

The UAF Faculty Senate passed the following at its Meeting #68 on December 9, 1996:

MOTION PASSED (unanimous)  
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The UAF Faculty Senate moves to approve changing the name of the Alliance of Faculty Senates to Faculty Alliance.

EFFECTIVE: Immediately

RATIONALE: This name change is proposed by the Alliance which is a coordinating body of all three campus governing bodies because of the University of Alaska Southeast Reorganization. In this change, Southeast has replaced its Senate with a Council, and, therefore, the current name is not correct. The change to Faculty Alliance is appropriate.

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The UAF Faculty Senate passed the following at its Meeting #68 on December 9, 1996:

MOTION PASSED (unanimous)  
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The UAF Faculty Senate moves to disband the Health Issues Committee of the UAF Governance Coordinating Committee and approves the following revisions to the Procedures:

(( )) = Deletion

ARTICLE V Committees

Sect. 1 The conference committees of the UAF Governance Coordinating Committee shall include:

- Academic Computer Users Committee
- Intercollegiate Athletics Committee
- Chancellor's Advisory Committee on Public Safety,  
Transportation and Parking
- Rural Affairs Committee
- UAF Grievance Council
- ((Health Issues))

Sect. 3 Conference Committees Charges

((F. Health Issues Committee

The charge of the Health Issues committee shall be to:

1. address health issues which affect the work environment.
2. coordinate efforts with the Health Center, Fire Department, Risk Management, and Public Safety to find solutions to health issues.))

EFFECTIVE: Upon Faculty Senate, Staff Council, and

ASUAF approval, prior to Chancellor's approval

RATIONALE: A Statewide committee has been formed to address possible changes to the health benefits program. The Health Issues Committee would only duplicate efforts by this committee and would not be a productive use of staff, faculty and student time.

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The UAF Faculty Senate passed the following at its Meeting #68 on December 9, 1996:

MOTION PASSED (20 ayes, 5 nays)
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The UAF Faculty Senate moves to refer the motion to adopt a procedure for petitions to the CORE based on documentation of student disability to Curricular Affairs for review of the context of the motion in the overall petition process.

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The UAF Faculty Senate passed the following at its Meeting #68 on December 9, 1996:

MOTION PASSED (unanimous)
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The UAF Faculty Senate moves to approve a new program in Health Technology which includes an AAS in Medical Assistant and two certificates: Medical/Dental Reception and Phlebotomy & Laboratory Assisting.

EFFECTIVE: Upon Board of Regents' Approval

RATIONALE: See attached Executive Summary. Full program proposal #83 on file in the Governance Office, 312 Signers' Hall.

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Executive Summary of Medical Assistant Certificate and Degree Program Request, Division of Health Technology, College of Rural Alaska

Request prepared by:
Betsy Tozzi, Assistant Professor, Health Technology, CRA/TVC
Linda Curda, Assistant Professor, Division Head, Health Technology, CRA/KUC
Ruth Lister, Director, Tanana Valley Campus, College of Rural Alaska

The Medical Assistant Certificate and A.A.S. Programs prepare students for careers as health care paraprofessionals. Employers have indicated needs for workers that crossed functional borders within their organizations (i.e. identified the need for skilled, cross-trained individuals), and most frequently cited a need for administrative staff (receptionists and billing/reimbursement specialists) and out-patient care paraprofessionals (phlebotomists, procedure assistants, instrument care specialists). The specialty certificates in Medical/Dental Reception and Phlebotomy and Lab Assisting as well as the Medical Assistant A.A.S. degree have been

designed to be responsive to these local employers' needs.

