

Submit originals (including syllabus) and one copy and electronic copy to the **Faculty Senate Office**
 See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL
 Attach a syllabus, except if dropping a course.

SUBMITTED BY:

Department	Biology & Wildlife	College/School	CNSM
Prepared by	Diane Wagner	Phone	474-5493
Email Contact	diane.wagner@alaska.edu	Faculty Contact	n/a

1. COURSE IDENTIFICATION: As the course now exists.

Dept	BIOL	Course #	F317	No. of Credits	4
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COURSE TITLE	Comparative Anatomy of Vertebrates
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2. ACTION DESIRED: Check the changes to be made to the existing course.

Change Course	<input type="checkbox"/>	If Change, indicate below what is changing.	Drop Course	<input checked="" type="checkbox"/>
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NUMBER	<input type="checkbox"/>	TITLE	<input type="checkbox"/>	DESCRIPTION	<input type="checkbox"/>
PREREQUISITES*	<input type="checkbox"/>	FREQUENCY OF OFFERING		<input type="checkbox"/>	<input type="checkbox"/>

*Prerequisites will be required before a student is allowed to enroll in the course.

CREDITS (including credit distribution)	<input type="checkbox"/>	COURSE CLASSIFICATION	<input type="checkbox"/>
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ADD A STACKED LEVEL (400/600) Include syllabi.	<input type="checkbox"/>	Dept.	<input type="checkbox"/>	Course #	<input type="checkbox"/>
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How will the two course levels differ from each other? How will each be taught at the appropriate level?:

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.

ADD NEW CROSS-LISTING	<input type="checkbox"/>	Dept. & No.	<input type="checkbox"/>	Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.
STOP EXISTING CROSS-LISTING	<input type="checkbox"/>	Dept. & No.	<input type="checkbox"/>	Requires notification of other department(s) and mutual agreement. Attach copy of email or memo.
OTHER (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 and the appropriate Faculty Senate curriculum committee. Furthermore, any core course compressed to less than six weeks must be approved by the Core Review Committee.

COURSE FORMAT: (check all that apply)	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6 weeks to full semester
OTHER FORMAT (specify all that apply)	<input type="text"/>											
Mode of delivery (specify lecture, field trips, labs, etc.)	<input type="text"/>											

RECEIVED
 SEP 23 2014
 Dean's Office
 College of Natural Science & Mathematics

Governance
 9/30/14 TLF

4. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found in Chapter 12 of the curriculum manual. If justification is needed, attach 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, W = Writing Intensive, *Format 7 submitted X = Baccalaureate Core
*Format 6 also submitted

4.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

5. **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 with variable credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

6. **COMPLETE CATALOG DESCRIPTION** including dept., number, title, credits, credit distribution, cross-listings and/or stacking, clearly showing the changes you want made. (Underline new wording ~~strike-through-old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

Example of a complete description:

PS F450 Comparative ~~Aboriginal~~ Indigenous Rights and Policies (s)

3 Credits

Offered As Demand Warrants

~~Case study~~ Comparative approach in assessing ~~Aboriginal~~ to analyzing Indigenous rights and policies in different nation-state systems. ~~Seven Aboriginal situations~~ Multiple countries and specific policy developments examined for factors promoting or limiting self-determination. Prerequisites: Upper division standing or permission of instructor. (Cross-listed with ANS F450.) (3+0)

BIOL F317 Comparative Anatomy of Vertebrates (n)

4 Credits

Offered Spring

Anatomy, phylogeny and evolution of the vertebrates. Special fees apply. Prerequisites: BIOL F115X; BIOL F116X. (2+6)

7. **COMPLETE CATALOG DESCRIPTION AS IT SHOULD APPEAR AFTER ALL CHANGES ARE MADE:**

8. **GRADING SYSTEM:** Specify only one.

LETTER: PASS/FAIL:

9. **ESTIMATED IMPACT**

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

10. 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

11. 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 Biological Sciences and Wildlife Biology and Conservation undergraduate programs will be impacted by this change. In the 2013-14 catalog, BIOL 317 served as a requirement for Wildlife majors and an elective for Biological Sciences majors. Wildlife is dropping the requirement for BIOL 317 from it's program beginning in Fall 2014. The course serves as a prerequisite for several courses in other departments, including GEOS/BIOL 496 Vertebrate Paleontology and FISH/BIOL 301 Biology of Fishes. Instructors of these courses: Pat Druckenmiller and Andres Lopez, respectively, have been informed and arrangements made to remove the course from the prerequisite lists of these courses in the 2014-15 catalog.

12. POSITIVE AND NEGATIVE IMPACTS

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

Positive: Dropping the course will eliminate the need to hire adjunct faculty to teach it annually. It has been difficult to find adjuncts with sufficient expertise in the topic.
Negative: Comparative vertebrate anatomy is a classical subject in biology, especially useful for wildlife and evolutionary biologists. We would not cancel the course if we had the expertise to teach it regularly.

13. 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. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. 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 course is not compromised as a result.

BIOL 317 was taught for many years by Dr. Erich Follmann, until his death in 2010. Dr. Follmann's replacement took over most of his former courses but did not have the expertise or the room in her workload for BIOL 317. Since 2010, the course has been taught chiefly by adjuncts. No regular instructor has been identified and the prospect of a new hire with expertise in this topic currently seems remote. The course is time-intensive, with 2 hours of lecture and 6 hours of lab per week, and requires a TA as well as instructor. In the current budget environment, it is an expensive course to maintain using adjuncts. Wildlife Program faculty have deemed the course expendable from the Wildlife undergraduate program.

APPROVALS: (Additional signature blocks may be added as necessary.)

Date
Signature, Chair, Program/Department of:

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

Date
Signature, Dean, College/School of:

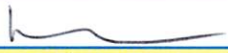

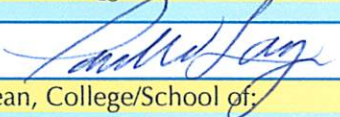
Offerings above the level of approved programs must be approved in advance by the Provost:

Date
Signature of Provost (if applicable)

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

	Date	
Signature, Chair		
Faculty Senate Review Committee: ___Curriculum Review ___GAAC		
___Core Review ___SADAC		

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking; add more blocks as necessary.)

	Date	9/23/14
Signature, Chair, Program/Department of: <u>Biology + Wildlife</u>		
	Date	9-25-14
Signature, Chair, College/School Curriculum Council for: <u>CNSM</u>		
	Date	9/26/14
Signature, Dean, College/School of: <u>CNSM</u>		

Note: If removing a cross-listing, attach copy of email or memo to indicate mutual agreement of this action by the affected department(s). If degree programs are affected, a Format 5 program change form must also be submitted.