

FORMAT 1

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).
See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL
SUBMITTED BY:

Department	Civil & Environmental Eng.	College/School	Engineering and Mines
Prepared by	Keith Whitaker	Phone	474-7497
Email Contact	kwhitaker@alaska.edu	Faculty Contact	Dr. F. Lawrence Bennett

1. ACTION DESIRED
(CHECK ONE): Trial Course ☐ New Course ☒

2. COURSE IDENTIFICATION: Dept Course # No. of Credits

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:

4. To be CROSS LISTED?
YES/NO If yes, Dept: Course #

(Requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.)

5. To be STACKED?
YES/NO If yes, Dept: Course #

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online – see URL at top of this page.

6. FREQUENCY OF OFFERING:
Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING
(AY2013-14 if approved by 3/1/2013; otherwise AY2014-15)

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 ☒ 3 ☐ 4 ☐ 5 ☐ 6 weeks to full semester
OTHER FORMAT (specify)
Mode of delivery (specify lecture, field trips, labs, etc)

9. 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-senate/curriculum/course-degree-procedures-guidelines-for-computing/> for more information on number of credits.

OTHER HOURS (specify type)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:

FISH F487 W, O Fisheries Management**3 Credits Offered Spring**

Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. *Prerequisites:* COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)

CE F660A Project Management Boot Camp**1 credit Offered As Demand Warrants**

This course provides "basic training" in project management fundamentals, with emphasis on the management of engineering and construction projects. Much of the discussion is centered on the "triple constraint" of cost, schedule, and quality/scope. Topics include project characteristics; the project life cycle; project organizations, teams and leadership; planning, monitoring and controlling each element of the triple constraint; and project termination and phase-out. Planning issues include the project charter and scope statement, the work breakdown structure, and both network- and non-network-based scheduling techniques. *Prerequisites:* Permission of instructor. (1+0)

- 11. COURSE CLASSIFICATIONS:** Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form.

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

- 11.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.**

YES NO

- 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 for credit, what is the maximum number of credit hours that may be earned for this course?

 CREDITS

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. Note: Later changing the grading system for a course constitutes a Major Course Change.

LETTER: ☒PASS/FAIL: ☐**RESTRICTIONS ON ENROLLMENT (if any)****14. PREREQUISITES**

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

Reference the registration implications below due to Banner coding of these terms:

Prerequisite: Course completed and grade of "C" (2.0) or higher prior to registering for the course that requires it.

Concurrent: Course may be taken simultaneously (and allows for a course to have been previously completed).

Co-requisite: Courses MUST be taken simultaneously and does NOT allow for fact that a course was previously completed!

15. SPECIAL RESTRICTIONS, CONDITIONS**16. PROPOSED COURSE FEES**

\$

Has a memo been submitted through your dean to the Provost 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.:

Spring 2010, CE 693; Fall 2011, CE693

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. There is expected to be no impact on facilities or faculty.

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

x

Yes

No library involvement

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 IMPACTSPlease 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: Add additional signature lines as needed.

<i>See attached</i>	Date	<i>9/6/13</i>
Signature, Chair, Program/Department of: <i>Civil and Environmental Engineering</i>		
<i>Charles E. Mayer Assoc DEAN</i>	Date	<i>10/3/13</i>
Signature, Chair, College/School Curriculum Council for: <i>College of Engineering and Mines</i>		
<i>Chuan-Ann Lin</i>	Date	<i>10/03/2013</i>
Signature, Dean, College/School of: <i>College of Engineering and Mines</i>		

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

	Date	
Signature of Provost (if above level of approved programs)		

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

	Date	
Signature, Chair Faculty Senate Review Committee: <input type="checkbox"/> Curriculum Review <input type="checkbox"/> GAAC <input type="checkbox"/> Core Review <input type="checkbox"/> SADAC		

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:		

APPROVALS: Add additional signature lines as needed.

	Date	9/6/13
Signature, Chair, Program/Department of: Civil and Environmental Engineering		

	Date	
Signature, Chair, College/School Curriculum Council for: College of Engineering and Mines		

	Date	
Signature, Dean, College/School of: College of Engineering and Mines		

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Signature, Chair, Program/Department of:		

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

	Date	
Signature, Dean, College/School of:		

Course Syllabus – CE 660A Project Management Boot Camp

1. Course Information

Project Management Boot Camp. CE 660A. 1 credit. Prerequisite: Permission of instructor. Location: UAF Center for Distance Education, corner University Avenue and Davis Road, Fairbanks and remote locations in Anchorage, and Juneau. Meeting times: 3:00 to 5:15 PM, Mondays & Wednesdays, November 28, 30, December 5, 7, 12, & 14, 2011 (6 meetings @ 135 minutes)

2. Instructor

Dr. F. Lawrence Bennett, P.E. Office: Duckering 233 Office hours: arranged with instructor 907-479-5118
benco@alaska.net

3. Course readings/materials

Selected papers from the professional literature will be assigned.

An overwhelming number of project management books is available. The UAF library collection contains 469 Project Management titles. Two classics in this field are

Kerzner, Harold. *Project Management: A Systems Approach to Planning, Scheduling, and Controlling*. 10th ed. John Wiley & Sons, Inc., 2009, ISBN: 978047050218, 1122 p.

Meredith, Jack R. and Samuel J. Mantel, Samuel J. Jr. *Project Management: A Managerial Approach*, 7th ed. John Wiley & Sons, Inc., 2008, ISBN: 9780470226216, 608 p.

4. Course description

The course is part of the construction management graduate certificate program. The course was developed as a result of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors. The catalog description is as follows:

CE 660A. Project Management Boot Camp. No ordinary boot camp, this course provides “basic training” in project management fundamentals, with emphasis on the management of engineering and construction projects. For experienced project managers, the course is intended to organize, clarify and extend your project management knowledge. For those with little or no project management experience, you will learn applications-oriented principles and techniques that are immediately applicable in the workplace.

Much of the discussion is centered on the “triple constraint” of cost, schedule, and quality/scope. Topics include project characteristics; the project life cycle; project organizations, teams and leadership; planning, monitoring and controlling each element of the triple constraint; and project termination and phase-out. Planning issues include the project charter and scope statement, the work breakdown structure, and both network- and non-network-based scheduling techniques.

Reading assignments, written reports, student presentations, no final exam.

5. Course Goals (General):

- Provide practical basic training in project management fundamentals for use by engineering and construction managers and other project professionals

6. Student Learning Outcomes (More Specific):

- Recognize the characteristics that make projects unique
- Understand how projects are organized and led, how teams are developed, and how project risk can be managed
- Become familiar with some of the tools available for planning, monitoring and controlling project schedules, costs and quality
- Recognize the importance of planning and executing the project phase-out and termination phase

7. Instructional Methods

The course will utilize a combination of lecture, discussion, and student reports. For various classes, lectures will originate in Fairbanks (or Anchorage) and Juneau, Sitka, and Ketchikan, with live, interactive video transmission between the two sites.

8. Course Calendar

Class No. 1

Course Introduction: goals, schedule, assignments

Introducing Project Management: A Challenging Hypothetical Project

Triple Constraint

Project Characteristics

Class No. 2

Project Organizations

Project Life Cycle

Class No. 3

Project Leadership

Project Team Development

Managing Project Risk

Class No. 4

Project Planning

Class No. 5

Project Monitoring and Control

Class No. 6

Project Phase-out and Termination

Presentations of Final Reports

Class Summary

9. Course Policies

Plagiarism will not be tolerated. Prompt attendance is expected and will be considered in determining the final grade.

10. Evaluation

The final grade will be determined on the following basis:

Assignment No. 1	10%
Assignment No. 2	10%
Assignment No. 3	10%
Assignment No. 4	20%
Assignment No. 5	
Written	35%
Presentation	10%
Class Participation	5%

11. Support Services

No special support services will be required except for live, interactive video.

12. Disability Services

We will work with the Office of Disability Services (208 Whitaker Bldg, 474-5655) to provide reasonable accommodation to students with disabilities.