

INTRODUCTION

Because changes to policy and procedures for curriculum occur regularly, the manual is always a work in progress. The days of this particular version of the Curriculum and Degree Procedures Manual are numbered. Work to implement CourseLeaf software continues behind the scenes, but very soon the first stage will become visible in the form of the 2016-17 UAF Catalog. Automation of the curriculum submission process will begin to unfold during the fall 2016 semester. But, until then, it's business as usual in terms of the paper process.

Each type of curriculum (new courses, changed courses, etc.) is given its own chapter in this manual, with the goal being to address the frequent questions and information needs pertaining to each format form. The basic approach is to facilitate the use of the forms for new faculty and staff, providing as much clarity and transparency to the entire process as possible.

Those already familiar with the curriculum process should find this manual useful as well. Curriculum policy and regulations have been put into appendices to make them more quickly accessible.

Your comments, suggestions, and corrections for future versions are welcomed and may be sent to Jayne Harvie at the Faculty Senate Office.

Submit Paperwork by the appropriate deadline to:

Faculty Senate Office: 312B Signers' Hall Box 7500 jbharvie@alaska.edu	Formats 1 – new and trial x94 courses 2 – major course changes 3 – new programs 3A – occupational endorsement 3B – new minor 4 – program discontinuation 5 – major program change 6 – “O” designation 7 – “W” designation
Registrar's Office: 102 Signers' Hall Box 7495 registrar@uaf.edu	1A – special topics: x93 1B – x98, x99 2A – minor course changes 5A – minor program changes
Summer Sessions: 216 Eielson Bldg. Box 7540 summer@alaska.edu	Format 1C – x95

