specific instructor to teach the course listed.

External – Instructor Approval Process

This form is to be used for all instructor approvals for courses with designators **External** to CRCD.

Process Overview

1. A user (preparer) will prepare and submit an external instructor approval form to CRCD. A syllabus must accompany the form.
2. CRCD Executive Dean's office will review form and forward it on to the Department Chair and/or Dean of the appropriate college for processing
3. The Dean of the appropriate college will then forward it back to the CRCD Executive Dean for signature.
4. When all of the signatures are collected the CRCD Executive Dean's office will scan the document, email it back to the originating campus, and send the original to the Registrar's Office.

FLOW: Preparer ➡ CRCD Executive Dean's Office ➡ External Program/Department Chair ➡ External Dean of College/School ➡ CRCD Executive Dean ➡ Provost (if applicable) ➡ Registrar

**External - CRCD Instructor Approval Request Form
(external ONLY)**

INSTRUCTOR APPROVAL REQUEST

SUBMITTED BY

Campus/Department		College/School	
Prepared by		Phone	
E-mail Contact		Proposed Instructor	

PLEASE NOTE: INSTRUCTOR VITA/RESUME MUST BE ATTACHED

COURSE IDENTIFICATION

Approval Requested for					
Dept		Course#		No. of Credits	
Course Title					

Have you verified that the student learning outcomes are going to be met for this course?

☐ yes ☐ no

If no then explain

--

SEMESTER COURSE IS BEING OFFERED

Beginning in the		semester and future semesters as needed
------------------	--	---

DATE/PLACE OF OFFERING

Date of Offering	
Beginning and Ending Dates	
Place/Campus of Offering	

Has instructor taught for University of Alaska previously? ☐ yes ☐ no

When?

--

Where?

--

What Course(s)?

--

Is the instructor being paid by UAF to teach this course? ☐ yes ☐ no

Approvals

	Date	
Chair of _____ Department		
	Date	
Coord. College/Approving Dean of _____		
	Date	
CRCD Dean		

LABOR UNION WEB LINKS

UAFT/ACCFT	<u>http://www.alaska.edu/labor/uافت/</u>
UNAC	<u>http://www.alaska.edu/labor/unac/</u>
ADJUNCT	<u>http://www.alaska.edu/labor/adjuncts-info/</u>
FACULTY 180	<u>http://www.uaf.edu/provost/faculty-180/</u>

CRCD DEPARTMENT CHAIRS: CONTACT INFORMATION AND COURSE DESIGNATORS

Academic programs within CRCD are organized in departments, which coordinate course planning and approvals of courses and instructors. Each department has a person who serves as program head or chair. Department chairs participate in CRCD's Faculty Council and are commonly involved in course and instructor approvals. Contact information for current department chairs is shown below:

DEPARTMENT	NAME	CONTACT INFORMATION	CRCD Course Designators	EMAIL
Alaska Native Studies and Rural Development	Cathy Brooks Jennifer Carroll	474-6889 474-5405	ANS = Alaska Native Studies RD = Rural Development	cabrooks2@alaska.edu jlcarroll@alaska.edu
Allied Health	Cathy Winfree Jennifer Meyer	455-2876 Fax: 455-2865 907-339-9378	DA = Dental Assistant DH = Dental Hygiene HLTH = Health	cmwinfree@alaska.edu jameyer2@alaska.edu
Applied Business, Applied Accounting and Paralegal	Andreas Anger Mark Young	455-2862 455-2861 Fax: 455-2941	ABUS = Applied Business PLS = Paralegal Studies	apanger@alaska.edu myoung3@alaska.edu
Arts and Letters + external – ENGL, COMM, MATH, HIST, LING, LS, PHIL, ANTH other Core and general elective	Ben Kuntz Mahla Strohmaier	543-4554 Fax: 543-4527 455-2836 Fax: 455-2881	APAR = Applied Art APHO = Applied Photography ASLG = American Sign Language RELG = Religion RECR = Recreation	bckuntz@alaska.edu mstrohmaier@alaska.edu
Aviation and Trade Technologies	Roger Weggel	455-2847 Fax: 455-2841	AFPM = Airframe & Powerplant AVTY = Aviation Technology	rfweggel@alaska.edu
Computer and Information Technology Systems	Bill Barnes Rick McDonald	455-2852 Fax: 455-2935 455-2934	CIOs = Computer Info/Office Sys. CITS = Computer & Info Technology Systems	bill.barnes@alaska.edu ramcdonald@alaska.edu
Construction Management and Drafting Technology	Galen Johnson	455-2846 Fax: 474-2935	CM = Construction Management DRT = Drafting Technology TTCH = Trades and Technologies	gjohns55@alaska.edu
Culinary Arts and Hospitality	Keith Swarner	455-2820 Fax: 455-2869	CAH = Culinary Arts	keith.swarner@alaska.edu
Developmental Education and CRCD Math	Jane Weber Jak Maier	474-5356 474-7328 Fax: 474-1118	DEVE = Developmental English DEVM = Dev. Mathematics DEVS = Dev. Studies ESLG (<100-level) – English as a Second Language	jane.weber@alaska.edu jamaier@alaska.edu
Emergency Services and Public Safety	John George Justin Yurong	455-2879 455-2895 Fax: 455-2813	ARSK = Arctic Skills EMS = Emergency Med Services FIRE = Fire Science LE = Law Enforcement	jgeorge@alaska.edu jyurong@alaska.edu

