

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	<b>Department of Social and Human Development</b>	College/School	<b>CRCD</b>
Prepared by	<b>Veronica Plumb</b>	Phone	<b>455-2038</b>
Email Contact	<b>vmplumb@alaska.edu</b>	Faculty Contact	<b>Veronica Plumb 455-2038</b>

**1. COURSE IDENTIFICATION:**

Dept  Course #  No. of Credits

COURSE TITLE

**2. ACTION DESIRED**  **X**

Change Course  If Change, indicate below what change. Drop Course

NUMBER	TITLE	DESCRIPTION
PREQUISITES	<input checked="" type="checkbox"/> X	FREQUENCY OF OFFERING
CREDITS (including credit distribution)	<input checked="" type="checkbox"/> X	COURSE CLASSIFICATION
CROSS-LISTED	<input type="checkbox"/> No Dept.	(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)
STACKED (400/600) Include syllabi.	<input type="checkbox"/> No Dept.	Course # <input type="text"/>
OTHER (please specify)	<input type="text"/>	

**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:  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  X

IF YES, check which core requirements it could be used to fulfill:  
 O = Oral Intensive,  W = Writing Intensive,  Natural Science,   
 Format 6 also submitted  Format 7 submitted  Format 8 submitted

**5. COURSE REPEATABILITY:**

Is this course repeatable for credit? YES  NO  X

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

ECE F340 Financial Management of Early Childhood Programs (3)

Offered Fall as demand warrants

The financial aspects of managing a day care center or preschool program. Includes budgeting, program resource management, marketing, purchasing, pay and compensation, and fee collection issues important to maintaining quality programs for young children.

Prerequisites: ECE F245 or permission of instructor. (1+4)

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.

ECE F340 Financial Management of Early Childhood Programs (3)

Offered Fall as demand warrants

The financial aspects of managing a day child care center or preschool program. Includes budgeting, program resource management, marketing, purchasing, pay and compensation, and fee collection issues important to maintaining quality programs for young children.

Prerequisites: ~~ECE F245~~ or permission of instructor. (1+4) Engl 211x or Engl 213x (3+0 +0)

8. IS THIS COURSE CURRENTLY CROSS-LISTED?

YES/NO  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:  X

PASS/FAIL:

10. ESTIMATED IMPACT

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

The changes for this course should have no impact on facilities, budget, or space

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  X

February 1, 2011

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)

No program impact

13. POSITIVE AND NEGATIVE IMPACTS

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

No Positive or negative impacts aside from CDFS program being able to facilitate the course in a better way.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change is not lowered as a result of the proposed change. Please address this in your response. This s credits, explain why; are you increasing the amount of material covered in the class? If you drc course is changing to stacked (400/600), explain higher level of effort and performance required fully justify the proposed change and explain what has been done to ensure that the quality of th

When the program changes took place during the academic year of 2011 - 2012, the CDFS program faculty and staff carefully looked at the courses currently provided within the program. ECE 340 has been taught with a large internship piece. This internship has been exceptionally challenging for rural students to complete because of the type of internship activities required as well as capacity for space within the rural communities. Through review of student drop rate and success completing the course within the semester offered, the CDFS staff and Faculty have decided that this course would better serve students as a



foundational course that continues to build through courses offered within the Administration concentration of the CDFS BA degree program. There will not be field experience/practica. Opportunity for facilitation of hands on practice and skill development will take place within the ECE 471 Clinical Practice: Organizational Action Research, capstone for the concentration. The requirements for pre-requisites and recommendations have been changed to fit the new program structure of classes for the ECE AAS and CDFS BA programs. ECE 245 Child Development is not to be offered within the general delivery of the ECE AAS, therefore, having it as a requirement was not appropriate. English 211X will be a new requirement to assure students have achieved an academic standard prior to enrolling upper division course work within our program. ECE 340 may be taught within a 10-week or traditional semester schedule. The attached syllabus demonstrates a 10-week schedule. There is also interest for developing this course as a 2-yr. web delivered course. All approvals should be in place by the end of the semester. The CDFS program faculty and staff would appreciate that this course change be formally granted fall of 2012 to cover the previously submitted and accepted program change. It is requested that you email state the changes for this course until the academic 2013-2014 catalog.

from CRC to V. Plumb (copy attached).

