

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
(Attach copy of syllabus)

SUBMITTED BY:

Department	Indigenous Community and Tribal Programs: TM	College/School	CRCD
Prepared by	Kevin M Illingworth, JD	Phone	X5710
Email Contact	kevin.i@alaska.edu	Faculty Contact	Kevin M Illingworth, JD

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:

3. PROPOSED COURSE TITLE:

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

NOTE: Cross-listing 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 #

How will the two course levels differ from each other? How will each be taught at the appropriate level?:

* Use only one Format 1 form for the stacked course (not one for each level of the course!) and attach syllabi. 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 (Effective AY2015-16 if approved by 3/31/2015; otherwise AY2016-17)

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:	<input type="text"/>	LECTURE hours/weeks	<input type="text"/>	LAB hours /week	<input type="text"/>	PRACTICUM hours /week
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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)	Intensive, 14 hours minimum
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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)

TM 102 Essentials of Tribal Government
1 credit As Demand Warrants
This course will provide an overview of tribal council executive, legislative and judicial responsibilities. Including tribal council role in writing laws, basics of tribal sovereignty, sovereign immunity, and rights of tribal members.

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

H = Humanities	<input type="text"/>	S = Social Sciences	<input type="text"/>
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Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form.	YES:	<input type="text"/>	NO:	<input type="text"/>
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If YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6	<input type="text"/>	W = Writing Intensive, Format 7	<input type="text"/>	X = Baccalaureate Core	<input type="text"/>
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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	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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12. COURSE REPEATABILITY:

Is this course repeatable for credit?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).	Course content can vary based on current and important issues facing tribal administrators and council members
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How many times may the course be repeated for credit?	<input type="text" value="2"/>	TIMES
If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?	<input type="text" value="2"/>	CREDITS
If the course can be repeated with <u>variable</u> credit, what is the maximum number of credit hours that may be earned for this course?	<input type="text"/>	CREDITS

13. GRADING SYSTEM: Specify only one. Note: Changing the grading system for a course later on constitutes a Major Course Change – Format 2 form.

LETTER:	<input type="text"/>	PASS/FAIL:	<input checked="" type="checkbox"/>
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RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES

None

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

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES

\$0

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

Y

If yes, give semester, year, course #, etc.:

TM 250 Current Topics

18. ESTIMATED IMPACT

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

None, this course will be offered either using existing faculty or with adjuncts provided by regional non-profits.

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

Yes

No library collections utilized in 3 day class

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)

Tribal Management

21. POSITIVE AND NEGATIVE IMPACTS

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

This class will provide the positive impact of providing course credit for a high quality academic course, bringing new students into the University, many of whom would not be taking classes otherwise. This course will better prepare new students for success in core TM classes.

No negative impacts are expected.

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 was created in response to repeated requests from tribal governments and non-profits to create a 1-credit intensive course that focuses on the essential governmental practices and knowledge important to new tribal council members.

TM 102

If yes, give semester, year, course #, etc:

PROPOSED COURSE NUMBER

18. ESTIMATED IMPACT

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

Will this course will be offered either using existing faculty or with adjuncts provided by regional non-

19. LIBRARY COLLECTIONS

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No [] Yes [] No library collections utilized in this class

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APPROVALS: Add additional signature lines as needed.

Signature, Chair, Program/Department of: [Signature] Date: 9/22/15 [Signature] Indigenous, Community & Tribal Programs

Signature, Chair, College/School Curriculum Council for: [Signature] Date: 10/1/15 [Signature] CC&D Academic Council

Signature, Dean, College/School of: [Signature] Date: 10/2/15 [Signature] COLLEGE OF RURAL AND COMMUNITY DEVELOPMENT

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

Signature of Provost (if above level of approved programs) [] Date: []

ATTACH COMPLETE SYLLABUS (as part of this application). This list is online at:
<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>
The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

Title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

Name, office location, office hours, telephone, email address.

3. Course readings/materials:

- Course textbook title, author, edition/publisher.
- Supplementary readings (indicate whether required or recommended) and
- any supplies required.