Welfare reform has reduced education and training benefits to eligible recipients; eligible individuals may receive financial support for a maximum of 12 months. To address these welfare reform changes and the needs of many students to enter the work force as soon as possible, the Medical/Dental Reception Certificate and Phlebotomy and Lab Assisting Certificate programs document proficiency in specialized skill areas and provide employment options when students have completed approximately 1/2 the necessary credits required for the Medical Assistant A.A.S. degree. After graduating with a certificate, a student may elect to complete the Medical Assistant A.A.S. degree requirements in order to enhance employability. As a direct result of their course work within the program, three students have been hired as phlebotomists in Fairbanks, and one of these three individuals has already sat for the ASCP national examination and received a passing score, thereby achieving national certification as a Phlebotomy Technician (PBT, ASCP).

These proposed programs have been developed to align with the UAF 2000 strategic plan. As accreditation of health care programs will be required for students to be eligible to sit for national certification examinations, curricula have been constructed to meet all necessary accreditation standards. Inasmuch as all required program components have been developed and are in place, no complications are foreseen in implementation of certificate and A.A.S. degree programs upon approval. Resources and equipment needs will not require allocation of any additional funds to Tanana Valley Campus or College of Rural Alaska. No new funding is required or requested to support the programs. Disposable medical supplies for classes are paid for with student material fees; donations of equipment and supplies from numerous sources have helped offset start-up costs and ongoing expenditures.

In conclusion, due to current and future needs for skilled health care workers and cost containment mandates in health care, the Medical Assistant Certificate and A.A.S. Degree programs in the College of Rural Alaska are well positioned to provide vocational-technical training for interested students. The implementation of these programs will benefit the university by generating increased student credit hours and improved ties with the community, employers, and government agencies. The Medical / Dental Reception Certificate, Phlebotomy and Lab Assisting Certificate, and the Medical Assistant A.A.S. degree programs will generate a cadre of well-qualified cross-trained health care paraprofessionals and allow employers to recruit from their local communities rather than hiring new staff from outside of Alaska.

October 28, 1996

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The UAF Faculty Senate passed the following at its Meeting #68 on December 9, 1996:

MOTION PASSED (unanimous)  
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The UAF Faculty Senate moves to approve the Certificate in Applied Business.

EFFECTIVE: Upon Board of Regents<sup>1</sup> Approval

RATIONALE: See attached Executive Summary. Full program proposal #48 on file in the Governance Office, 312 Signers<sup>1</sup> Hall.

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CERTIFICATE OF APPLIED BUSINESS  
UNIVERSITY OF ALASKA FAIRBANKS  
COLLEGE OF RURAL ALASKA  
TANANA VALLEY CAMPUS

#### Regents Executive Summary

The UAF College of Rural Alaska proposes an innovative vocational, technical education certificate in Applied Business. This certificate is intended to serve Alaskan businesses and organizations by providing a pool of graduates who have received comprehensive training (30 credits) in critical aspects of business management. The certificate will further act as a stepping stone for the Associates Degree in Applied Business and various Bachelor Degrees.

Currently, there are over 60 declared majors in the Applied Business program and credit hour production increased 30% in the fall of 1996 compared to fall of 1995. While subscription to the applied business courses are strong, the credit hours do not currently produce a corresponding number of graduates. Low numbers of graduates are a result of program demographics. Nearly all students are non-traditional and part-time (i.e. more mature, experienced, and working full or part-time, taking 6 credits). As a result of work and family demands completing all the academic requirements for an A.A.S. may take more than 5 years. This intermediate vocational education certificate is therefore vital to continued student motivation.

Many small to medium size business, non-profits, and agencies in Fairbanks promote employees into management positions without benefit of formal supervisory training. There is a strong need for a structured and credible management training certificate program in Fairbanks. The Northwest, Kuskokwim, and Tanana Valley Campuses already provide that management training through existing applied business courses as part of the A.A.S. degree. An intent of this certificate is to "bundle" those courses already offered in other programs into a meaningful management curriculum which will fulfill a current training need in both Rural Alaska and Fairbanks and provide a path for business people who have no college experience to earn degrees.

Faculty who teach the courses required in this certificate have significant credibility within their respective local business sectors. Once the certificate program is approved, the College of Rural Alaska Applied Business department will implement an image campaign to stimulate additional demand by business for employees awarded this certificate.

