

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: **This is an introductory course with no prerequisites**

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) **14 hours minimum**

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 103 Introduction to Tribal Administration

1 credit As Demand Warrants

This course will review the knowledge, skills, and abilities required to successfully serve as a Tribal Administrator for a Tribal Government within Alaska, including: introduction to Federal Indian Law, basics of Tribal Self-Governance/BIA 638 Contracts programs and funding, overview of tribal financial management, reporting fundamentals and role of the Tribal Administrator.

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 X = Baccalaureate Core

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).

Course content can vary based on current and important issues facing tribal administrators

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: Changing the grading system for a course later on constitutes a Major Course Change – Format 2 form.

LETTER: PASS/FAIL:

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, SP 15

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

x

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 overwhelming requests for an intensive course specific to tribal administrators. This course was created in partnership with TCC and the course is now part of the mandatory TCC annual tribal administrator training. This class will also be offered in locations statewide at the request of tribal governments and non-profits.

TM103

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

Current Topics, 5/1/15

18. ESTIMATED IMPACT

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

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

19. LIBRARY COLLECTIONS

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No [] Yes [x] No library collections utilized in a day class

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What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

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APPROVALS: Add additional signature lines as needed.

Signature, Chair, Program/Department of: [Signature] Date: 9/22/15
Signature, Chair, College/School Curriculum Council for: [Signature] Date: 10/1/15
Signature, Dean, College/School of: [Signature] Date: 10/2/15

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

TM 103

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 103 INTRODUCTION TO TRIBAL ADMINISTRATION

1 Credit

Instructor: Carrie Stevens

cmstevens@alaska.edu / office phone 907-474-2616

CLASS SCHEDULE

May 5th, 6th, 7th from 8:30 am – 5 pm

Final Assignment due May 9th, 5pm

COURSE DESCRIPTION

This course will review the knowledge, skills, and abilities required to successfully serve as a Tribal Administrator for a Tribal Government within Alaska, including: introduction to Federal Indian Law, basics of Tribal Self-Governance/BIA 638 Contracts programs and funding, overview of tribal financial management, reporting fundamentals and role of the Tribal Administrator.

STUDENT LEARNING OUTCOMES

Upon completion of this course the student will:

- a) Recognize the history of Federal Indian Law in Alaska and the continued importance of the federal relationship with Alaska Tribes.
- b) Identify the basics of self-governance programs and funding, IHS and BIA.
- c) Describe the fundamentals of Tribal Financial management, including the application of: Tribal Council fiduciary responsibility, policies and procedures, annual budgeting, internal controls, financial oversight and reporting and grant reporting.
- d) Explain the role of a Tribal Administrator, including teamwork, supervision and working for tribal councils.

Instructional Methods: Instructional methods will consist of lecture and group activities.

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.

TEXT: ALASKA TRIBES, AND TRIBAL NATIONS VIDEOS

Course Materials Provided

Students are required and expected to:

1. Maintain a learning environment, respect and encourage fellow students;
2. Attend and actively participate in **ALL** class sessions;
3. Notify the instructor in advance of known times of lateness or absence;
4. Complete **FINAL CLASS ASSIGNMENT** by the assigned due date.



EVALUATION/GRADING POLICY & COURSE REQUIREMENTS/POLICIES:

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:

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

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 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 Assignments (30%): Student will critique an assortment of tribal administration 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.

Knowledge and Skills Break-out Discussions (25%): Students will be required to actively contribute to break-out discussion where skills sets are analyzed and discussed.

Final Papers (35%): Students will be required to complete a final written assignments.

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

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. This course will follow all University policies and regulations set out in the 2007-2008 Catalog. If there is any uncertainty about class procedures, this course syllabus and the Catalog are expected to describe these procedures.

FINAL PAPER

A final paper must be submitted to the instructor by Tuesday May 9th. The final paper is a two page summary essay of your in-class learning applied to your everyday work for your Tribal Government. The paper must include 3 simple steps you can take to improve Tribal Administration within your Tribal Government.

The paper must follow the following guidelines:

1. Include two written pages;
2. Be typed in size 12 font with one inch margins, line spacing must be 1 ½ ;
3. Author and summary statement must appear at the top of the first page in bold font;
4. Written with a professional writing style and free of all grammatical errors and typos.
5. Be submitted to instructor by e-mail by the deadline.



TRIBAL MANAGEMENT PROGRAM

University of Alaska Fairbanks

COURSE OUTLINE

Tuesday – May 5, 2015

	Topic
8:30 AM	Welcoming
9:00 AM	TCC Morning Presentations: Budgets: IHS and BIA budgets are different Green Book Activity Check Request/Budget Revisions
10:00 AM	Job Placement & Training
10:30AM	Indian Child Welfare Act (ICWA)
11:00 AM	Higher Education and Adult Education
11:30 AM	Social Services
12:00 PM	Lunch
1:15 PM	Alaska Tribes Video The Story of Federal Indian Law in Alaska
2:15 PM	Tribal Government Administration Roles
3:45 PM	<i>Team Building Exercise</i>

Wednesday – May 6, 2015

	Topic
8:30 AM	Financial Management Fundamentals
9:30 AM	Solid Governance Policies and Procedures
10:30AM	Tribal Government Annual Budget
12:00 PM	Lunch
1:15 PM	<i>Communication Exercise</i>
2:15 PM	Financial Management Systems
3:15 PM	Financial Reporting
4:15 PM	Single Audits

Thursday– May 7, 2015

	Topic
8:30 AM	Audit Prep
10:00 AM	Quickbooks – Creating a Chart of Accounts for Tribal Programs
12:00 PM	Lunch
1:15 PM	<i>Visioning Exercise</i>
2:15 PM	Grant Writing and Grant Management
2:45 PM	Doyon Grants/Funding Opportunities
3:15 PM	Supervisor Training Employee evaluations and why they are important
4:00 PM	<i>Exercise – Having Difficult Discussions</i>



TRIBAL MANAGEMENT PROGRAM

University of Alaska Fairbanks

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

I-AC English Tutor: I-AC offers direct and personal tutorial support for all phases of all your reading and writing assignments. All you need is the desire to improve your skills and the willingness to work at it. Our tutor, Roy Stamey, will put you at ease and help you with everything associated with your assignments: reading comprehension, brainstorming and generating writing topics, organizing ideas, developing research strategies, use of citation styles (MLA, APA, and Chicago), and editing for clarity, word choice and general correctness. He is available to work with you through the internet, phone, fax, in addition to being regularly available on campus for face-to face sessions. Roy's hours are flexible so that he can work with you as needed. Give him a call at (888)474-5207, or better yet, email him at rstamey@alaska.edu He is here for you.

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.