Indigenous Community, & Tribal Programs	Linda Curda Byron Bluehorse	1-907-786-1630 1-907-786-1657 474-1580 Fax: 474-5731 474-2472 (IAC)	CHP = Community Health CTT = Construction Trades Tech TM = Tribal Management	lrcurda@alaska.edu bdbluehorse@alaska.edu
Industrial Maintenance and Transportation	Galen Johnson	455-2846	AUTO = Auto DSLT = Diesel Tech. MECN = Mech.-Diesel/Heavy Eq. TTCH = Trades & Tech WMT = Welding/Mat Technology	gjohns55@alaska.edu
Process Technology	Brian Ellingson Teresa Lantz	479-2436 Fax: 479-2134 456-1754	PRT = Process Technology	beellingson@alaska.edu tslantz@alaska.edu
Science + external BIOL, CHEM	Brian Rasley Todd Radenbaugh	474-5029 Fax: 474-5640 842-5109	ENVI = Environmental Studies EBOT = Ethnobotany HLRM = High Lat Range Man. SCIA = Science Applications	btrasley@alaska.edu taradenbaugh@alaska.edu
Social and Human Development	Robyn Henry Jacque Tagaban	786-1632 Fax: 786-1657 543-4555 Fax: 543-4527	ECE = Early Childhood Ed. ECE designator is shared between ECE and CDFS programs HUMS = Human Services RHS = Rural Human Services	rmhenry@alaska.edu jctagaban@alaska.edu

*Course designators not listed here are housed in other schools and colleges (e.g. CLA, ED). Special topics and instructor approvals for such courses require department chair and dean signatures in addition to CRCD signatures (see flowchart).

CRCD DEPARTMENT CHAIRS AND PROGRAM HEADS

Department	Program Head	Dept. Chair Vice Chair
Alaska Native Studies & Rural Development		Cathy Brooks Jennie Carroll
ANS	Cathy B/Jennie C	
RD	Cathy B/Jennie C	
Allied Health		Cathy Winfree Jennifer Meyer
DA	Jenifer Filotei	
DH	Rena Bower	
HLTH	Cathy Winfree	
Applied Business, Paralegal, and Accounting		Andreas Anger Mark Young
ABUS	Andreas Anger	
PLS	Deana Waters	
Arts & Letters		Benjamin Kuntz Mahla Strohmaier
APAR	Mahla Strohmaier	
APHO	Mahla Strohmaier	
ASLG	Mahla Strohmaier	
RECR	Mahla Strohmaier	
RELG	Pete Pinney	
Aviation & Trade Technologies		Roger Weggel
AFPM	Roger Weggel	
AVTY	Roger Weggel	
Computer & Information Technology Systems		Bill Barnes Rick McDonald
CIOS	Bill Barnes	
CITS	Bill Barnes	
Construction Management & Drafting Technology		Galen Johnson
CM	Galen Johnson	
DRT	Thane Magelky	
TTCH	Galen Johnson	
Culinary Arts & Hospitality		Keith Swarner
CAH	Keith Swarner	
Developmental Education		Jane Weber

		Jak Maier
DEVE (Fairbanks)	Cindy Hardy	
DEVM (Fairbanks)	Jane Weber	
DEVS (Fairbanks)	Cindy Hardy	
DEVE/DEVM/DEVS (Statewide)	Jane Weber	
ESL	Cindy Hardy	
Emergency Services and Public Safety		John George Justin Yurong
ARSK	Justin Yurong	
EMS	Justin Yurong	
FIRE	John George	
LE	Dusty Johnson	
Indigenous, Community & Tribal Programs		Linda Curda Byron Bluehorse
CHP	Linda Curda	
CTT	Michael Hirt	
TM	Kevin Illingworth	
Industrial Maintenance & Transportation		Galen Johnson
AUTO	Shawn Conell	
DSLTL	Anthony Simko	
MECN	Anthony Simko	
WMT	Arvid Weflen (thru Megan Huerd)	
Process Technology		Brian Ellingson
PRT	Brian Ellingson	
SHEN	Brian Ellingson	
Science		Brian Rasley Todd Radenbaugh
EBOT	Rose Meier	
ENVI	Todd Radenbaugh	
HLRM	Todd Radenbaugh	
SCIA	Brian Rasley	
Social & Human Development		Robyn Henry Jacque Tagaban
CDFS	Veronica Plumb	
ECE	Patty Meritt	
HUMS	Diane McEachern	
RHS	Diane McEachern	

Appendix A – Title IX

UAF Equal Opportunity Non-Discrimination Statement

The University of Alaska Fairbanks provides equal opportunity without regard to race, creed, color, national origin, religion, sex, age, physical or mental disability, genetic information, sexual orientation, or veteran status, pursuant to Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; **Title IX of the Education Amendments of 1972**; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination Acts of 1974 and 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1992; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and Alaska Statutes which guarantees equal opportunity to individuals and groups within our society.

This policy affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that service women, minorities, Vietnam era veterans and people with disabilities.