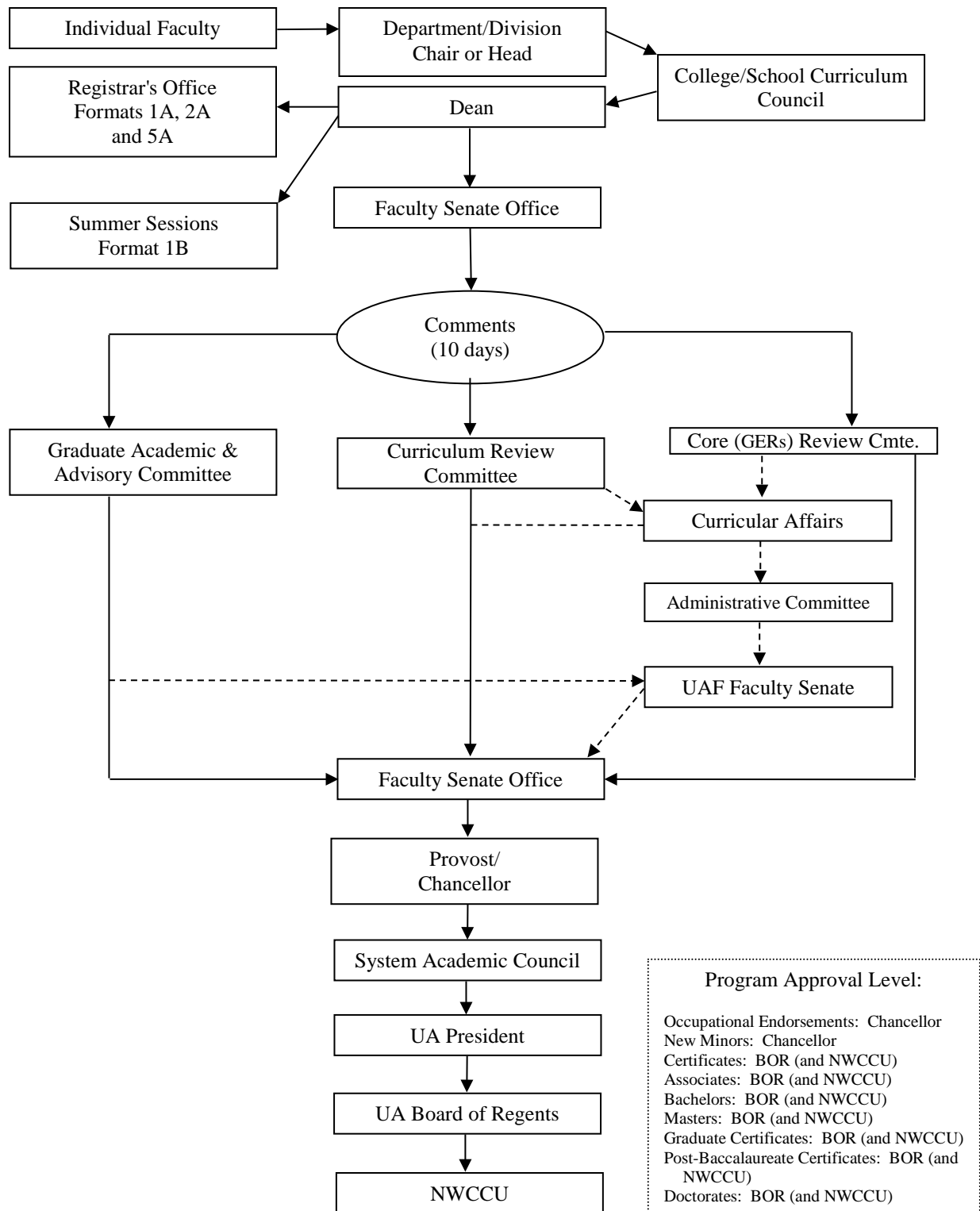
Overview

Deadlines for the Curriculum Review Cycle of 2016-17

CURRICULUM SUBMISSION DEADLINES*		
Special Topics (-93) Format 1A Form	As determined by the Registrar's Office.	Submit to: Registrar's Office
Summer Special Topics (-95) Format 1B Form	As determined by Summer Sessions.	Submit to: Summer Sessions
Non-Thesis Research (-98) Course Thesis/Dissertation (-99) Course Format 1C Form	As determined by the Registrar's Office.	Submit to: Registrar's Office
Trial Course (-94) Format 1 Form	Sept. 16, 2016 for Spring 2017 Jan. 13, 2017 for Fall 2017	Submit to: Faculty Senate Office
New Course Format 1 Form	Oct. 7, 2016 for AY2017-18 Feb. 10, 2017 for spring review*	Submit to: Faculty Senate Office
Minor Course Change Format 2A Form	Oct. 7, 2016 for AY2017-18*	Submit to: Registrar's Office
Major Course Change or Drop Course - Format 2 Form	Oct. 7, 2016 for AY2017-18*	Submit to: Faculty Senate Office
Course Compression Format 2B Form	Oct. 7, 2016 for AY2017-18*	Submit to: <u>Faculty Senate Office</u>
Occupational Endorsement Format 3A Form	Accepted throughout the academic year.*	Submit to: Faculty Senate Office
New Minor Format 3B Form	Oct. 7, 2016 for AY2017-18* PENDING ALL APPROVALS	Submit to: Faculty Senate Office
New Degree Program Format 3 and related Forms	Oct. 7, 2016 for AY2017-18* PENDING ALL APPROVALS	Submit to: Faculty Senate Office
Program Deletion Format 4 Form	Oct. 7, 2016 for AY2017-18* PENDING ALL APPROVALS	Submit to: Faculty Senate Office
Program Change Format 5 Form	Oct. 7, 2016 for AY2017-18*	Submit to: Faculty Senate Office
Core Designators: "O" – Oral Intensive: Format 6 "W" – Writing Intensive: Format 7	Oct. 7, 2016 for AY2017-18*	Submit to: Faculty Senate Office

***March 1** is estimated deadline for completed approval is required to meet 2017-18 UAF Catalog production schedule. Requests approved after March deadline take effect in AY2018-19. New courses are the exception.

