

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

**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)

<b>9. CONTACT HOURS PER WEEK:</b>	<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)	<b>32 hours over 5 days with audio follow-up</b>
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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 139 Elected Officials Management for Rural Utilities  
2 credits As Demand Warrants  
Water and wastewater utilities provide critical services to rural Alaska communities. Officials elected to city or tribal councils play a vital role in helping to manage those services. Elected officials have a direct impact on the ability of the utility to operate successfully, be sustainable, and qualify for grants. This course covers a broad range of topics essential to council members and the city or tribal staffs who work with them to operate, maintain, and manage small rural water and wastewater utilities. Prerequisites: Recommended students begin the series of utility classes with TM 130 Introduction to Utility Management

**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 type="text"/>	NO	<input checked="" type="checkbox"/>
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**12. COURSE REPEATABILITY:**

Is this course repeatable for credit?	YES	<input type="text"/>	NO	<input checked="" type="checkbox"/>
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Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).	<input type="text"/>
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How many times may the course be repeated for credit?	<input type="text"/>	TIMES
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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"/>	CREDITS
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If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?	<input type="text"/>	CREDITS
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**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 193 Special 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 State of Alaska Division of Regional Affairs employees as adjunct faculty at no cost to the University.**

**19. LIBRARY COLLECTIONS**

Have you contacted the library collection development officer ([kljensen@alaska.edu](mailto: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 intensive course

**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 supports this course, the State of Alaska DCED supplies instructors who teach the course in as part of their job requirements**

**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, provided by the State of Alaska required as a condition of employment. This course will bring new students into the University, many of whom are local utility managers and would not be taking classes otherwise.**

**No negative impacts are expected.**

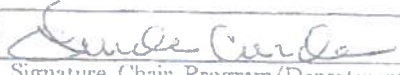
**JUSTIFICATION FOR ACTION REQUESTED**

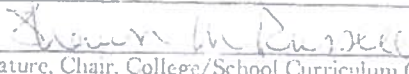
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

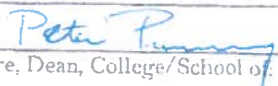
**This course is one of a mandatory occupational licensing required of all rural utility business managers. This course was created at the request of the State of Alaska, Division of Community and Regional Affairs as part of the Rural Utility Business Administration training program. This course will be added to the existing OE in Rural Utility Business Management**

APPROVALS: Add additional signature lines as needed.

TM139

	Date	9/22/15
Signature, Chair, Program/Department of <u>Endogenous, Community &amp; Global Programs</u>		

	Date	10/1/15
Signature, Chair, College/School Curriculum Council for <u>CRCD Academic Council</u>		

	Date	10/2/15
Signature, Dean, College/School of <u>COLLEGE OF RURAL AND COMMUNITY DEVELOPMENT</u>		

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

Signature, Chair	Date
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)

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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**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](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/>



## TM 139 Elected Officials Management for Rural Utilities

2 credits

Instructor: Fred Broerman

State of Alaska, Division of Regional Affairs, BNC Building, Suite 210B

460 Ridgcrest Drive, PO Box 348, Bethel AK 99559

Office Hours: 8:00 a.m. – 4:30 p.m.

Phone: (907)-543-3475 ext. 230 Fax: (907)-543-4152

Email: fred.broerman@alaska.gov

### **Class Schedule:**

February 23 – 27, 2015, 8 am to 5 pm, KUC Room 118, Bethel, AK.

32 hours of class over 5 days with follow-up audio session; dates TBA

### **Course Readings**

Required: Elected Officials Management for Rural Utilities, DCCEC/DCRA most recent edition.

### **Introduction**

Rural utilities management courses include students with a wide range of experience and from all age groups. Your own life experience is considered vital to this course and you are expected to participate by sharing this background and your perspectives in class. One important feature of this and other rural utility management courses is getting to know fellow class participants and their communities and developing a network of utility staff peers to share knowledge, learn new approaches, and improve the management of your community's water and wastewater utilities.

### **Course Description**

Water and wastewater utilities provide critical services to rural Alaska communities. Officials elected to city or tribal councils play a vital role in helping to manage those services. Elected officials have a direct impact on the ability of the utility to operate successfully, be sustainable, and qualify for grants. This course covers a broad range of topics essential to council members and the city or tribal staffs who work with them to operate, maintain, and manage small rural water and wastewater utilities.

### **Prerequisites:**

None, although student may want to begin series of utility classes with TM 130 Introduction to Utility Management.

### **Course Goals** The goals of this course are for students to:

- (1) identify the roles and responsibilities of elected officials in managing water and wastewater utilities.
- (2) knowingly apply the necessary tools and resources to make sound decisions on behalf of their community regarding the long-term management and sustainability of those utilities.