What is SEXUAL MISCONDUCT?

Sexual Misconduct offenses include, but are not limited to:

- 1. Sexual Harassment**
- 2. Non-Consensual Sexual Contact** (or attempt/s to commit same)
- 3. Non-Consensual Sexual Intercourse** (or attempt/s to commit same)
- 4. Sexual Exploitation**

1. Sexual Harassment is unwelcome, gender based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the university's educational program/s and or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

2. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

3. Non-Consensual Intercourse is any sexual intercourse, however slight, with an object, by a man or a woman upon a man or a woman that is without consent and/or by force.

4. Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the

one being exploited, and that the behavior does not otherwise constitute one of other sexual misconduct offenses. Here are some examples:

- Invasion of sexual privacy
- Prostituting another student
- Non-consensual video or audio-recording of sexual activity
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual or non-consensual sex
- Engaging in voyeurism
- Knowingly transmitting an STI or HIV to another student
- Exposing one's genitals in non-consensual circumstances; including another to expose their genitals
- Sexually based stalking and/or bullying may also be forms of sexual exploitation

Information from the Association of Title IX Administrators (ATIXA)

Report to any of UAF's Title IX Contacts:

Mae Marsh

Title IX Coordinator

Office of Diversity & Equal Opportunity
P.O. Box 756910
Fairbanks, Alaska 99775-6910
907.474.7599
E-mail: mmarsh36@alaska.edu
Website: <http://www.uaf.edu/oeo/>

Ana M. Richards

Deputy Title IX Coordinator

Office of Diversity & Equal Opportunity
P.O. Box 756910
Fairbanks, Alaska 99775-6910
907.474.7393
E-mail: amrichards@alaska.edu
Website: <http://www.uaf.edu/oeo/>

Mauria Gerdeman

Investigator

Office of Diversity & Equal Opportunity
Nordic House, 739 Columbia Circle
University of Alaska Fairbanks
Fairbanks, AK 99775
907.474.6600 Office
E-mail: mbgerdeman@alaska.edu
Website: <http://www.uaf.edu/oeo/>

University Police Department

612 Yukon Drive
University of Alaska Fairbanks
Fairbanks, AK 99775
907.474.7721 Office
E-mail: UAF-Police-Dept@alaska.edu
Website: <http://www.uaf.edu/police/about/>

UAF Judicial Services

104 Eielson Bldg.
University of Alaska Fairbanks
Fairbanks, AK 99775
907.474.7317 Office
Website: <http://www.uaf.edu/ses/judicial/>

Laura McCollough

Residence Life

MBS Complex, 732 Yukon Drive
University of Alaska Fairbanks
Fairbanks, AK 99775
907.474.7247 Office
E-mail: lcmccollough@alaska.edu
Website: <http://www.uaf.edu/reslife/>

For more information, visit the Office of Diversity & Equal Opportunity (D&EO) at:
<http://www.uaf.edu/oeo/title-ix/>

Appendix B - CRCD Internal Designator List

Designator	Program Name	CRCD Department
ABUS	Applied Business	Appl Busines, Appl Accounting & Paralegal
AFPM	Airframe and Powerplant	Aviation and Trade Technologies
ANS	Alaska Native Studies	Alaska Native Studies & Rural Development
APAR	Applied Art	Arts and Letters
APHO	Applied Photography	Arts and Letters
ARSK	Arctic Skills	Emergency Services & Public Safety
ASLG	American Sign Language	Arts and Letters
AUTO	Automotive Technology	Industrial Maintenance & Transportation
AVTY	Aviation Technology	Aviation and Trade Technologies
CAH	Culinary Arts	Culinary Arts & Hospitality
CHP	Community Health	Indigenous Community & Tribal Programs
CIOs	Computer Info & Office Systems	Computer/Info Technology Systems
CITS	Computer Info & Tech Systems	Computer/Info Technology Systems
CM	Construction Management	Construction Management & Drafting Tech
CTT	Construction Trades Technology	Indigenous Community & Tribal Programs
DA	Dental Assistant	Allied Health
DEVE	Developmental English	Developmental Education
DEVM	Developmental Mathematics	Developmental Education
DEVS	Developmental Studies	Developmental Education
DH	Dental Hygiene	Allied Health
DRT	Drafting Technology	Construction Management & Drafting Tech
DSLTL	Diesel Technology	Industrial Maintenance & Transportation
EBOT	Ethnobotany	Science
ECE	Early Childhood Education	Social & Human Development
EDPA	Educator: Para-Professional	Indigenous Community & Tribal Programs
EMS	Emergency Medical Services	Emergency Services & Public Safety
ENVI	Environmental Studies	Science
ESLG	English as a Second Language	Developmental Education
FIRE	Fire Science	Emergency Services & Public Safety
HLRM	High Latitude Range Management	Science
HLTH	Health	Allied Health
HUMS	Human Services	Social & Human Development
LE	Law Enforcement	Emergency Services & Public Safety
MECN	Mechanics-Diesel/Heavy Equip.	Industrial Maintenance & Transportation
PLS	Paralegal Studies	Appl Busines, Appl Accounting & Paralegal
PRT	Process Technology	Process Technology
RD	Rural Development	Alaska Native Studies & Rural Development
RECR	Recreation	Arts and Letters
RELG	Religion	Arts and Letters
RHS	Rural Human Services	Social & Human Development
RNS	Rural Nutrition Services	Indigenous Community & Tribal Programs
SCIA	Science Application	Science
SHEN	Safety, Health, & Env. Awareness	Process Technology