Flow Chart for UAF Academic Proposals



Route to Approval of Curriculum

1. Item is prepared by faculty member according to approved format, using a separate form for each course request. (Stacked courses should come in on one form, not two.) Close attention is given to how new, changed and dropped courses will impact degree programs, especially if a course is cross-listed or stacked. If degree programs are affected, a Format 5 form for program changes must be included with paperwork submissions. Item(s) are sent to the department chair.
2. If approved by the department chair / program head, the request is sent to the respective College/School Curriculum Council(s). Note: Cross-listed or stacked courses must be signed off by all associated departments, curriculum councils and deans, as appropriate to the request. Also, close attention must be given to how submissions will impact degree programs, particularly if a cross-listed or stacked course is involved.
3. College/School Curriculum Council acts on the item. If disapproved, the item is returned to the department. If approved, the College/School Curriculum Council sends the signed original request to the dean.
4. The dean approves or disapproves the item and may return it to originating department for next action. (Some units, upon dean approval, then forward the approved request to UAF Faculty Senate Office directly.)
5. If the submission item is approved by the dean, the ORIGINAL form with ALL required signatures is sent to the appropriate office. Reference the tables on pages iii and 1 for routing forms.
6. Items sent to the Faculty Senate Office undergo a ten-day review period for the solicitation of comments or objections prior to the review by the requisite Faculty Senate committee. Comments and objections will be forwarded to the department from which the curriculum originated. Items for ten-day review are posted at: <http://www.uaf.edu/uafgov/faculty-senate/curriculum/>
 - Changes in graduate programs and graduate level course offerings and all professional degree courses and programs will be addressed by the Graduate Academic & Advisory Committee.
 - Substantive undergraduate course and program additions, changes, compressions and deletions will be reviewed by the Curriculum Review Committee. This committee is composed of the chairs of the college/school curriculum councils and the university registrar (or designee) and is chaired by a member of Curricular Affairs Committee. In the event that a proposed change is not approved, it may be withdrawn or appealed to Curricular Affairs for resolution.
 - The Core (GERs) Review Committee reviews and approves courses submitted by the appropriate college/school curriculum councils for their inclusion in the core curriculum. This committee will also review courses for communication and "X" core / GERs classification, and those core courses submitted for compression.
 - Deletion of Program Requests (Format 4) and New Degree Program Requests (Format 3) will be acted on by the full Faculty Senate after review by the appropriate committee (Curriculum Review Committee or Graduate Academic & Advisory Committee) in addition to the Curricular Affairs Committee and the Administrative Committee.
7. Proposed academic changes approved by the Senate will be forwarded to the Chancellor's Office or designee (routinely, the Provost). See #9 for routing of new programs. The Chancellor's Office has 30 days after receipt to review and approve or disapprove the Faculty Senate action(s). (New minors and occupational endorsements do not have to go higher than the Chancellor level for approval.)

Curriculum Approvals web page: <http://www.uaf.edu/uafgov/faculty-senate/curriculum/>
8. Originals of signed program actions are returned to the Faculty Senate Office. The Faculty Senate Office notifies academic deans and departments and the university registrar of approval or disapproval of curriculum actions that do not need to continue to System Academic Council. Copies of campus approval documents are posted online (see link at #7). Typically, items become effective when included in the next UAF catalog (except for Special Topics; and Trial Courses which appear only in class schedules until approved as permanent courses). New courses may become effective the next term even though the March catalog deadline is missed. Summer Session courses appear in their own catalog.
9. New programs and deleted programs are forwarded by the Provost's Office to the Statewide Academic Council for approval by the UA President and submission to the Board of Regents. A prospectus is then sent to the Northwest Commission on Colleges and Universities (NWCCU). Please note that new programs cannot be advertised, offered, listed in the catalog, or enroll students prior to NWCCU approval.

Curriculum Committees Information

Curricular Affairs – new or deleted programs

Ken Abramowicz, SOM (18)
Ana Aguilar-Islas, SFOS (18)
Jennifer Carroll, CRCD (17)
Cindy Hardy, CRCD – SADAC Liaison
Eileen Harney, CLA (17)
Lisa Lunn, CNSM (17)
Rainer Newberry, CNSM (17)
Dejan Raskovic, CEM (17)
Kate Quick, CRCD (18)

Core Review – all core- GERS-related courses

CLA:

Daryl Farmer, English (18-Core)
Alex Hirsch, Social Sciences (18-Core)
Kevin Sager, Communication (18-Core)
Vacant, Humanities

LIB:

Kathy Arndt, Library (17-Core)

CNSM:

Larry Duffy, Science (18-Core)
Margaret Short – Math (17-Core)

College Reps:

Kevin Berry, SOM
Tony Rickard, CNSM

At-Large Rep: Andrew Seitz, SFOS (17-Core)

Student Academic Development & Achievement

Committee – all developmental courses

Sine Anahita, CLA seat (18-SADAC)
Vacant, CRCD Chukchi Campus
Jennifer Tilbury, CRCD/DevEd
Cindy Hardy, CRCD/DevEd (17)
Ben Kuntz, CRCD Kuskokwim Campus
Vacant, CRCD Northwest Campus
Jill Faudree, Math/CNSM (17-SADAC)
Bill Howard, Science/CNSM (17-SADAC)
Jennifer Schell, English / CLA (18-SADAC)
Sandra Wildfeuer, CRCD – IAC
Rural campus vacancies to be filled.
Representatives from Rural Student Services,
Academic Advising Center, Student Support
Services.