**APPROVALS:**

<i>Veronica Plumb</i>	Signature, Chair, Program/Department of:	program chair	Date	10/2/12
				dept chair

<i>Julie Blum</i>	Signature, Chair, College/School Curriculum Council for:		Date	10/4/12
		CRCO		

<i>Peter Purney</i>	Signature, Dean, College/School of:		Date	10/5/12
		CRCO		

	Signature of Provost (if applicable)	Date	
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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.

	Signature, Chair, UAF Faculty Senate Curriculum Review Committee	Date	
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**ADDITIONAL SIGNATURES:** (As needed for cross-listing and/or stacking)

	Signature, Chair, Program/Department of:	Date	
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	Signature, Chair, College/School Curriculum Council for:	Date	
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	Signature, Dean, College/School of:	Date	
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UNIVERSITY  
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## Change course ECE340

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Chuen-Sen Lin <clin@alaska.edu>

Tue, Nov 27, 2012 at 12:03 PM

To: vmplumb@alaska.edu

Cc: Jayne Harvie <jbharvie@alaska.edu>, Rainer Newberry <rjnewberry@alaska.edu>

Hi Veronica,

I was assigned to review your course change proposal for ECE340 and I found that the proposal was well done.

Some comments to FORMAT 2:

(1) Item 2: Check the blank for "Change Course." If you allow us to do it for you, please let us know.

(2) For "JUSTIFICATION:" Is it still needed to have the last four lines (i.e. If all goes as planned, the first offering within this delivery method should be fall 2012 ... until the academic 2013-2014 catalog.)? If it is not needed and you allow us to delete it, please let Jayne and/or me know.

Thanks,

Chuen-Sen

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Chuen-Sen Lin <clin@alaska.edu>

Tue, Nov 27, 2012 at 1:24 PM

To: Jayne Harvie <jbharvie@alaska.edu>

Cc: Rainer Newberry <rjnewberry@alaska.edu>

Hi Jayne,

I am forwarding you Veronica's e-mail about the comments. It seems Veronica agrees with the recommendations.

Thanks,

Chuen-Sen

—— Forwarded message ——

From: **Veronica Plumb** <vmplumb@alaska.edu>

Date: Tue, Nov 27, 2012 at 12:11 PM

Subject: Re: Change course ECE340

To: Chuen-Sen Lin <clin@alaska.edu>

Thank you Chuen-Sen,

*I would approve both of the changes you suggest.*

Thank you,

Veronica Plumb

[Quoted text hidden]

—  
*Your life is based on the capacity of energy in you, not outside of you.*

Veronica Plumb  
Distance Early Childhood Programs  
UAF College of Rural and Community Development CRCD  
604 Barnette Street  
Fairbanks, Alaska 99709  
(907) 455-2038  
FAX (907) 474-5232

### Course Syllabus

**Course Title:** Financial Management of Early Childhood Programs

**Course No:** ECE 340

**Credits:** 3 (3 + 0)

**Prerequisites:** Engl 211X or 213X

**Instructor:** Veronica Plumb  
604 Barnette Street Suite 220

**Phone:** 455-2038

**E-mail:** [vmplumb@alaska.edu](mailto:vmplumb@alaska.edu)

**Office or Contact hours:** Instructor will post office hours for students at first class.

**Location:** Distance Delivered possibly in conjunction with local Fairbanks site.

**Dates:** TBA 2012

**Times:** TBA

**Text:**

Dorsey, A.G., Sciarra, D. J. (2003). *Developing and Administering a Child Care and Education Center* 7th Edition. Clifton Park, N.Y.: Thomson Delmar Learning

**Supplemental Text:**

American Psychological Association. (2009). *Publication Manual of the American Psychological Association*, (6<sup>th</sup> ed.).

**Course Description:**

This course focuses on the financial aspects of managing a child care center or preschool program. Course includes budgeting, program resource management, marketing, purchasing, pay and compensation, and fee collection issues important to maintaining quality programs for young children.

**Course Goals:**

*Students will study and learn the complex steps and processes for successfully running an early childhood program.*

**Student Learning Objectives:**

At the end of this course students will be able to:

- Synthesize and articulate the diverse roles of early childhood program managers.
- Demonstrate financial management skills necessary to operate a quality early childhood program.
- Analyze personal strengths and weaknesses in the area of financial management.
- Research and organize early childhood financial management resources.
- Strategize options for fund raising.

**NAEYC Standards addressed in this course:**

Standard 2: Building Family and Community Relationships

2a: Knowing about and understanding diverse family and community characteristics.

Standard 6. Becoming a Professional

6b. Knowing about and upholding ethical standards and other early childhood professional guidelines.