TM	Tribal Management	Indigenous Community & Tribal Programs
TTCH	Trades and Technology	Industrial Maintenance & Transportation
WMT	Welding and Materials Technology	Industrial Maintenance & Transportation

Appendix C – Special Department Requirements

DANSRD Course Instructor and Course Approval Process – 2015 and Beyond (Adopted March 4, 2015)

DANSRD regularly receives requests to teach ANS and RD and we have realized there is a need to clarify our process in this regard. When DANSRD receives a request to “approve an instructor” we are not just approving the instructor, we are also approving the syllabus that they are proposing to teach. We recognize that flexibility is important so we try to work with the request to help the campus offer a course that works best for them however we also need to keep in mind the catalog description for the course that was already approved by the Faculty Senate and the student learning outcomes that were approved. We understand that one of our courses taught at another campus may not look exactly the same as one taught by one of our faculty but it must have the same student learning outcomes and goals, and must have comparable readings and assignments.

As part of our SLOA plan implementation process we review all syllabi that accompany instructor approval requests to make sure that they meet both Faculty Senate requirements for syllabi and also are in line with our internal guidelines for each course. DANSRD faculty work as a team on most syllabi and we want to be sure that when one of our courses appears on a student transcript we can be confident about the materials that student covered regardless of where they actually took the course. This is especially important if the student will be using that course as a prerequisite for another higher level course.

Beginning February 2015 we will be requesting current syllabi for any of our courses that have previously received a five year instructor approval each semester they are offered. Requirements have changed for syllabi and we will be reviewing each one and requesting revisions if needed as part of our ongoing SLOA implementation plan. If we find during the review of syllabi that one has changed substantially from what we initially approved we will withdraw instructor permission and suggest that all materials be re-submitted for a new approval process. Re-submission is not a guarantee of approval.

We will do our best to work with requests to teach our courses however this can take time and we cannot guarantee fast turnaround in every case. Campuses hoping to offer one of our permanent courses should contact us during the semester prior to get the process started so that they get their approval in place in a timely manner. Please keep in mind that we may not approve every request that comes in to teach one of our courses; if we have already given approval for another campus to offer the course by distance or we are offering it ourselves by distance on a regular basis we will not approve a request.

Special interest courses using the RD designator also take time to get approved and we recommend sending these requests in at least six weeks ahead of when the campus hopes to offer the course as revisions often have to be made to these syllabi.

THE FOLLOWING WILL NOT BE APPROVED:

- Upper division courses: DANSRD now offers all of our upper division courses by distance so we will not approve requests to teach any upper division ANS or RD (300 and 400) courses. The only exception would be a one-time only offering of an elective course to a closed cohort of students at a culture camp or similar type of event. It can be difficult to condense a three credit upper division course for offering at a culture camp but we do

expect that these courses will have requirements equal to what the student would have done had they attended the course over a full semester.

- Syllabi that do not meet DANSRD expectations for academic rigor and/or have insufficient contact hours on the schedule.
- Requests to use an ANS or RD course as a “shell” when the subject matter being proposed really does not fit with the approved course description and should be submitted for approval as an X92 or X93 course.
- Instructors who are not qualified.
- RD core required courses
- ANS core required courses with limited exceptions for ANS 242 (and also limited exceptions for ANS 202X)
- Syllabi that do not include all of the basic Faculty Senate requirements.
- Course requests for a distance offering of a course we are already offering by distance or that we have already given approval to another campus to teach.
- Requests to approve courses that arrive after the course was offered.

Appendix C – Instructor Approvals: Minimum Criteria & Dept. Contact Information

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Accounting and Information Systems SOM	NA	MA in Accounting / Business	MA in Accounting / Business	NA	NA	Dr. H. Charlie Sparks 474-5037 hcsparks@alaska.edu	Instructor should have some professional experience. All Proposed instructors must be approved yearly.
Airframe and Power Plant CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	Roger Weggel 455 2847 rfweggel@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
Alaska Native Languages CLA	NA	MA in Language	MA in Language	MA in Language	MA in Language	Larry Kaplan 474-6582 ldkaplan@alaska.edu	Present a good case and more than likely they will accept if the instructor has experience, but not a MA degree. There's no official policy.
Alaska Native Studies CRCD	MA in Relevant area or relevant experience	MA in Relevant area or relevant experience	MA in Relevant area or relevant experience	MA in Relevant area or relevant experience	MA in Relevant area or relevant experience	Cathy Brooks 474-6889 cabrooks2@alaska.edu Jenny Carroll 474-5405 jlcarroll@alaska.edu	
Allied Health CRCD	See Comments	See Comments	See Comments	See Comments	See Comments	Cathy Winfree 455-2876 cmwinfree@alaska.edu Jennifer Meyer 339-9378 jameyer2@alaska.edu	Education, experience and appropriate credentials must be provided, along with a current CV and list of references. Requirements for the various programs (and even courses within a program) differ, please check with a specific program head prior to application.
American Sign Language CRCD	See Comments Provisional & Qualified level certifications	See Comments Provisional & Qualified level certifications	See Comments Provisional & Qualified level certifications	See Comments Provisional & Qualified level certifications	See Comments Provisional & Qualified level certifications	Mahla Strohmaier 455-2836 mstrohmaier@alaska.edu	Submit resume, CV, evidence of teaching ability, and any other pertinent information and certification will be reviewed. Provisional exception could be made if instructor holds Provisional certification with written agreement to obtain Qualified certification within specified time.