Graduate Academic & Advisory Committee – all graduate level curriculum

Donie Bret-Harte, CNSM (17)
Anna Beaudreau, SFOS (non-senate member)
Jim Bicigo, CLA (18 – alternate)
Michael Daku, CLA (non-senate member)
Daryl Farmer, CLA (17)
Don Hampton, GI (17)
Roman Makarevich, CNSM (18)
Sean McGee, SOM (non-senate member)
Robin Shoaps, CLA (18 – alternate)
Sean Topkok, SOE (18)
Graduate Student member: Mitch Reed

Curriculum Review Committee – all undergraduate curriculum including new core courses

Julie Joly, SNRE (17)
Galen Johnson, UAF CTC
Vacant, SOM
Santanu Khataniar, CEM
Jessica Larsen, CNSM
Rainer Newberry, CNSM (18)
Rob Duke, CLA
Andres Lopez, SFOS
Gary Jacobsen, SOE
TBD, CNSM

Committee Membership Information:

Curricular Affairs Committee is a standing committee of the Faculty Senate. All members are elected representatives from their schools or colleges. The number in parentheses indicates the year their term ends at end of the spring semester.

Core Review Committee is a permanent committee of the Faculty Senate. Members are appointed or elected by their college for specific component areas of the baccalaureate core (Social Sciences, English, Humanities, Mathematics, Natural Sciences, Communication, and Library Science).

Student Academic Development and Achievement Committee is a permanent committee of the Faculty Senate. Members represent units of the College of Rural and Community Development, along with Developmental Education, and Science and Math members from the College of Natural Science and Mathematics. Student Support Services, Rural Student Services and the Academic Advising Center have members on the committee.

Graduate Academic and Advisory Committee members include the Graduate School dean or designee, the Library director or designee, the University Registrar or designee, up to two graduate students, and faculty from Faculty Senate.

Curriculum Review Committee members include the chairs of each academic unit's curriculum council, along with the Registrar or designee. The committee is chaired by a member of the Curricular Affairs Committee.

The Faculty Senate Bylaws contain additional information about the functions and charges of each of these committees. Senate committee membership is set at the last Faculty Senate meeting of each academic year (in May). Membership lists are updated in the fall.

Current as of 06/01/2016

For the most up-to-date membership lists, please see:
<http://www.uaf.edu/uafgov/faculty-senate/committees>

Information for Faculty Senate Curriculum Committee Chairs

Chairs of Faculty Senate curriculum committees are members of the Administrative Committee. For those curriculum committees working with new program requests or curriculum policy matters, attending Administrative Committee is necessary to develop motions that may be brought before the full Faculty Senate for voting. If a Chair cannot attend a meeting in person or by audio conference, a designee should attend and the Faculty Senate Office informed by calling x7964 or emailing jbharvie@alaska.edu.

More information for chairs is available at:

<http://www.uaf.edu/uafgov/faculty-senate/committees/chairs-conveners/>

With regard to new programs that require approval at the level of the Board of Regents, curriculum committees should take into account the meeting timeline for Faculty Senate, System Academic Council, and the BOR. Agenda items for BOR are typically prepared and finalized about a month in advance of their advertised meetings.

Meeting Schedule for System Academic Council: <http://www.alaska.edu/research/sac/>

Agenda preparation schedule for BOR linked at: <http://www.alaska.edu/bor/agendas/>

Meeting Schedule for BOR: <http://www.alaska.edu/bor/schedules/>

Faculty Senate Meeting Calendar for 2016-17

Fall 2016 Semester			
Meeting #:	Date	Day	Time
216	Sept. 12, 2016	Monday	1-3 PM
217	Oct. 10, 2016	Monday	1-3 PM
218	Nov. 7, 2016	Monday	1-3 PM
219	Dec. 5, 2016	Monday	1-3 PM
Spring 2017 Semester			
220	Feb. 6, 2017	Monday	1-3 PM
221	Mar. 6, 2017	Monday	1-3 PM
222	Apr. 3, 2017	Monday	1-3 PM
223	May 1, 2017	Monday	1-3 PM

Unless otherwise noted online, Faculty Senate meetings are held at the Wood Center Carol Brown Ballroom.

<http://www.uaf.edu/uafgov>

Faculty Senate Administrative Committee Meetings

Fall 2016 Semester	Time	Location
Friday, Aug. 26, 2016	1-3 PM	330 Signers' Hall - CCR
Friday, Sept. 30, 2016	1-3 PM	330 Signers' Hall - CCR
Friday, Oct. 28, 2016	1-3 PM	330 Signers' Hall - CCR
Monday, Nov. 28, 2016	1-3 PM	To be determined.
Spring 2017 Semester		
Friday, Jan. 27, 2017	1-3 PM	330 Signers' Hall - CCR
Friday, Feb. 24, 2017	1-3 PM	330 Signers' Hall - CCR
Friday, Mar. 24, 2017	1-3 PM	330 Signers' Hall - CCR
Friday, Apr. 21, 2017	1-3 PM	330 Signers' Hall - CCR

CCR: Chancellor's Conference Room, 330 Signers' Hall