Implementation of the Certificate in Applied Business will support the University of Alaska's commitment to business development within the State of Alaska and the vocational education component of the university's mission. Credits from the certificate are readily transferred and accepted within the A.A.S. business degrees of UAA and UAF. Implementation of the certificate will significantly benefit students who transfer between universities prior to award of their A.A.S. degree.

Finally, there is no additional cost to UAF or the University of Alaska System for this certificate. All faculty required to teach the certificate courses are currently employed and all courses required are currently offered through other degree programs.

9/30/96

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The UAF Faculty Senate passed the following at its Meeting #68 on December 9, 1996:

RESOLUTION PASSED (19 ayes, 4 nays)

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WHEREAS the UAF Faculty Senate is the duly elected assembly of faculty representatives, serving as the legislative body of the university faculty, having authority to recommend on formulation and implementation of policy pertinent to faculty governance at UAF; and

WHEREAS the UAF Faculty Senate carries out the tasks of faculty governance through a number of Standing and Permanent Committees; and

WHEREAS the charge of the UAF Faculty Senate's various Standing and Permanent Committees includes evaluation and recommendation on policy initiatives affecting faculty governance; and

WHEREAS the UAF Faculty Senate's Standing Committee on Faculty Affairs and the UAF Faculty Senate's Ad Hoc Committee on Union-Governance Relations have specific charge to evaluate and recommend on policy directly and substantially pertinent to mandatory items of collective bargaining; and

WHEREAS United Academics/AAUP-AFT is a duly recognized collective bargaining agent negotiating with the University of Alaska Administration on behalf of faculty concerns; and

WHEREAS United Academics/AAUP-AFT, notwithstanding its legally independent incorporation, is constituted inter alia explicitly to sustain and enhance faculty governance at the University of Alaska;

THEREFORE BE IT RESOLVED That the UAF Faculty Senate hereby requests the Executive Board of United Academics/AAUP-AFT:

(1) to reaffirm, by way of written communication to the President of the UAF Faculty Senate and to the President of the Faculty Alliance, UA/AAUP-AFT's commitment to sustain and enhance faculty governance at the University of Alaska;

(2) to make provision, by way of exchange of written and oral communications, for the UAF Senate's Ad Hoc Committee on Union-Governance Relations to review and recommend on the substance of UA/AAUP-AFT contract negotiations with the University of Alaska Administration;

(3) to include a member of the UAF Faculty Senate's Standing Committee on Faculty Affairs, who is also a member of United Academics, in UA/AAUP-AFT Executive Board

deliberations on contract negotiations; and,

(4) to appoint, as representative of the UAF Faculty Senate, a member of the UAF Faculty Senate's Standing Committee on Faculty Affairs, who is also a member of United Academics, to the UA/AAUP-AFT Contract Negotiating Team, with all rights and privileges of participation thereto pertaining.

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The UAF Faculty Senate passed the following at its Meeting #68 on December 9, 1996:

MOTION PASSED (21 ayes, 5 nays)  
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The UAF Faculty Senate moves to change the policies on "Withdrawing from a Class" and "Faculty Initiated Withdrawal" and the grading policies of "I" Incomplete and "NB" No Basis, as follows:

(( )) = deletions,  
CAPS = ADDITIONS

Withdrawing from a Class --

If you withdraw from a class after the third Friday after the first day of instruction, a grade of "W" will appear on your academic record. The "W" grade does not affect your GPA. The last day you can withdraw from a class is the ((fourth)) NINTH Friday after the first day of instruction. ((unless you are a freshman or a non-degree students. Freshman and non-degree students may withdraw from classes until the sixth Friday after the first day of instruction.))

