

The following motion passed at Faculty Senate meeting #231 on April 2, 2018

MOTION:

The UAF Faculty Senate moves to approve the new Occupational Endorsement request.

Effective: Fall 2018

Rationale: The previous process was outdated due to the implementation of Courseleaf. The new documented process will replace the previously approved New Occupational Endorsement Request (Format 3A) approved on May 12, 2006 by Faculty Senate.



Chris Fallen, UAF Faculty Senate President

The Chancellor: Acknowledges Vetoes



Daniel M. White, UAF Chancellor

Date: 4/19/18

See attached process

New Occupational Endorsement Request

(UA Regulation R10.04.020)

New Occupational Endorsements are requested using the CourseLeaf program effective Fall 2017. You will login to the Program Management page of CourseLeaf and complete all required fields.

The following items must be included within the CourseLeaf proposal:

Description of the Occupational Endorsement:

- Academic Level, Effective Catalog, Department, College (will auto-populate once the department is selected), Certificate or Degree Type (Select OEC) are all required fields.
- Title and Code for the Occupational Endorsement
 - The title appears in the catalog and on student's transcript.
- Brief Program statement needs to be included.
 - Specify the objectives and career opportunities. It is essential that the objectives of the program be clearly identified so that the activity may be evaluated in terms of how successfully it fulfills its stated objectives.
- Admissions requirements
 - This includes any prerequisites needed prior to being admitted to the program.
- Requirements for the Degree (catalog layout copy of the program):
 - Credit Requirements
 - Courses Requirements
 - Grade Requirements
- Sample course of study and a 3-year Cycle of course offerings
 - Include a proposed general catalog layout copy of the program with short descriptive paragraph.

Endorsement Goals:

- Brief identification of objectives and subsequent means for their evaluation.
- Relationship of endorsement objectives to "Purposes of the University"
- Occupational/other competencies to be achieved
- Relationship of courses to the endorsement objectives.

Personnel Directly Involved with the Program:

- List current faculty teaching the required and elective courses and titles, including brief statement of duties and qualifications.
- Administrative, coordinating, and classified staff personnel associated with the endorsement.

Enrollment Information:

- Projected enrollment
- How was projected enrollment determined? Who was surveyed and how?
- Minimum enrollments to maintain program for years 1-5.
- Maximum enrollment which endorsement can accommodate (endorsement capacity).

Need for Occupational Endorsement:

- Employment market needs:
 - Who surveyed? How? (Standard procedures with industry/advisory council listed)
 - Job opportunities now, and two, five, and ten years from now. How were these predictions determined? (Local, regional, State surveys, periodic review will ensure the currency)
 - How have positions been filled to date?

Relation of Endorsement to other Programs within the System:

- Effects on enrollments elsewhere in the system
- Does it duplicate/approximate endorsements anywhere in the system?

Implementation/Termination:

- Plans for recruiting students
- Plans for phasing out endorsement if it proves unsuccessful
- Assessment of the endorsement
- Student Learning Outcomes Assessment Plan (attached file)

Other:

- Additional Rationale not previously stated.
- Additional Attachments - any supporting documentation
 - A letter of Support from Industry or Advisory Council Representatives.*****

Route of Approval:

1. Program Head responsible for the transcription request
2. The Academic Council of the college/school housing the Occupational Endorsement.
3. Dean of school/college housing the Occupational Endorsement
4. Chair for the Faculty Senate Curriculum Review Committee (not the full committee).
5. Chair for the Faculty Senate Curricular Affairs Committee (not the full committee).
6. President of Faculty Senate (not the full Senate).
7. Provost
8. Chancellor (designated by President as approving authority)