

**FORMAT 5**

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

<b>PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR/MINOR)</b>
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**SUBMITTED BY:**

<b>Department</b>	TM- Indigenous, Community, and Tribal Programs	<b>College/School</b>	IAC/CRCO
<b>Prepared by</b>	Kevin M. Illingworth, JD	<b>Phone</b>	907-474-5710
<b>Email Contact</b>	<a href="mailto:kmillingworth@alaska.edu">kmillingworth@alaska.edu</a>	<b>Faculty Contact</b>	

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

**PROGRAM IDENTIFICATION:**

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

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

This change is a revision to the catalog description for a more accurate identification of acceptable electives within Tribal Management areas of study.
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**B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:**

<p><b>Tribal Management</b> College of Rural and Community Development Division of Rural and Economic Development Interior-Aleutians Campus 907-474-5493 <a href="http://www.uaf.edu/iac/programs/tribal-management/">www.uaf.edu/iac/programs/tribal-management/</a></p> <p><b>Certificate; A.A.S. Degree</b> 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>A.A.S. Degree</p> <ol style="list-style-type: none"> <li>1. Complete the <a href="#">general university requirements</a>.</li> <li>2. Complete the <a href="#">A.A.S. degree requirements</a>.</li> </ol>
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3. Complete the following program (major) 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
  - TM F201--Advanced Tribal Management--3 credits
  - TM F205--Advanced Tribal Finance Applications--3 credits
  - TM F299--Tribal Management Practicum II--3 credits
4. Complete 18 credits from any of the following categories:
  - Environmental and Natural Resources
    - BIOL F104--Natural History of Alaska--3 credits
    - BIOL F271--Principles of Ecology--4 credits
    - FISH F101--Introduction to Fisheries--3 credits
    - NRM F101--Natural Resources Conservation and Policy--3 credits
    - NRM F204--Public Lands Law and Policy--3 credits
    - RD F255--Rural Alaska Land Issues--3 credits
    - WLF F222--Wildlife Management Principles--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
- ABUS F231--Introduction to Personnel--3 credits
- ABUS F232--Contemporary Management Issues--3 credits
- AKNP F230--Federal Indian Law--3 credits
- HIST F110--History of Alaska Natives--3 credits
- RD F200--Community Development in the North--3 credits
- RD F250--Grant Writing for Community Development--1 - 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
- ABUS F264--Filing/Records Management--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

5. Complete credits in F100-level or higher in consultation with an academic advisor and community mentor--9 credits
6. Minimum credits required--60 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/](http://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.

**A.A.S. Degree**

1. Complete the [general university requirements](#).
2. Complete the [A.A.S. degree requirements](#).
3. Complete the following program (major) 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
  - TM F201--Advanced Tribal Management--3 credits

TM F205--Advanced Tribal Finance Applications--3 credits

TM F299--Tribal Management Practicum II--3 credits

4. Complete 27 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

~~BIOL F271--Principles of Ecology--4 credits~~

ENVI F101 Introduction to Environmental Science--3 credits

FISH F101--Introduction to Fisheries--3 credits

FISH F261 Introduction to Fisheries Utilization--3 credits

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

NRM F204--Public Lands Law and Policy--3 credits

RD F245 Fisheries Development in Rural Alaska--3 credits

RD F255--Rural Alaska Land Issues--3 credits

RD F265 Perspectives on Subsistence in Alaska--3 credits

RD F280 Resource Management Research Techniques--3 credits

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

TM F225 Cross Connections: Adapting and Integrating Principles of Management and Conservation--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 credit

TM 142 Practical GIS Project Design -- 2 credit

~~WLF F222--Wildlife Management Principles--3 credits~~

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

Health and Social/Human Services

Community Health and Wellness

ANS F242 Native Cultures of Alaska--3 credits

ANS F330 Yup'ik Parenting and Child Development--1-3 credits

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

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

HUMS F120--Cultural Diversity in Human Services--3 credits

HUMS F205--Basic Principles of Group Counseling--3 credits

HUMS F260 History of Alcohol in Alaska--1 credit

HUMS F265 Substance Abuse and the Family--1-2 credits

PSY F101--Introduction to Psychology--3 credits

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

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

RHS F150--Introduction to Rural Counseling --2 credits

RHS F275--Introduction to Mental Health Recovery --2 credits

RHS F285--Case Management --2 credits

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

SWK F103--Introduction to Social Work--3 credits

SWK F220--Ethics, Values and Social Work Practice --3 credits

SWK F320W--Rural Social Work --3 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

ABUS F231--Introduction to Personnel--3 credits

ABUS F232--Contemporary Management Issues--3 credits

AKNP F230--Federal Indian Law--3 credits

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

RD F200--Community Development in the North--3 credits

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

ANS F310 Indigenous Land Settlements--3 credits

ANS F325 Native Self Government--3 credits

PS F100x Political Economy--3 credits

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

PS F212 Introduction to Public Administration--3 credits

PS F263 Alaska Native Politics--3 credits

RD F110 ANCSA: Land Claims in the 21<sup>st</sup> 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 F113 Tribal Code Development--1 credit

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

TM F115 Tribal Court Administration--1 credit

TM F116 Juvenile Justice in Tribal Court--1 credit

TM F117 Tribal Court Enforcement of Decisions--1 credit

TM F118 Tribal Community and Restorative Justice--1 credit

TM F250 Current Topics in Tribal Government--1 credits

#### Tribal Business

ABUS F135--Recordkeeping for Business--3 credits

ABUS F264--Filing/Records Management--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 F161 Personal and Business Finance--3 credits

ABUS F179 Fundamentals of Supervision--3 credits

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

ABUS F263 Public Relations--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 F110 ANCSA: Land Claims in the 21<sup>st</sup> Century--1 credit  
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  
TM F136 Personnel Management for Utilities--2 credits

Tribal Planning

ABUS F179 Fundamentals of Supervision --3 credits  
ABUS F272 Small Business Planning --3 credits  
CTT F240 Intro to Project Development for Tribal Residential Construction --3 credits  
RD F250 Grant Writing for Community Development--1-3 credits  
RD F268 Rural Tourism: Planning and Principles--1-3 credits  
RD F351 Strategic Planning for Rural Communities --3 credits  
TM F138 Planning for Utilities--2 credits  
TM F271 Rural Transportation Planning --1 credits

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

5. Minimum credits required--60 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 A.A.S. degree as well as to make clear the pathways to further education and advancement to baccalaureate degree programs, primarily Rural Development.

Currently, students are required to take 18 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.

	<b>Date</b>	
<b>Signature, Chair, Program/Department of:</b>		

	<b>Date</b>	
<b>Signature, Chair, College/School Curriculum Council for:</b>		

	<b>Date</b>	
<b>Signature, Dean, College/School of:</b>		

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

	<b>Date</b>	
<b>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</b>		

## Kristy Malamute

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**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

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Kevin M. Illingworth, JD  
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Interior Aleutians Campus  
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866-474-5710 (toll free)

[kmillingworth@alaska.edu](mailto:kmillingworth@alaska.edu)



**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 A.A.S. degree as well as to make clear the pathways to further education and advancement to baccalaureate degree programs, primarily Rural Development.**


**Currently, students are required to take 18 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: <span style="float: right;">CRCO</span>		

	Date	10/5/12
Signature, Dean, College/School of: <span style="float: right;">CRCO</span>		

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

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		