6c. Engaging in continuous, collaborative learning to inform practice; using technology effectively with young children, with peers, and as a professional resource.

**Instructional Methods:**

The method of instruction will be a combination of reading assignments, written assignments, Blackboard (Bb), and unit Quiz's. Students will demonstrate their understandings of course content and proficiency of skill through assignments, online discussion and quiz's. All assignments will be communicated through the assignments section of the course Bb site. Other communication will take place through email.

**Requirements and Assignments:**

Upper Division writing and critical analysis skills are required for this course.

All written assignments and projects are to be formatted using APA and typed. Font size should be 10 – 12, depending on the type of font. Spacing between lines should be 2.0. Black ink on white paper is strongly preferred. Color graphics are acceptable, but not necessary. All student work will be returned through the assignment sections on Bb.

**Beginning Reflection:**

This will be a short composition discussing your thoughts regarding administration of an early childhood program. What do you think happens, and why? What types of challenges do you feel the typical administrator has? Do you have any big questions? The goal for this composition is to create a foundation for what you know now that you will compare at the end in your *Ending Reflection*.

**Unit Assignments:** Each unit will have several assignments directly related to the topic of each particular unit. These assignments will be completed using information from the text. These assignments will be completed with complete thoughts developed into paragraph formed answers. Each assignment should be able to be completed within 1 page.

**Case Study:** Some units will have at least 1 case study. Case studies are imagined real life scenarios that you will consider and answer with complete thought in paragraph form. Each case study should be able to be completed within 1 page.

**Web Activity:** Some units will have an activity that will be completed through use of the internet. There are assorted tasks involved with the various assignments. Each web activity is clearly described within the unit it is assigned. The tasks will be directly related to the content of the unit.

**Unit Quiz** – Each unit will have a unit quiz. Each quiz will be worth a possible 30 points and created with 10 – 15 questions; made up of true/false, multiple choice, or short answer. Quiz material is made up from information that is directly available within the unit chapter. Each student will have an option of two attempts on each quiz.

**Final Project:** The final project is comprised of pieces that have been considered throughout the course. Each student will create a scenario developed out of their own interests. The task is to develop a plan that demonstrates an organization of finances that will allow the “topic of interest” to be completed. A more detailed description is located within the Assignment area of Blackboard within unit 12.

**Ending Reflection:**

This will be a complete documentation of your knowledge acquisition and skill growth around the area of Financial Management of Early Childhood Programs. Remember, as in other classes, your work may be something you wish to include in your final program portfolio as you share your own development and learning around program administration.

**Course Policies**

Please do your own work complete and timely.

**Participation in public spaces**

As part of this course, you may be asked to participate in public spaces on the internet. For example, you may be asked to write a blog post, comment on someone else's blog post, or post to online services like you tube. You will create an account and a screen name for each of these services; it's important to understand that the screen name you choose will be public to the world. If you don't wish to use your real name, we suggest using your university username (your login username for Blackboard). If you feel the official university username identifies you too publicly, please contact your instructor to come up with an alternative.

**Grading Policies**

A letter grade will be issued for participants. (Note that you must receive a C or higher grade for this course to count towards your CDFS BA Degree. Grading is based on:

<b>Assigned Task</b>	<b>Points</b>
Introduction	20
Reflection 1	30
Assignment (X 31 @ 10 pts ea)	310
Case Study ( X 5 @ 10 pts ea)	50
Web Activity (X 11 @ 10 pts ea)	110
Unit Quizzes (X 11@30 pts)	330
Final Project	100
Ending Reflection	50
Total Points Possible	1000



**College of Rural and Community Development  
Child Development and Family Studies (CDEV)**

Grade	Points	Definition
A = 100% – 90%	1000 - 900 pts	An honor grade. Demonstrates your work has met and exceeded criteria (a) though (f).
B = 89% - 80%	899 - 800 pts	Better than the average. Demonstrates that your work has met and moderately reflected criteria (a) through (f).
C = 79%-70%	799 - 700 pts	Average. Demonstrates that your work has barely met and reflected moderately on criteria (a) through (f).
D = 69%-60%	699 - 600 pts	Below average. Demonstrates that your work has not met one or more criteria (a) through (f)
F= 59% or below	599 - 0 pts	Student was not able to meet 60% or more of criteria (a) through (f).

**All coursework will be evaluated on the following:**

- a) Organization
- b) Clarity
- c) Consistency of thought and format
- d) Reflection of course content
- e) Thoughtful assimilation/accommodation with evidence of conceptual connections and understanding of content
- f) Written work contains no or few distracting elements such as spelling errors.

