

FORMAT 5

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

PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR/MINOR)
--

SUBMITTED BY:

Department	TM- Indigenous, Community, and Tribal Programs	College/School	IAC/CRCO
Prepared by	Kevin M. Illingworth, JD	Phone	907-474-5710
Email Contact	kmillingworth@alaska.edu	Faculty Contact	Kevin M. Illingworth, JD

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

PROGRAM IDENTIFICATION:

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

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

<p>This change is a revision to the catalog description for a more accurate identification of acceptable electives within Tribal Management areas of study.</p>

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

<p>Tribal Management College of Rural and Community Development Division of Rural and Economic Development Interior-Aleutians Campus 907-474-5493 www.uaf.edu/iac/programs/tribal-management/</p> <p>Certificate; A.A.S. Degree Minimum Requirements for Certificate: 30 credits; For Degree: 60 credits</p> <p>The tribal management program teaches the job-related skills and knowledge needed for entry-level management positions in tribal institutions, local government and other organizations in rural Alaska. Students perform specific tasks, learn basic management rationale and explore issues in tribal government. Each student has an individual educational plan, which is a critical means of tracking progress and a key part of the process of education in a rural-based learning environment. A student career portfolio demonstrates individual accomplishments and the achievement of specific goal-related skills and competencies. The student career portfolio is developed to meet program standards. A copy of the standards is available on request. Students entering any tribal management course should be familiar with word processing, spreadsheets, databases and the Internet. Each student, with the help of a faculty advisor, is required to organize a personal support team to include a tribal leader or community mentor. Students entering either the A.A.S. degree or certificate program should meet with a faculty advisor to discuss program content, requirements and planning.</p> <p>Certificate Program</p> <ol style="list-style-type: none"> 1. Complete the general university requirements. 2. Complete the certificate requirements.
--

3. Complete the following requirements:
 1. Complete 3 credits from one of the following computation courses:
ABUS F155--Business Math (3)
or approved computation course at the 100-level
or above (3)--3 credits
 2. Complete 3 credits from one of the following communication courses:
ABUS F170--Business English (3)
or approved communications course at the 100-level
or above (3)--3 credits
 3. Complete 3 credits from the following human relations courses:
ABUS F154--Human Relations (3)
or approved human relations course at the 100-level
or above (3)--3 credits
4. Complete the following program requirements.
TM F101--Introduction to Tribal Management--3 credits
TM F105--Introduction to Tribal Finance Applications--3 credits
TM F199--Tribal Management Practicum I--3 credits
5. Complete 12 credits from any of the following categories:
Environmental and Natural Resources
BIOL F104--Natural History of Alaska--3 credits
FISH F101--Introduction to Fisheries--3 credits
NRM F101--Natural Resources Conservation and Policy--3 credits
Advisor approved environmental technology elective--3 credits

Health and Social/Human Services
HLTH F105--Introduction to Health Careers--2 credits
HUMS F105--Personal Awareness and Growth--3 credits
HUMS F120--Cultural Diversity in Human Services--3 credits
PSY F101--Introduction to Psychology--3 credits

Education and Employment
ED F102--Orientation to Alaska Native Education--2 credits

Public Administration and Policy
ABUS F179--Fundamentals of Supervision--3 credits
HIST F110--History of Alaska Natives--3 credits

Tribal Business
ABUS F135--Recordkeeping for Business--3 credits
ABUS F151--Village Based Entrepreneurship--1 - 3 credits
ABUS F158--Introduction to Tourism--1 - 3 credits
BA F151--Introduction to Business--3 credits

Economics
ECON F100X--Political Economy--3 credits
ECON F111--Economics of Rural Alaska--3 credits

Tribal Planning
RD F250--Grant Writing for Community Development--3 credits

Advisor-approved electives--6 credits
6. Minimum credits required--30 credits

**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)**

Tribal Management

College of Rural and Community Development
Division of Rural and Economic Development
Department of Indigenous, Community, and Tribal Programs
Interior-Aleutians Campus
907-474-5493
907-474-5710
www.uaf.edu/iac/programs/tribal-management/

Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 30 credits;
For A.A.S. Degree: 60 credits

The ~~tribal management~~ Tribal Management program teaches the job-related skills and knowledge needed for positions within tribal and local governments and other organizations in rural Alaska. In response to the broad variety of job related skills needed by Tribal Councils, Administrators and staff, the Tribal Management Certificate and AAS degree program is designed to allow students to specialize their education to target specific employment related skills. ~~entry-level management positions in tribal institutions, local government and other organizations in rural Alaska.~~ Students perform specific tasks, learn basic management rationale and explore issues in tribal government. ~~Each student has an individual educational plan, which is a critical means of tracking progress and a key part of the process of education in a rural based learning environment. A student career portfolio demonstrates individual accomplishments and the achievement of specific goal-related skills and competencies. The student career portfolio is developed to meet program standards. A copy of the standards is available on request.~~ The Tribal Management program provides students with fundamental knowledge of tribal governance and finance as well as hands-on education and training in subject areas important to tribal governments. Students work closely with their academic advisor to choose courses that target their employment based needs and are encouraged to specialize their education to a specific area of study, or can take courses from multiple areas of study. Students entering any tribal management course should be familiar with word processing, spreadsheets, databases and the Internet. Each student, with the help of a faculty advisor, is required to organize a personal support team to include a tribal leader or community mentor. Students entering either the A.A.S. degree or certificate Certificate or A.A.S. degree program will meet with a faculty advisor to discuss program content, requirements and course planning.

Certificate Program

1. Complete the [general university requirements](#).
2. Complete the [certificate requirements](#).
3. ~~Complete the following requirements:~~
 1. ~~Complete 3 credits from one of the following computation courses:~~
 - ~~ABUS F155 Business Math (3)~~
 - ~~— or approved computation course at the 100-level~~
 - ~~— or above (3) 3 credits~~
 2. ~~Complete 3 credits from one of the following communication courses:~~

~~ABUS F170 Business English (3)~~

~~—or approved communications course at the 100-level~~

~~—or above (3) 3 credits~~

~~3. Complete 3 credits from the following human relations courses:~~

~~ABUS F154 Human Relations (3)~~

~~—or approved human relations course at the 100-level~~

~~—or above (3) 3 credits~~

~~4.3. Complete the following program requirements.~~

~~TM F101--Introduction to Tribal Management--3 credits~~

~~TM F105--Introduction to Tribal Finance Applications--3 credits~~

~~TM F199--Tribal Management Practicum I--3 credits~~

1. ~~5.4. Complete 12 credits from any of the following courses. Students can specialize in one area of study or can choose courses from multiple areas of study. Course substitutions relevant to Tribal Management may be made with the approval of the Tribal Management Faculty advisor.~~