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Anthropology CLA	NA	MA in Anthropology	MA in Anthropology	MA in Anthropology	MA in Anthropology	Ben Potter 474-7567 bapotter@alaska.edu	
Applied Accounting CRCD	See comments	See comments	See comments	See comments	See comments	Andreas Anger 455-2862 apanger@alaska.edu	Instructors should possess a minimum of a BBA, BA, or BS, have successful business experience, and demonstrated the ability or potential to be an effective teacher. A CPA or MBA is preferred, but substantial business experience can be substituted.
Applied Art CRCD	See Comments	See Comments	See Comments	See Comments	See Comments	Mahla Strohmaier 455-2836 mstrohmaier@alaska.edu	Submit a resume, CV, and any other pertinent information. The packet will be forwarded to the appropriate department for approval.
Applied Business CRCD	See comments	See comments	See comments	See comments	See comments	Andreas Anger 455-2862 apanger@alaska.edu	Instructors should possess a minimum of a BBA, BA, or BS, have successful business experience, and demonstrated the ability or potential to be an effective teacher. A CPA or MBA is preferred, but substantial business experience can be substituted.
Applied Photography CRCD	See Comments	See Comments	See Comments	See Comments	See Comments	Mahla Strohmaier 455-2836 mstrohmaier@alaska.edu	Submit a resume, CV, and any other pertinent information. The packet will be forwarded to the appropriate department for approval.
Apprenticeship Technology CRCD						Roger Weggel 455 2847 rfweggel@alaska.edu	Submit a resume, CV, and any other pertinent information. The packet will be forwarded to the appropriate department for approval.
Associate of Arts CRCD	See Comments	See Comments	See Comments	See Comments	See Comments	Mahla Strohmaier 455-2836 mstrohmaier@alaska.edu	Submit a resume, CV, and any other pertinent information. The packet will be forwarded to the appropriate department for approval
Art CLA	NA	BA, BFA or ART ED Cert. in area of specialty	BA, BFA or ART ED Cert. in area of specialty	MA or MFA in ART or Masters level in Art Education w/ a cert. in area of specialty	MA or MFA in ART or Masters level in Art Education w/ a cert. in area of specialty	David Mollett 474-5657 dlmollett@alaska.edu	Applicable fields: Drawing, Painting, Sculpture, Printmaking, Native Arts, Metalsmithing, Computer Arts and Ceramics. With the SY, CV, 20 slides or digital images must be included. Instructor should have professional teaching experience. The proposals for the classes should be submitted a semester before classes begins. Degree requirements could possibly be waived for equivalent professional accomplishments on a case by case basis.

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Automotive CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	Shawn Conell 455-2917 sconell@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
Aviation Maintenance CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	Roger Weggel 455 2847 rfweggel@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
Biology & Wildlife CNSM	NA	MS/PHD in Biology/ Wildlife	MS/PHD in Biology/ Wildlife	MS/PHD in Biology/ Wildlife	MS/PHD in Biology/ Wildlife	Diane Wagner 474-5227 diane.wagner@alaska.edu	Instructors and courses are evaluated on a case by case basis.
Business Administration SOM	NA	JD/MA Relevant to field	JD/MA Relevant to field	NA Rural Sites	NA Rural Sites	Thomas Xiyu Zhou 474-2788 xzhou2@alaska.edu	All Proposed instructors must be approved yearly.
Chemistry & Biochemistry CNSM	MS in CHEM BioCHEM	PH.D	PH.D	PH.D	PH.D	Thomas Green 474-1559 tkgreen@alaska.edu	CRCD only offers courses within the 100-level. The dept. would meet with instructor to review lab plans and transcripts with chemistry background.
Child Development Family Studies CDFS	NA	BA/MA	BA/MA	BA/MA	BA/MA	Veronica Plumb 455-2038 vmplumb@alaska.edu	Applicable fields: Rural Human Services/Early Childhood/Social Work. Most programs under this department are skill-based.
Community Health Aide (CHP) CRCD						Linda Curda 907-786-1630 lrcurda@alaska.edu	
Communication CLA	NA	Masters in COMM (English: negotiable)	Masters in COMM (English: negotiable)	PhD in COMM (ABD in COMM negotiable)	PhD in COMM	Peter DeCaro 474-6799 padecaro@alaska.edu	