**Course Calendar: (Fall 2012)**

This schedule is fluid and may be updated during the semester. The instructor will inform students of changes in a timely manner. Any changes will be updated on the class Bb site. Students are responsible for keeping track of schedule changes once announced.

Dates	Units and Topics	Assignments	Due Dates Midnight	Points
Getting Started August 30 – Sept 9, 2012	Getting Started Introduction and Orientation to course	Introduction – 20 pts Reflection 1: Creating a foundation for understanding – 30 pts	September 9, 2012	50 total
September 10 – 16, 2012	Unit 1: The Working Director  Reading Assignment; chapter 1	Assignment 1-1 – 10 pts Assignment 1-2 – 10 pts Assignment 1-3 – 10 pts Case Study –1 10 pts Unit Quiz – 30 pts	September 16, 2012	70 total
September 17 – 23, 2012	Unit 2: Developing Interpersonal Relationships  Reading Assignment; chapter 2	Assignment 2 – 4 10 pts Assignment 2 – 5 10 pts Assignment 2 – 6 10 pts Case Study – 2 10 pts Unit Quiz – 30 pts	September 23, 2012	70 pts
September 24 – 30, 2012	Unit 3: Assessing Community Need and Establishing a Program  Reading Assignment; chapter 3	Assignment 3-7 10 pts Assignment 3-8 10 pts Assignment 3-9 10 pts Assignment 3-10 10 pts Case Study-3 10 pts Unit Quiz- 30 pts	September 30, 2012	80 pts

# UNIVERSITY OF ALASKA FAIRBANKS

## College of Rural and Community Development Child Development and Family Studies (CDEV)

October 1 – 7, 2012	Unit 4: Licensing and Certification  Reading Assignment; chapter 4	Assignment 4 –11 10 pts Assignment 4 –12 10 pts Assignment 4 –13 10 pts Web Activity 1 10 pts Unit Quiz – 30 pts	October 7, 2012	70 pts
October 8 - 14, 2012	Unit 5: Organizing Center Structure and Working with a Board Reading Assignment; chapter 5	Assignment 5 –14 10 pts Assignment 5 –15 10 pts Web Activity 2 10 pts Web Activity 3 10 pts Unit Quiz – 30 pts	October 15, 2012	70 pts
October 15 – 21, 2012	Unit 6: Handling Financial Matters  Reading Assignment; chapter 6	Assignment 6 -16 10 pts Assignment 6 -17 10 pts Assignment 6-18 10 pts Web Activity 4 10 pts Web Activity 5 10 pts Unit Quiz - 30 pts	October 21, 2012	80 pts
October 22 – 28, 2012	Unit 7: Funding the Program Reading Assignment; chapter 7	Assignment 7-19 10 pts Assignment 7-20 10 pts Web Activity 6 10 pts Web Activity 7 10 pts Unit Quiz 30 pts	October 28, 2012	70 pts
October 29 - November 4, 2012	Unit 8: Developing a Center Facility Reading Assignment; chapter 8	Assignment 8-21 10 pts Assignment 8-22 10 pts Assignment 8-23 10 pts Web Activity 8 10 pts Unit Quiz – 30 pts	November 4, 2012	70 pts
November 5 - 11, 2012	Unit 9: Equipping the Center Reading Assignment; chapter 9	Assignment 9-24 10 pts Assignment 9-25 10 pts Assignment 9-26 10 pts Web Activity 9 10 pts Web Activity 10 10 pts Unit Quiz 30 pts	November 11,	80 pts
November 12 – 18, 2012	Unit 10: Marketing the Program Reading Assignment; chapter 11	Assignment 10-27 10 pts Assignment 10-28 10 pts Assignment 10-29 10 pts Web Activity 11 10 pts Unit Quiz – 30 pts	November 18, 2012	70 pts
November 19 – 25, 2012	Unit 11: Evaluating Center Components Reading Assignment; chapter 14	Assignment 11-30 10 pts Assignment 11-31 10 pts Case Study 4 10 pts Case Study 5 10 pts Unit Quiz – 30 pts	November 25, 2012	70 pts
November 26 – December 11, 2012	Unit 12: Putting It all Together	Final Project – 100 pts Final Reflection – 50 pts	December 11, 2012	150 pts
Total Points Possible		1000		

**Course Policies:**

Students are expected to arrive ready to actively participate in the study and discussion of classroom research principles and activities. Attendance is a critical component of this course and students must be prepared for active involvement in the course material.

**Support Services:**

The instructor is available upon appointment for additional assistance outside normal session/class hours and posted office hours

**Student Support Services:**

The University has many student support programs. If you need assistance please contact any of the following service programs or departments.

**UAOnline**

<http://uaonline.alaska.edu/>

Your resource for transcripts, accounts and other personal information

**Rural Students Services**

<http://www.uaf.edu/ruralss/>

Rural Student Services (RSS) is an academic advising department with over 35 years of experience in working with students from all over the state of Alaska. We are here to assist you in achieving student success by linking you to current information pertinent to your education, lifestyle, and goals. RSS is known for its welcoming and friendly environment. Many students find meaningful connection at UAF through RSS. We can help you with:

- Academic requirements
- Registration for classes
- Finding financial aid
- Explaining housing options
- Declaring a major
- Career exploration

**CONTACT US AT:**

P.O. box 756320, Fairbanks, AK 99775-6320

1-888-478-1452 (toll free within Alaska) or (907) 474-7871

Email us at [fyrrs@uaf.edu](mailto:fyrrs@uaf.edu)

**Writing Center**

<http://www.alaska.edu/english/studentresources/writing/>

The Writing Center is a student-staffed, student-oriented service of the English Department.

801 Gruening Bldg., P.O. Box 755720

Fairbanks, Alaska 99775-5720

Phone: (907) 474-5314 Fax: 1-800-478-5246

\* The UAF Writing Center and Computer Lab offers free writing tutoring to any student in any subject via telephone and fax or over the Internet. Students can call 907-474-5314 for



information on how to fax a paper and have it tutored over the telephone, or engage in an interactive Internet session. Both services are free.

### **Library Services for off campus students**

<http://library.uaf.edu/offcampus>

Off-Campus Library Services is a unit set up to serve rural UAF students and faculty who do not have access to appropriate information resources in their town or village. We work in support of The College of Rural & Community Development and The Center for Distance Education and Independent Learning.

We can supply your information needs for the courses you are taking. For example, if a research paper is required in the teleconference or correspondence course that you are taking, you can contact us, explain your information need, and we will send library materials to you so that you can write your paper.

Contact us at Off-Campus Services, Elmer E. Rasmuson Library

310 Tanana Loop, PO Box 756800

Fairbanks, Alaska USA 99775-6800

Phone: 1-800-478-5348 Email: [fyddl@uaf.edu](mailto:fyddl@uaf.edu)

### **For more off campus help go to:**

[http://www.uaf.edu/library/instruction/lis101/other/Distance\\_Resources.html](http://www.uaf.edu/library/instruction/lis101/other/Distance_Resources.html)

### **Computer, Internet and Software**

**Problem: you cannot get your email** Make sure your Internet connection is working; to test it, you can try to go to a new web page and see if it loads.

- If you are having problems with a UAF account, you will need to contact the **UAF help desk 1.800.478.4667**. If it is another company's account, you will need to contact their customer support. There is very little we can do to assist you as we have no control or access to the computers that serve the email.
- Check with your email program's Help.

**Problem: you forgot your password**

- Only the organization that issued your password can do anything to change it. You will need to contact them. For UAF email and Blackboard it is the UAF help desk 1.800.478.4667. For most web services there is a link you can click if you forgot your password. I also recommend writing them down somewhere for back up.

**Problem: you are having problems with Blackboard**

- You will need to contact the Blackboard administrator, at: <http://classes.uaf.edu/> Office of Information Technology Help Desk 474.6564 or 1.800.478.4667

**Disabilities Services** The Child Development and Family Studies program will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities. Disability Services provide a variety of services to assure equal access for all students. Interpreting services, educational assistants, note taking, and exam accommodations for students are the most frequently provided accommodations. Disability services also provides assistance to

**College of Rural and Community Development  
Child Development and Family Studies (CDEV)**

the university's rural campuses; Community Technical College, Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim, and Northwest.

Questions should be directed to the Director of Disability Services at (907)-474-5655.

<http://www.uaf.edu/disability/>

UAF Office of Disability Services 612 N. Chandalar, PO Box 755590 University of Alaska  
Fairbanks Fairbanks, Alaska 99775-5590

Phone: (907) 474-5655 | TTY: (907) 474-1827 | Fax: (907) 474-5688

E-mail: [fydso@uaf.edu](mailto:fydso@uaf.edu)