~~Environmental and Natural Resources~~

~~Environmental and Natural Resource Management~~

~~BIOL F104--Natural History of Alaska--3 credits~~

~~FISH F101--Introduction to Fisheries--3 credits~~

~~NRM F101--Natural Resources Conservation and Policy--3 credits~~

~~ENVI F101 Introduction to Environmental Science—3 credits~~

~~RD F265 Perspectives on Subsistence in Alaska--3 credits~~

~~TM F120 Introduction to Tribal Natural Resource Management--3 credits~~

~~TM F182 Introduction to NEPA for Rural Transportation--1 credit~~

~~TM 140 Introduction to Geospatial Data -- 1 credit~~

~~TM 141 Practical GIS for Rural Alaska – 2 credits~~

~~Advisor approved environmental technology elective—3 credits~~

~~Health and Social/Human Services~~

~~Community Health and Wellness~~

~~HLTH F105 Introduction to Health Careers 2 credits~~

~~HUMS F120 Cultural Diversity in Human Services—3 credits~~

~~ANS F242 Native Cultures of Alaska--3 credits~~

~~HUMS F101 Introduction to Human Services –3 credits~~

~~HUMS F105--Personal Awareness and Growth--2-3 credits~~

~~HUMS F260 History of Alcohol in Alaska--1 credit~~

~~PSY F101 Introduction to Psychology --3 credits~~

~~RHS F130--Processes of Community Change --2 credits~~

~~RHS F140--Alaska Native Values and Principles --1 credit~~

~~RNS F101 Rural Nutrition and Health Change --1 credit~~

~~RNS F105--Nutritional Science for the Generations --3 credits~~

~~RNS F120--Alaska Native Food Systems --3 credits~~

~~RNS F201--Community Nutrition Interventions --2 credits~~

~~RNS F210--Introduction to Rural Nutrition Counseling --2 credits~~

~~Education and Employment~~

~~ED F102 Orientation to Alaska Native Education—2 credits~~

~~Public Administration and Policy~~

Tribal Governance and Law

~~ABUS F179 Fundamentals of Supervision--3 credits~~

~~HIST F110 History of Alaska Natives--3 credits~~

~~PS F100x Political Economy--3 credits~~

~~PS/NORS F205 Leadership, Citizenship and Choice--3 credits~~

~~PS F263 Alaska Native Politics--3 credits~~

~~RD F110 ANCSA: Land Claims in the 21st Century--1 credit~~

~~RD F265 Perspectives on Subsistence in Alaska--3 credits~~

~~TM F110 Tribal Court Development for Alaska Tribes--1 credit~~

~~TM F111 Children's Topics in Tribal Justice--1 credit~~

~~TM F112 Federal Indian Law for Alaska Tribes--1 credit~~

~~TM F114 Tribal Justice Responses to Community and Domestic Violence--1 credit~~

~~TM F115 Tribal Court Administration--1 credit~~

~~TM F250 Current Topics in Tribal Government--1 credits~~

Tribal Business

~~ABUS F135 Recordkeeping for Business--3 credits~~

~~ABUS F151 Village Based Entrepreneurship--1-3 credits~~

~~ABUS F158 Introduction to Tourism--1-3 credits~~

~~BA F151 Introduction to Business--3 credits~~

Economies

Community and Economic Development

~~ABUS F101 Principles of Accounting I--3 credits~~

~~ABUS F151 Village Based Entrepreneurship--1-3 credits~~

~~ABUS F158 Introduction to Tourism--1-3 credits~~

~~ABUS F179 Fundamentals of Supervision--3 credits~~

~~ABUS F235 Fund Accounting for Non-Profits--3 credits~~

~~BA F151 Introduction to Business--3 credits~~

~~CTT F104 Basic Communication and Employability Skills--2 credits~~

~~ECON F100X--Political Economy--3 credits~~

~~ECON F111--Economics of Rural Alaska--3 credits~~

~~RD F250 Grant Writing for Community Development--1-3 credits~~

~~TM F130 Introduction to Utility Management--2 credits~~

~~TM F131 Organizational Management for Utilities--2 credits~~

~~TM F134 Financial Management for Utilities--2 credits~~

Tribal Planning

~~ABUS F179 Fundamentals of Supervision --3 credits~~

~~ABUS F272 Small Business Planning --3 credits~~

~~RD F250--Grant Writing for Community Development--3 credits~~

~~RD F268 Rural Tourism: Planning and Principles--1-3 credits~~

~~TM F138 Planning for Utilities--2 credits~~

~~TM F271 Rural Transportation Planning --1 credit~~

Tribal Transportation

~~TM F170 Fundamentals of Rural Transportation--4 credits~~

~~TM F171 Introduction to IRR Program--1 credit~~

~~TM F172 Conducting a Transportation Inventory--1 credit~~

~~TM F173 Traffic Monitoring for Rural Transportation--1 credit~~

~~TM F174 Basics of a Good Gravel Road--1 credit~~

~~TM F182 NEPA for Rural Transportation--1 credit~~

TM F271 Rural Transportation Planning--1 credit
TM F272 Finance Applications for Rural Transportation--1 credit
TM F273 Transportation Improvement Programs and Control Schedules--1 credit
TM F274 Road Inventory Field Data Systems--1 credit
TM F276 Project Management for Rural Transportation--4 credits

~~Advisor approved electives--6 credits~~

6.5. Minimum credits required--30 credits

D. ESTIMATED IMPACT

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

This change is expected to have no impact on budget, facilities, space or faculty.