Faculty Initiated Withdrawal/DROP--

((If you do not meet the prerequisites for a course in which you have enrolled the faculty member teaching that course has the right to drop you from the class prior to the fourth Friday after the first day of instruction. ))

IF YOU DO NOT MEET THE PREREQUISITES FOR A COURSE IN WHICH YOU HAVE ENROLLED, OR IF YOU HAVE NOT PARTICIPATED SUBSTANTIALLY IN THE COURSE, THE FACULTY MEMBER TEACHING THAT COURSE HAS THE RIGHT TO WITHDRAW YOU FROM THE CLASS BY THE NINTH FRIDAY AFTER THE FIRST DAY OF INSTRUCTION. IF YOU ARE WITHDRAWN FROM A CLASS AFTER THE THIRD FRIDAY AFTER THE FIRST DAY OF INSTRUCTION, A GRADE OF "W" WILL APPEAR ON YOUR ACADEMIC RECORD. FACULTY INITIATED WITHDRAWALS PREVIOUS TO THE THIRD FRIDAY AFTER THE FIRST DAY OF INSTRUCTION WILL BE TREATED AS A DROPPED CLASS.

"I" Incomplete--

A grade used to indicate that ((you've satisfactorily completed (C or better) the majority of the work in a course, but for personal reasons beyond your control,)) YOU haven't been able to complete the course during the scheduled course time.

When the "I" grade is given, the instructor includes a

statement of the work required of you to complete the course AND THE TIME LIMITS YOU HAVE TO COMPLETE THE WORK. THE MAXIMUM TIME TO BE ALLOWED IS ONE YEAR. AT THE END OF THE DEFINED TIME LIMITS THE INSTRUCTOR MAY ISSUE A GRADE BASED ON THE WORK TURNED IN. IF THE INSTRUCTOR DOES NOT CHANGE THE "I" GRADE IT BECOMES PERMANENT AT THE END OF ONE YEAR.

((You must make up an incomplete within one year or it will automatically be changed to an "F" grade.)) The "I" grade is not computed in your GPA. ((until it has been changed to a regular letter grade by the instructor or until one year has elapsed, at which time it will be computed as an "F")) Seniors cannot graduate with an "I" grade in either a UAF or major course requirement. ((To determine a senior's GPA at graduation , an "I" grade will be computed as a failing grade))

(("NB" No Basis--

Instructors may award a No Basis (NB) grade if there is insufficient student progress and/or attendance for evaluation to occur. No credit is given, nor is "NB" calculated in the GPA. This is a permanent grade and may not be used to substitute for the Incomplete (I). It can't be removed by later completing outstanding work.))

EFFECTIVE: Fall 1997

RATIONALE: With the change in the cap on tuition student credit shopping does not seem to be a problem, which was one of the main reasons for the double tiering of the original policy. This change makes the withdrawal policy uniform for all students. This policy does not effect the CRA policy which states that students have nine weeks for their withdrawal period.

The faculty initiated withdrawal policy change gives the instructor the ability to remove from the class students who have a very high probability of failing the class if they were to attempt to start participation at a later date. It also provides a bit of a grade safety net for students who for what ever reason sign up for a class and then never turn in any work, but also never withdraw, from accumulating a series of "F" grades.

Students who are Faculty dropped during the first three weeks, because they do not meet the course prerequisites, will not have the course appear on their transcript and they will receive a full tuition refund. Students who are Faculty Withdrawn after the fourth Friday will receive a "W" on their transcript and will not receive any tuition refund.

This may place students who are receiving financial aid in jeopardy of loosing that aid but in most cases this policy will be no more onerous than if the student received a grade other than an A, B, C, or D.

This change in the "I" grade gives the instructor the option to control the time limits and to issue a grade based on the work turned in. The permanent "I" more correctly reflects what the student did not accomplish, as compared to the transformation of the "I" to an "F". A student who receives a permanent "I" grade would have to

retake the course to earn credit. The criteria by which the instructor will issue the "I" can be delineated at the beginning of the course, just as they do for all other grades. As per the catalog instructors are expected to state their grading policies in writing at the beginning of each course.

Changes in the "I", and "W" grading policies address the purposes for having the "NB" grade. Therefore the "NB" grade is no longer needed.