Submit originals and one copy to the Faculty Senate Office
Email electronic copy (with scanned signatures) to jbharvie@alaska.edu

REQUEST FOR A NEW MINOR

SUBMITTED BY:

Department	Information Technology Specialist (ITS)	College/School	Community and Technical College
Prepared by	Martha Westphal	Phone	455-2886
Email Contact	mmwestphal@alaska.edu	Faculty Contact	Bill Barnes

See *http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/* for a complete description of the rules governing curriculum & course changes.

PROGRAM IDENTIFICATION:

TITLE OF MINOR:	Computer Information Technology Specialist

***Number of credits required for completion (minimum is 15):** *"Unless otherwise specified by the appropriate academic unit, a course may be used more than once toward fulfilling degree, certificate, major and minor requirements. Credit hours for these courses count only once toward total credits required for the degree or certificate. Certifying that [the student has] met all major and minor requirements is the responsibility of [the student's] department faculty, who notify the Registrar's Office." From the General University Requirements section of "How to Earn a Bachelor's Degree" in the UAF Catalog.	15
Do all the required courses currently exist?	Yes

If not, list the corresponding New Course paperwork associated with this request:

A. DESCRIPTION OF THE PROPOSED MINOR. Include reasons justifying its creation; objectives of the minor and relationship of the required courses to those objectives.

The information technology specialist minor teaches students foundation-level support skills required in small to medium organization settings. In the world of technology ITS knowledge is useful for any profession. The courses proposed set the foundation for all information technology specialist needs. Students can continue on to earn a certificate or an associates in ITS.

B. PROPOSED MINOR REQUIREMENTS AS THEY WILL APPEAR IN THE CATALOG:

See samples provided on page 3 of this form.

Minor
1. Complete the following:
   CITS 204 (3) Introduction to Network Support and Administration.................................. 3
   CITS 212 (3) Server Operating Systems... 3
   CITS 261 (3) Computer and Information Security.. 3

   Complete two CITS Elective Courses

2. Minimum credits required... ...15

C. ESTIMATED IMPACT

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

No impact as the infrastructure is already in place for the certificate and associates programs.

D. 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)

No impact on other departments. Hoping to increase enrollment and interests in the CITS programs.

F. PERSONNEL DIRECTLY INVOLVED WITH THE MINOR:

List faculty currently teaching the required and elective (if any) courses, with a brief statement of duties and qualifications.

Cristen Bouffard – Adjunct Faculty CITS 221
Tatiana Piatanova – Adjunct Faculty CITS 220
Janene McMahan – Adjunct Faculty CITS 222
David Partee – Adjunct Professor CITS 222
Jeanette Okinczyc – Adjunct Faculty CITS 219, CITS 205
Ken Moneymaker – Adjunct Faculty CITS 203, 262
Britton Anderson – Adjunct Faculty CITS 204
Tracy Magill – Adjunct Faculty CITS 212
Melvin Denning – Full Time Faculty CITS 240, 261, 263, 265
Rick McDonald – Full Time Faculty CITS 241, 242, 243, 244, 204
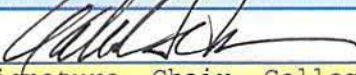William Barnes – Full Time Faculty & Program Head CITS 241, 242, 243, 244, 281, 284

G. RELATIONSHIP OF THE PROPOSED MINOR'S OBJECTIVES TO THE "PURPOSES OF THE UNIVERSITY".

Include additional justifying information to support creation of the minor such as projected and present enrollments; need or public demand for the minor; support of other programs by the minor's creation, etc.

A minor in Computer Information Technology allows students from all disciplines to increase their employability from the knowledge gained by these courses. IT personnel are highly sought in all industries and fields of study. Adding a CITS minor will also help to increase student enrollment in the ITS program.

APPROVALS:

		Date	29 October 2015
Signature, Chair, Program/Department of:	CITS (Computers and Information Technology)		
		Date	11-6-15
Signature, Chair, College/School Curriculum Council for:	CTC		
		Date	11/6/15
Signature, Dean, College/School of:	UAF CTC		

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

	Date	

Signature, Chair
Faculty Senate Review Committee: ___Curriculum Review   ___GAAC

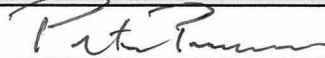   ___Core Review   ___SADAC

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date	

Signature, Chair,
Program/Department of:

	Date	

Signature, Chair, College/School
Curriculum Council for:

	Date	11/18/15

Signature, Dean, College/School
of: CRCD

Final approval will be at the level of the Chancellor or Chancellor's Designee, following vote of approval by the Faculty Senate.

SAMPLE MINOR FOR LAYOUT REFERENCE FROM THE UAF CATALOG:

From the Justice Degree Program:

Dispute Resolution

The minor in Dispute Resolution will provide students with a theoretical background for and practice of alternative dispute resolution. The curriculum will support the developing restorative justice emphasis of the BA of Justice, as well as being applicable to business administration, social work, psychology and counseling contexts.

1. Complete the following:*
   JUST F201--Dispute Resolution and Restorative Practices--3 credits
   JUST F302--Dispute Systems--3 credits
   JUST F403--Law and Science of Arbitration--3 credits
   JUST F405--Clinic in Mediation, Conferencing and Circle Practices--3 credits
2. Complete one of the following:*
   JUST F315--Correctional Counseling and Rehabilitation--3 credits**
   JUST F401--Cross Cultural Conflict Analysis and Intervention--3 credits
3. Minimum credits required--15 credits

Note: 400-level courses require junior standing or instructor permission.

* Students must earn a C- grade or better in each course.

** JUST F315 requires JUST F310 as a prerequisite. For non-Justice majors, taking JUST F401 avoids this extra course.

This sample layout is for your reference and may be deleted from your submitted paperwork.