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Computer Science CEM						Jon Genetti 474-5737 jdgenetti@alaska.edu	All Instructors needs to go through the approval process each time they want to teach a CS course.
Construction Management CRCD	See Comments	See Comments	See Comments	See Comments	See Comments	Galen Johnson 455 2846 gjohns55@alaska.edu	Present a good case and most likely the instructor will be approved. The person should have adequate exp. In the area with the ability to teach well and possess the technical knowledge
Construction Trades Technology CRCD	See Comments	See Comments	See Comments	See Comments	See Comments	Michael Hirt 474-5958 mjhirt@alaska.edu	Journeyperson or certified in specific field of expertise.
Culinary Arts CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	Keith Swarner 455-2820 keith.swarner@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
Developmental Education CRCD	BA/BS in discipline or related area	BA/BS in discipline or related area Masters preferred	NA	NA	NA	Jane Weber 474-5356 jane.weber@alaska.edu	Applicable fields: Dev. Math, Dev. English, Dev. Studies: Reading, Study Skills, and Science. With the CV, include college transcripts and letters of references. Prior teaching experience strongly recommended. Formal training in Dev. Educ. Preferred. Exceptions can be made based on relevant experience.
Drafting Tech CRCD	See Comments	See Comments	See Comments	See Comments	See Comments	Thane Magelky 455 2845 temagelky@alaska.edu	Present a good case and most likely the instructor will be approved. The person should have adequate experience in the area with the ability to teach well and possess the technical knowledge
Diesel/Heavy Equipment CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	Brian Rencher 455-2843 bkrencher@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
Early Childhood Education CRCD	NA	BA/MA	BA/MA	BA/MA	BA/MA	Patty Meritt 455-2883 pameritt@alaska.edu	Applicable fields: Rural Human Services/Early Childhood/Social Work. Most programs under this department are skill-based.

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Educator: Paraprofessional CRCD	N/A	B/A	B/A	N/A	N/A	Larry Hausmann 656-2129 lahausmann@alaska.edu	Faculty must have a relevant degree at least one level higher than what they are teaching or other academic prep and experience which qualifies them. For example, to teach in the 100-200 level classes, they should have a BA; Applicable fields: Education /Early Childhood/.
Economics SOM	NA	MA / MS / MBA in Economics or Agriculture Economics	MA / MS / MBA in Economics or Agriculture Economics	PhD in Economics or Agriculture Economics	PhD in Economics or Agriculture Economics	Dr. Jungho Baek 474-2754 ibaek3@alaska.edu	For 100 level classes, other applicable fields would be PS/Business Admin., but only if the individual has exp. teaching 100 level courses. For 200 level classes, and MBA would be acceptable only if the person has experience teaching 200 level economic courses. For 300-400 level classes, a PhD in other areas (Political Science) would be acceptable if individual has refereed publications in economic journals or has a well-developed research agenda in the relevant areas of economics. All Proposed instructors must be approved yearly.
Elementary Education SOE	NA	MA in related field	MA in related field	MA in related field	MA in related field	Carol Barnhardt 474-7341 cabarnhardt@alaska.edu	The instructor and course is evaluated on and individual basis. If the proposed instructor has a significant amount of experience and expertise in the area of the course they are proposing to teach, than they will always review the request to approve that particular instructor.
Emergency Medical Technology CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	Justin Yurong 455-2895 jyurong@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
English CLA	NA	MA/MFA in English/ Creative Writing	MA/MFA in English/ Creative Writing	PhD in English/ Creative Writing	PhD in English/ Creative Writing	Richard Carr 474-6361 rs carr@alaska.edu	For the 300 & 400 level classes, MA/MFA degrees may be applicable and they will be evaluated on a case-by-case basis.
Enthnobotany CRCD	NA	BS	NA	NA	NA	Rose Meier 474-6935 rameier@alaska.edu	
Environmental Studies CRCD	NA	BS	BS	BS	BS	Todd Radenbaugh 842-5109 taradenbaugh@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Fire Science CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	John George 455-2879 jgeorge1@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
Foreign Languages & Literatures CLA	NA	*BA in Foreign Language or Related Field	*MA in Foreign Language or Related Field	*MA in Foreign Language or Related Field	ABD or PHD in Foreign Language/ Literature	Trina Mamoon 474-5460 trmamoon@alaska.edu	Include 3 references with the CV. Near native fluency is also a requirement. *MA in Field (or related field) or equivalent experience.
Geology & Geophysics CNSM	NA	BS	NA	NA	NA	Paul McCarthy 474-6894 pjmccarthy@alaska.edu Anupma Prakash 474-1897 aprakash@alaska.edu	Applicable fields: General science, Biology, Geology Chemistry. For Geol 101X, a MS in Geology (or be enrolled in a grad prgm in geosciences) is required. Geol 101X and 120X have prescribed syllabi and labs. Proposed instructor must work with department to develop approved course.
High Latitude Range Management CRCD	NA	BS	NA	NA	NA	Todd Radenbaugh 842-5109 taradenbaugh@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
History CLA	MA in History	MA in History	PhD or ABD in History	PhD or ABD in History	PhD or ABD in History	John Heaton 474-6508 jwheaton2@alaska.edu	With the CV, include a cover letter, grad transcripts and summary student evaluations (if available). For HIST 275, MA is min. requirement.
Human Services CRCD		BA/MA	BA/MA	BA/MA	N/A	Lara Garno 699-1358 lsgarno@alaska.edu	Have proposed instructor contact one of the program heads prior to submitting approval request.
Humanities CLA	N/A	MA	MA	See Comments	See Comments	Eduardo Wilner 474-7343 emwilner@alaska.edu	Requests for 3-400 level classes will be considered on a case by case basis. Proposed instructor should provide original syllabus on review. Dept will not supply one.
Instrumentation Technology CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	Brian Ellingson 455-2868 beellingson@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Information Technology Specialist CRCD	See Comments	See Comments	See Comments	See Comments	See Comments	Keith Swarner 455-2820 keith.swarner@alaska.edu	Present a good case and most likely the instructor will be approved. The person should have adequate exp. In the area with the ability to teach well and possess the technical knowledge.
Journalism CLA		Bachelors + experience in Media, Comm	Bachelors + experience in Media, Comm	Masters + experience in Media, Comm	Masters + experience in Media, Comm	Brian O'Donoghue 474-6247 bpodonoghue@alaska.edu	Must have professional experience. Most of our courses are practical and/or professional. A min. of a Bachelor's degree & a grad degree is desirable but not necessary. With the CV, include a cover letter and an area of expertise form.
Justice CLA	Masters plus relevant experience in criminal justice professions or closely related field	Masters plus relevant experience in criminal justice professions or closely related field	Masters plus relevant experience in criminal justice professions or closely related field	Masters plus relevant experience in criminal justice professions or closely related field	Masters plus relevant experience in criminal justice professions or closely related field	Mike Daku 474-5717 mjdaku@alaska.edu	An exception to the minimum requirements stated above will be for instructors of Justice's law based courses such as Criminal Law 352. For such courses the min. degree is a Juris Doctorate. Approval of the instructors will be facilitated if the department receives vitae and syllabus at the beginning of the semester before the semester in which the course is proposed to be offered by the instructor.
Law Enforcement Academy CRCD	N/A	See Comments	N/A	N/A	N/A	Dusty Johnson 455-2811 dpjohnson@alaska.edu	Attendance at Academy is mandatory, recruit must be approved by Dusty Johnson, no distance classes available
Library Science Libraries	See comments	MLS/MA in Library Science/ Information Science	N/A	N/A	N/A	Catherine (Cat) Williams 474-7224 cewilliams2@alaska.edu	With the CV, include a cover letter describing interest and experience. Do not need to see UAF application or professional references.
Linguistics CLA						Larry Kaplan 474-6582 ldkaplan@alaska.edu	
Mathematical Statistics CNSM	NA	MA in Math/ Statistics/ Computer Science	MS in Math/ Statistics/ Computer Science	PhD in Math/ Statistics/ Computer Science	PhD in Math/ Statistics/ Computer Science	Anthony Rickard 474-5374 adrickard@alaska.edu	Exceptions can be made: relevant experience may substitute for some 100-level courses.
Military Science CLA	NA	NA	NA	NA	NA	MSG Anthony Walls 474-7501/474-6850	Only offered on the UAF Campus

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Music CLA	NA	*BA in Music (Private lessons) MA in Music (Lecture lessons)	*BA in Music (Private lessons) MA in Music (Lecture lessons)	*BA in Music (Private lessons) MA in Music (Lecture lessons)	*BA in Music (Private lessons) MA in Music (Lecture lessons)	Eduard Zilberkant 474-6981 ezilberkant@alaska.edu	*With demonstration level of performance skills as determined by in-person audition. Degree(s) should be earned from a Music Department or School accredited by National Association of Schools of Music. Major should reflect a performance emphasis in the area candidate wishes to teach. With the CV, include academic transcripts, previous record of successful teaching experience as supported by three letters of recommendations. We would expect courses to be primarily service oriented. Students seeking to major in music should plan to pursue their study on the main campus because of the activities and performances, in addition to course work, required of the degree.
Northern Studies Program CLA	NA	MA in History/PS/ or related fields	MA in History/PS/ or related fields	MA in History/PS/ or related fields	MA in History/PS/ or related fields	Mary Ehrlander 474-6556 mfehrlander@alaska.edu	For 600 level classes, the min. degree(s) needed is: PhD in History/ Political Science or related fields. Many courses are cross-listed and would also need to be approved by the appropriate department.
Paralegal Studies CRCD	See comments	See comments	See comments	See comments	See comments	Deana Waters 455-2835 dmwaters@alaska.edu	Present a good case and most likely the instructor will be approved. The person should have adequate exp. In the area with the ability to teach well and possess the technical knowledge.
Philosophy & Humanities CLA	N/A	Masters Philosophy	Masters Philosophy	PhD or ABD	PhD or ABD	Eduardo Wilner 474-7343 emwilner@alaska.edu	In all cases, the applicable fields are directly related to the course offering – Proposed instructor should provide original syllabus for review. Department will not supply one.
Physics CNSM	N/A	MS or experience	MS/Ph.D preferred	Ph.D	Ph.D	Ataur Chowdhury 474-6109 archowdhury@alaska.edu	CRCD only offers courses within the 100-level. The dept. would meet with instructor to review lab plans and transcripts with chemistry background. After initial 5 year approval, if the instructor(s) plans to teach each year thereafter, the instructor will provide a prior year (IAS) assessment, along with syllabus and Lab Schedule. This must be provided no later than the first week of the semester the course being taught. Any changes to the syllabus, book or content of the course, a new instructor Request form will need to be provided. Also please make sure the IAS student assessment are attached with the Instructor Request form (and/or syllabus for future offerings) for Faculty Departmental Review.