4. Course description:

- Content of the course and how it fits into the broader curriculum;
- Expected proficiencies required to undertake the course, if applicable.
- Inclusion of catalog description is *strongly* recommended, and
- Description in syllabus must be consistent with catalog course description.

5. Course Goals (general), and (see #6)

6. Student Learning Outcomes (more specific)

7. Instructional methods:

Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.) Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf

11. Support Services:

Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been **updated**.

<http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

Note: Optional Title IX syllabus statement may be used. See <http://www.uaf.edu/oeo/eo-statement/>



TRIBAL MANAGEMENT PROGRAM

University of Alaska Fairbanks

TM 102 Essentials of Tribal Government

1cr.

Spring 2015 Course Syllabus

Instructor: Kevin M. Illingworth, JD with Lisa Jaeger, TCC

kevin.i@alaska.edu

907-474-5710 (office)

Class Schedule: Wed. March 11th 9am-5pm

Thurs. March 12th 9am-5pm

Fri. March 13th 9am-1pm

Course Description:

This course will provide an overview of tribal council executive, legislative and judicial responsibilities. Including tribal council role in writing laws, basics of tribal sovereignty, sovereign immunity, and rights of tribal members.

Student learning Outcomes:

On completion of the course the student will:

1. Recognize the basic elements of Federal Indian Law from the historical perspective and how it applies to tribes in Alaska today.
2. Describe the organization and development of tribal governments and the application of:
 - a. Tribal Constitutions
 - b. Tribal Ordinances
 - c. Tribal Judicial systems.
3. Express an understanding of tribal jurisdiction, tribal sovereignty, and tribal self-governance in Alaska.

Course Policies

1. Respect and encourage your fellow students;
2. Attend and actively participate in ALL class sessions;
3. Read all assignments in preparation for a facilitated discussion;
4. Complete ALL assignments on assigned due date;
5. Notify the instructor in advance of known times of lateness or absence. Please keep continued contact with instructor if unforeseen circumstances arise.
 - *University policies consider plagiarism a serious offense. Plagiarism happens when anyone does not give adequate credit for any ideas or materials used in class or in class projects. If you are uncertain if you are giving proper credit to the information you are using or collecting, ask the instructor for guidance on this topic.*

Text: 1) Tribal Government Handout
2) Film: [Alaska Tribes](#)

Office Hours: As this is an intensive course, no office hours are scheduled. However, instructor will attend all session of the course and be available via phone and fax for student contact after course contact period.

Instructional Methods: This course is delivered in-person for 14 hours minimum. Short lectures will be provided, interspersed with class exercises created to reinforce concepts and generate discussions.

Evaluation and Grading: This is a pass/fail course. Grades will be assigned based on the percentage of the total points possible that a student earned for the course in accordance with the following:



TRIBAL MANAGEMENT PROGRAM

University of Alaska Fairbanks

% of Total	Grade
100 - 70	Pass
0-69	Fail

**Note: University Policy states that Incompletes (I) will change to an "F" letter grade after one year.*

Total points possible for the course will be weighted based on the following:

Attendance (5%): Because attendance in class is required to both gain information from the lecture and to be able to participate in activities, attendance is graded as part of this course. Attendance will be taken at the beginning of each day and immediately after the lunch break. Late arrivals will receive pro-rated credit for attendance at that portion of class. Students with valid reasons for missing class who notify the instructor of their absence *prior* to that portion of class (excused absence) will retain ½ of attendance points for that portion.

Participation (5%): Group discussions, in-class exercises, and overall group dynamics are an essential part of the learning experience for this course. Students are expected to actively participate in group discussions and exercises in a variety of roles. Participation points for a missed class session cannot be made up.

In-class Exercises (30%): Student will critique an assortment of tribal management case studies. Case study critiques should address each of the major tribal management principles discussed in class, therefore critiques should become more complex as the course progresses.

Written Assignments (20%): Students will be required to complete written assignments.