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)

The Tribal Management Program is primarily affected. This change to degree requirements will provide a clear pathway to the TM A.A.S. degree and B.A. in Rural Development. These changes were made in collaboration with DANSRD.

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.)

No change in TM SLOA. Direct assessment of student learning by Practicum Employer/Supervisor.

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.

The purpose of this change is to more accurately reflect how the degree is currently administered and to make clear the requirements of the Tribal Management Certificate as well as to make clear the pathway to further education and advancement to the Tribal Management A.A.S. degree.

Currently, students are required to take 12 credits in a category area, when in one case only 2 credits are specifically listed in the category area. This change simply reflects what is currently being accomplished through advisor memos.

The primary purpose of this change is to specifically list more of the courses that have been advisor approved in the past and that students are taking to complete their degree program. This change will also make it easier for general advisors and students to see clearly what is required in order for the student to graduate. Most courses that were dropped are not available by distance or have not been taken by students in the past 10-year period.

Titles of TM categories have also been updated to reflect modern terminology and employment opportunities within the tribal community (for example, the category Health and Social/Human Services has been amended to Community Health and Wellness), and Tribal Transportation has been added.

APPROVALS: SEE ATTACHED SIGNATURES AND EMAIL

	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		

Kristy Malamute

From: Kevin Illingworth
Sent: Thursday, September 13, 2012 4:04 PM
To: Kristy Malamute
Cc: Jennifer Carroll
Subject: Format 5 for CRCD Curricular review
Attachments: FS-Format5_07-1 TM AAS.doc; FS-Format5_07-1 TM Cert.doc

Hi Kristy,

Attached is the format 5 to amend the TM Certificate and one for the TM AAS degree, to be submitted to CRCD for curricular review. They are due by tomorrow. I have very limited internet and will not be back in the office until monday. Please me know if you have any questions. Thank you very much Kristy,

Kevin

--

Kevin M. Illingworth, JD
Tribal Management Program
University of Alaska Fairbanks
College of Rural and Community Development
Interior Aleutians Campus
907-474-5710
866-474-5710 (toll free)

kmillingworth@alaska.edu

D. ESTIMATED IMPACT

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

This change is expected to have no impact on budget, facilities, space or faculty.

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)

The Tribal Management Program is primarily affected. This change to degree requirements will provide a clear pathway to the TM A.A.S. degree and B.A. in Rural Development. These changes were made in collaboration with DANSRD.

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.)

No change in TM SLOA. Direct assessment of student learning by Practicum Employer/Supervisor.

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.

The purpose of this change is to more accurately reflect how the degree is currently administered and to make clear the requirements of the Tribal Management Certificate as well as to make clear the pathway to further education and advancement to the Tribal Management A.A.S. degree.

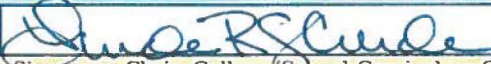
Currently, students are required to take 12 credits in a category area, when in one case only 2 credits are specifically listed in the category area. This change simply reflects what is currently being accomplished through advisor memos.

The primary purpose of this change is to specifically list more of the courses that have been advisor approved in the past and that students are taking to complete their degree program. This change will also make it easier for general advisors and students to see clearly what is required in order for the student to graduate. Most courses that were dropped are not available by distance or have not been taken by students in the past 10-year period.

Titles of TM categories have also been updated to reflect modern terminology and employment opportunities within the tribal community (for example, the category Health and Social/Human Services has been amended to Community Health and Wellness), and Tribal Transportation has been added.

APPROVALS:

	Date	
Signature, Chair, Program/Department of:		

	Date	10/4/12
Signature, Chair, College/School Curriculum Council for:	College of Rural & Comm. Development	

	Date	10/5/12
Signature, Dean, College/School of:	CRES	