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Political Science CLA	NA	MA in PS, Economics, or equivalent/ appropriate professional degree (JD, MPA, MPP)	MA in PS, or equivalent/ appropriate professional degree	MA in PS. Law, or equivalent/ appropriate professional degree	MA in PS, Law, Public Policy/ Admin., or equivalent/ appropriate professional degree	Gerald McBeath 474-6505 gmcbeath@alaska.edu	Instructors have been approved with an MA in education, history and geography when they have done a body of coursework in PS or have attained proficiency through other means (eg. experience in gov't). JD degrees may be appropriate for law related courses, including: PS 303, 330, 425, 435, and 436.
Power Generation CRCD						Brian Ellingson 455 2868 beellingson@alaska.edu	
Process Technology CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	Brian Ellingson 455 2868 beellingson@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
Professional Piloting CRCD						Roger Weggel 455-2847 rfweggel@alaska.edu	
Psychology CLA	NA	BA/MA in Psychology /related field	MA in Psychology /related field	MA in Psychology /related field	MA in Psychology /related field	Ce'cile Lardon 474-5272 c.lardon@alaska.edu	For Graduate-level courses: must have doctoral degree or a master's plus documented teaching or research experience in the area in which instructor will teach; eg. counseling skills, program evaluation experience, and teaching experience.
Recreation CRCD	See Comments	See Comments	See Comments	See Comments	See Comments	Mahla Strohmaier 455-2836 mstrohmaier@alaska.edu	Resume, evidence of teaching ability and any other relevant information will be examined, depending on subject matter.
Religion CRCD	NA	MA	MA	MA	MA	Pete Pinney 474-7089 pppinney@alaska.edu	MA needs to be in Humanities, Theology or Philosophy. MA could be in a related field coupled with experience. Examples of experience might include: ordained minister, attendance at a theology school or seminary
Rural Development, CRCD	BA	MA or review of background	MA	MA	MA	Jenny Jones 474-6842 bjones@alaska.edu	Applicable fields: Social Science / Public Administration / Management

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Rural Human Services CRCD	NA	BA/MA	BA/MA	BA/MA	BA/MA	Diane McEachern 543-4597 dmmceachern@alaska.edu	Applicable fields: Rural Human Services/Early Childhood/Social Work. Most programs under this department are skill-based.
Safety, Health, & Environmental Awareness CRCD						Brian Ellingson 474-5029 btrasley@alaska.edu	
Science Applications CRCD	MA/MS in Math/ Science	MA/MS in Math/ Science	MS in Math/Science	NA	NA	Brian Rasley 443-8417 cihl@alaska.edu	
SNRAS	MA/MS	MA/MS	MA/MS	MA/MS	MA/MS	Marilyn Childress 474-7083 mlchildress@alaska.edu	Masters required in fields listed above. PhD preferred or/equivalent experience. Applicable Fields: Natural Resources Management, Environmental Science/Studies, Geography, Community Development and Sustainability. Requirements: Course syllabus coordinated with instructor currently teaching the course. CV and brief cover letter detailing reason why instructor is interested in teaching the course.
Social Work CLA	NA	MSW	MSW	MSW	MSW	Retchenda George-Bettisworth 474-7025 rbgeorgebettisworth@alaska.edu	Applicable Field: Social Work. Please contact social work department prior to hiring anyone to teach a social work major course
Sociology CLA	NA	MA in Sociology *	MA in Sociology	MA in Sociology	MA in Sociology	Melanie Arthur 474-5426 melanie.arthur@alaska.edu	With the CV, include names and contact information for the references. Request for candidates with Masters Degrees in related field will be reviewed when documented teaching experience or a publication record in the topic area of the course is also provided. * For SOC 100X only, MA/MS in Psychology / Anthropology also meet min. degree requirements.
Theatre CLA	NA	MA	MA	MA	MFA	Carrie Baker 474-7754 ccbaker@alaska.edu	Other Documentation: Portfolio. Applicable Fields: Performing Arts

Academic Program	Pre 100-level courses	100-level courses	200-level courses	300-level courses	400-level courses	Contact	Comments
Tribal Management CRCD	NA	BA	BA	BA	BA	Kevin Illingworth 474-5710 kmillingworth@alaska.edu	Applicable fields: Social Science / Public Administration / Management
Welding CRCD	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Journeyman /Certificate /License is related field	Master status in related field	Master status in related field	Brain Rencher 455-2843 bkrencher@alaska.edu	With the CV, include resume and proof of relevant experience and training attached to approvals.
Women's Studies CLA	NA	MA	MA	MA	MA	Dr. Karen Gustafson 474-5004 kagustafson2@alaska.edu	Applicable Fields: Women's studies, gender studies, or closely related discipline

For an updated list of Deans, Directors and Department Chairs, please go to the following link:

http://www.uaf.edu/files/rural/publications/Dept-Chairs-Course-designatorPDF_4-14-14.pdf