Course Notebook (40%): Students will be required to keep a course notebook for the session. The course notebook should include notes on the presentations and reflections on how the information presented could affect the student's tribal government or work environment. Course notebooks will be evaluated at the end of each session.

The course notebook will be assessed using the below rubric, which is adapted from the Indigenous Culture-Based Education Continuum of Demmert et al. (2007) and incorporates the theory of separate and connected ways of knowing.

Course Notebook Rubric Level (Points)	Course Notebook Indicators
Assignment Not Completed (0 points)	Student did not complete the assigned work.
Principles Not Present (2 points)	Student has completed the assignment, however most key principles are missing from the assignment.
Principles Present But Not Incorporated (5 points)	Student has included most key principles of in their work, however the work does not demonstrate an understanding of those principles. Student presents principles in rote without demonstrating an understanding of context or application within the context of their tribal government. Student primarily uses separate knowing.
Emerging Principles (7 points)	Student work reflects an incidental or partial understanding of the key principles of tribal management. Student ties the information to tribal government, but does not demonstrate the application to a local context. Student uses both separate and connected knowing.



TRIBAL MANAGEMENT PROGRAM

University of Alaska Fairbanks

<i>Course Notebook</i> Rubric Level (Points)	<i>Course Notebook</i> Indicators
Developing Principles (8 points)	Student work reflects a developing and integrated approach to incorporating key principles of tribal management to their local tribal government. Student applies competencies to moderately complex evaluation scenarios and demonstrates an awareness of adapting the principles to local tribal government. Student uses mostly connected knowing.
Enacting Principles (10 points)	Student has fully integrated the key principles of tribal management into their work. Student clearly demonstrates an understanding of the core competencies of tribal management and the ability to apply their competencies within complex tribal governance. Student primarily uses connected knowing.

Daily Agenda

Day 1

Federal Indian Law Basics

- Tribal Government relationships with 3 branches of the Federal Government, Executive, Legislative, and Judicial.
- Relationship with the State of Alaska
- Authority of the Tribe
 - Jurisdiction
 - *Jurisdiction case study exercise*
- Basics of Membership and the Pathway of Tribal Sovereignty
- Rights of Members
 - Good Government

Governmental Roles of the Tribal Council:

Executive Role of the Council

- Leadership and Planning
 - Ethics
 - Holding meetings, Roberts Rules
 - Councils as Employers

Written Assignment #1, due tomorrow

Day 2

Governmental Roles of the Tribal Council (continued):

Executive Role of the Council (continued)

- Fiduciary Responsibility of Council Members and Financial Management
 - What is 638? Intro to Contracting and Compacting
 - Grants
 - Rights of tribal members

Legislative Role of the Council

- Constitutions
 - *Tribal Constitutions case study exercise*
- Codes
- Policies
- Resolutions
- **Written Assignment #2, due tomorrow**



TRIBAL MANAGEMENT PROGRAM

University of Alaska Fairbanks

Day 3

Judicial Role of the Council

- Tribal Court Cases
- State ICWA cases

Tribal Members and Tribal Sovereignty

- Rights of Members
 - Petition, Recall
 - Sovereignty
 - *Popular Participation in government case study exercise*

SUPPORT SERVICES

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

Your resource for transcripts, accounts, and other personal information.

Rural Student 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 Alaska. We are here to assist you in achieving student success by linking you to current information pertinent to your education, lifestyle, and goals. We can help you with: Academic Requirements, Registration for Classes, Finding Financial Aid, Explaining Housing Options, Declaring a Major, Career Exploration. Call 1-888-478-1452 or e-mail us at fyrrs@uaf.edu

Information Technology : If you are having problems with a UAF account, you will need to contact the UAF help desk. Call 1.800.478.4667

Disability Services: The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. The Tribal Management Program will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

The University of Alaska Board of Regents has clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you report to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident.

Your choices for reporting include: 1) You may access confidential counseling by contacting the UAF Health & Counseling Center at 474-7043; 2) You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at 474-6600; 3) You may file a criminal complaint by contacting the University Police Department at 474-7721.