## **Student Learning Outcomes**

### **Planning and Sustainability**

- Students will plan the operation of a water and wastewater utility to span the full design life of the water plant facility and infrastructures.
- Students will explore setting rates for utility user fees and demonstrate how to keep things “in the black”
- Students will analyze the importance of tracking government finances.
- Students will develop standard operating procedures (SOPs) for financial transactions and other administrative tasks.
- Students will identify the information which should be contained in monthly financial reports.
- Students will read, draft, and modify budgets.

### **Distinguishing Government Entities**

- Students will compare and contrast the roles and responsibilities of federal, state, municipal, organized and unorganized boroughs, school districts, and tribal governments.
- Students will distinguish the roles and funding streams for different of government entities operating in rural Alaskan communities.

### **Community Roles and Relationships**

- Students will define the elected official’s relationship with his constituents, city administrative staff, and fellow elected officials.
- Students will define these terms: code of ethics, micro-managing, role modeling, cronyism, nepotism and poling.
- Students will identify resources for getting help with drafting and modifying personnel and hiring policies.

### **Meeting and Elections**

- Students will analyze public meeting protocol and parliamentary procedure.
- Students will identify the appropriate use of Ordinances and Resolutions.
- Students will demonstrate how ordinances and resolutions are executed by a governing body.
- Students will define protocols for canvassing election results and selecting officers.
- Students will describe the State of Alaska posting requirements for meetings.
- Students will discuss the Alaska Open Meetings Act.
- Students will define the difference between regular, special and emergency meetings, and executive sessions.

## **Instructional Methods**

The course is delivered in-person for 32 hours over five days, with an audio conference two to four weeks later to review action plans. Short lectures will be provided, interspersed with small group exercises created to reinforce concepts and generate discussions. Students will participate in class and individual exercises daily.

## **Course Policies**

You must attend class, be on time, read the course materials, participate in class discussions and exercises, and do any assigned homework. Homework in most cases will include reading course materials independently.

Students need to notify the instructor in advance of any planned absences or delays.

## **Evaluation**

Students will be evaluated on attendance, participation, class exercises, tests, and an Action Plan drafted for



# TRIBAL MANAGEMENT PROGRAM

University of Alaska Fairbanks

their own community. There will be a final test consisting of 50 multiple choice, fill-in and true and false questions. The test will be closed-book. After returning home from the five-day intensive class, students will draft an action plan for utilities management based their own community. A follow-up audio conference to discuss action plans will be held two to four weeks after the five-day class.

### Final grades will be determined as follows

5 points	Attendance	<b>Final course grade:</b>  Pass: 70 points or more earned  Fail: 69 points or less earned
5 points	Participation	
35 points	Class exercises	
35 points	Final Test	
20 points	Action Plans	

### Support Services

Students are afforded all support services available to UAF KuC students including but not limited to: consortium library in Yupiit Piciryarait Cultural center, computer lab and writing center (by appointment) with weekday, evening, and weekend hours, financial aid and wellness coordinator counseling.

**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](mailto: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.*





# TRIBAL MANAGEMENT PROGRAM

University of Alaska Fairbanks

## Elected Officials Management for Rural Utilities

### Course Outline:

Day One	Day Two	Day Three	Day Four	Day Five
<b>Travel Time to Class</b>	<b>Start at 8:00 a.m.</b>			
	<b>Lesson 2</b> (4 hours) Roles and Responsibilities of Governing Body Student and instructor public reading of student manual pages 21-44.	<b>Lesson 4</b> (4 hours) Ordinances and Resolutions Student and instructor public reading of student manual pages 61-69.	<b>Lesson 6</b> (4 hours) Financial Management Student and instructor public reading of student manual pages 93-108.	<b>Course Summary</b> (4 hours) Final test, Action Plans and wrap-up
<b>LUNCH 12:00 p.m. – 1:00 p.m.</b>				
(4 hours in afternoon) Welcome, Review of Course Schedule <b>Lesson 1</b> Overview of Government Student and instructor public reading of student manual pages 6-18.	<b>Lesson 3</b> (4 hours) Meetings Student and instructor public reading of student manual pages 46-54.	<b>Lesson 5</b> (4 hours) Policies and Procedures Student and instructor public reading of student manual pages 72-91.	<b>Lesson 7</b> (4 hours) Sustainability Student and instructor public reading of student manual pages 111-121.	<b>Travel Time to Home</b>
<b>Pre-Test</b>				
<b>Adjourn for the day at 5:00 p.m.</b>				