

Submit original with signatures + 1 copy + electronic copy to UAF Governance.

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

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Civil and Environmental Eng.	College/School	CEM
Prepared by	Robert Perkins	Phone	474 7694
Email Contact	raperkins@alaska.edu	Faculty Contact	Robert Perkins

1. ACTION DESIRED (CHECK ONE):	Trial Course		New Course	X
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2. COURSE IDENTIFICATION:	Dept	CE	Course #	F657B	No. of Credits	1
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Justify upper/lower division status & number of credits:

Course is intended for professional students who are college graduates. Credits are based on contact minutes and content. They are roughly one-third of a regular three-credit graduate course.

3. PROPOSED COURSE TITLE:	Managing Change Productively
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4. To be CROSS LISTED? YES/NO	No	If yes, Dept:		Course #	
(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)					

5. To be STACKED? YES/NO	No	If yes, Dept.		Course #	
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6. FREQUENCY OF OFFERING:	As demand warrants
	Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (if approved)	As demand warrants
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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 all that apply)	1	2	X	3	4	5	6 weeks to full semester
OTHER FORMAT (specify)	Two 2 hour and 15 minute lectures per week for three weeks delivered face-to-face or via video conferencing.						
Mode of delivery (specify lecture, field trips, labs, etc)	Lectures						

9. CONTACT HOURS PER WEEK:	4.5	LECTURE hours/weeks		LAB hours /week		PRACTICUM hours /week
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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)	N/A
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10. **COMPLETE CATALOG DESCRIPTION** including dept., number, title and credits (50 words or less, if possible):

CE F657B, Managing Change Productively, 1 credit

While dealing with change is a necessary and understandable part of business, people often react with skepticism and uncertainty. This can slow down the pace at which an organization adapts, implements, and gets back to "business as usual." This course will examine why change is resisted. You will learn that the cause can often be linked to the way the change was communicated, how people were involved in the process and how they were guided through the typical stages of a change process. You will study strategies to avoid these typical roadblocks to effective change management.

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

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

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:** Specify only one.

LETTER:

X

PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**

None

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

RECOMMENDED

Admission to the Graduate Certificate in Construction Management program

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

Yes

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

January 2010, CE 693

18. **ESTIMATED IMPACT**

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

These courses were approved by the Board of Regents for special tuition and are expected to be self-supporting

19. **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	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No library involvement
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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)

The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

21. POSITIVE AND NEGATIVE IMPACTS

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

This course follows the New Degree Program Request which examined the growth in the CEE department. No additional positive or negative impacts from this course are likely.

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.

This course is part of a UAF CEE outreach to package our graduate classes in a way that is convenient to students and their employers. This outreach was formalized in a New Degree Program Request for a Graduate Certificate in Construction Management which was approved by the UA Board of Regents in September 2009. The courses in this program grew out of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors, that indicated that courses of about one credit's intensity were best. The classes are being taught by UAF faculty, emeritus faculty, or appropriate adjuncts approved by the CEE faculty and Chair. All classes feature an assessment process: tests, reports, presentations, and/or graded homework.

APPROVALS:

		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, Chair, Program/Department of:		

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

	Date	
Signature, Dean, College/School of:		

A. CE 657B Managing Change Productively 1 credit Spring 2010

Meeting Time/Location:

Meets Tuesday and Thursday in the UAF Center for Distance Education conference room, corner of University and Davis Rd. 3PM to 5:15 PM.

Prerequisites:

None. Recommended: College degree in engineering or science or any college degree with construction experience

Instructor:

Keli Hite McGee, M.A. Professional Communication
Office Location: Duckering 245
Office Hours: After class or as arranged
(907) 456-6066
hites@mac.com

Course textbook:

There is no required textbook. There will be paper handouts and/or electronic references. Students will be required to download computer programs from web.

Course description:

While dealing with change is a necessary and understandable part of business, people often react with skepticism and uncertainty. This can slow down the pace at which an organization adapts, implements, and gets back to "business as usual." This course will examine why change is resisted. You will learn that the cause can often be linked to the way the change was communicated, how people were involved in the process and how they were guided through the typical stages of a change process. You will study strategies to avoid these typical roadblocks to effective change management.

Course goals/student learning outcomes:

Participants will be able to identify

1. What happens during phases of change
2. What leaders can do to begin change
3. How best to communicate during change
4. How to make it easier for people to change
5. How to maintain willingness to change

Instructional methods:

This course is taught in two (or three) locations by video conferencing.

Course calendar/outline:

Class 1, Feb. 16

- Course Overview
- Introductions and Expectations
- Classifying Change

Class 2, Feb. 18

- Preparing for Organizational Change
- Developing an Action Plan in preparation for change

Class 3, Feb. 23

- 7 Steps to Change
- Identify how we can ensure 7 steps are not overlooked or poorly instituted as leaders in the organization.

Class 4, Feb. 25

- Implementing Change
- How to connect with Human Resources

Class 5, Mar. 2

- Reactions to Change (4 Stages)
- Reducing Stress and Anxiety

Class 6, Mar. 4

- Make your organization change-ready
- Review
- Questions and Evaluation

Course policies:

Attendance:	Attendance at all classes is recommended. Timely submission of assignments is encouraged; late work may be accepted, if prior arrangement is made.
Changes	The instructor with reasonable notice may make changes to this Syllabus and the above outline.
Cheating	Accepting or giving unauthorized help on graded work is cheating. A student caught cheating will be given an "F" in the course. Discussing with other students "how to do" homework and project assignments is authorized. Copying or plagiarizing other students' homework or assignments is not authorized
Plagiarism	Plagiarism is stealing from the original author. Copying assignments and exams is stealing from fellow students, as well as misrepresenting (lying) to the instructor.

Evaluation:

Grades will be awarded based on the instructor's subjective evaluation of the student's attainment of the course goals. Input to that evaluation will include: Class attendance and participation, 10%, quiz, 20%, assignments 30%, project 40%.

Support Services:

The instructor is available after class for consultations and by email at any time.

Disabilities Services:

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. State that you will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities."