I. Call to Order

II. Introduction of Members

- President - Kim Stanford
- Vice President – Bob Kizer
- Bob Kizer
- Kim Stanford
- Kerri Morris
- Anthony Rivas
- Bob Kizer
- Jennifer Myrick
- Bogdan Hoanca
- Karl Wing
- Jim Cummings
- Lois Hall
- Debbie Narang
- Kristina Hurlburt
- Joyce Colajezzi
- Megan Carlson
- Suzanne Strisik
- Samuel Abney
- Suzanne Browner
- Marilyn Borrell
- Jan Vandever

III. Approval of Agenda (pg. 1-2)

IV. Approval of Meeting Summary (pg. 3-6)

V. President’s Report (pg. 7)

VI. Administrative Reports

   A. Chancellor Ulmer
   B. Provost Driscoll
   C. Vice Chancellor of Administrative Services Ejigu
   D. Vice Chancellor of Advancement Lindbeck
   E. Vice Chancellor for Student Services Lazzell (pg. 8-9)
   F. Vice Chancellor for Community Partnerships Carter-Chapman

VII. Governance Reports

   A. System Governance Council
   B. Faculty Alliance/Faculty Senate
   C. Staff Alliance
   D. APT Council
   E. Classified Council (pg. 10)
   F. Coalition of Students/Union of Students
   G. Alumni Association

VIII. Old Business

   A. Strategic Planning- Will Jacobs
IX. New Business

A. Welcome new members

President - 
APT

Classified
Megan Carlson
Sandi Barclay
Brenda Henderson
Kim Stanford
Comm. Campus

Vice President – 
USUAA
Bogdan Hoanca
Anne Bridges
Sarah Kirk
Kate Gordon
Andy Veh

B. Election of officers 
C. Faculty Senate Resolution (pg. 11)  
D. Sustainability Office Funding Letter (pg. 12-14)

X. Information/Attachments

A. Open Enrollment  
http://www.alaska.edu/hr/benefits/open_enrollment/index.xml

B. Banner Prerequisites (pg. 15-21) 
C. New Dining Services Contract 
D. Family Campaign (pg. 22-23) 
E. Vice Chancellor of Administrative Services Gebe Ejigu’s Farewell-
May 17 in ADM 204 from 3 to 5 p.m.

XI. Adjourn
Thursday, April 12, 2007
1:00 - 3:30 p.m.
ADM 204

I. Call to Order

II. Introduction of Members

President - Kim Stanford

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<thead>
<tr>
<th>APT</th>
<th>Classified</th>
<th>Faculty</th>
<th>USUAA</th>
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<td>X Marilyn Borell</td>
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Guests: Stacey Marsh, Fran Ulmer, Rich Whitney, Amber Brubaker, Matt Underbakke

III. Approval of Agenda (pg. 1-2)
Approved

IV. Approval of Meeting Summary (pg. 3-5)
Approved

V. President’s Report (pg. 6-7)
Written report attached.

Faculty Association will be expanding membership to include staff in the fall

Low turnout at the Community Forum on the Budget 4/5, probably because of communication problems. The next forum is scheduled for 4/24 11:30-12:30 in the Den. This time conflicts with Campus Cleanup, so it may need to be moved.

Legislative Update: Joe Thomas has proposed an operating budget amendment in the Senate Finance Committee. House came up 3.6M short for fixed costs, with no program enhancement funds.

**Contact senate finance committee members to encourage their support on the amendment within the next 48 hours.** Hollis French is working on increasing the amount in amendment from 3.6M to 4.0M, which would include program enhancements (nursing, engineering, WWAMI etc). Senate Finance Committee members: Hoffman, Stedman, Huggins (Wasilla), Elton, Olson, Thomas, and Dyson (Eagle River). These committee members do listen to colleagues, so you do not need to limit your contact to just the committee members.

Open enrollment for health care is 4/16-5/15. Forms available online on 4/16 and packets will also be mailed out. Costs continuing to go up, but projections for contribution rates were overshot, so rates are going down again this year. Employer rates will remain the same, but standard and deluxe plans will go down 10% in employee costs.

VI. Administrative Reports
A. Chancellor Maimon
This is her last Assembly meeting. She thanked the group for its work and positive evolution. Emphasized empowerment, and the special nature of working at a university (responsibilities & privileges) Encouraged to continue the momentum at UAA through shared governance
Assembly presented gifts and thanks to the Chancellor.
Party on Public Square of Library on May 4th. Songs from satire may be performed there.
Decided to have Fran Ulmer represent UAA at the Op Review. “Amazing crash course in UAA.”

B. Interim Chancellor Ulmer
Working to leave ISER in good condition & finish up assignments while addressing pressing projects as Interim Chancellor.
Op Review was confidence inspiring, both in presenting team and in the substance presented.

C. Provost Driscoll
Op Review: One task was to answer the question “What can statewide do for you?” Provost passed out the handout that was presented in response to the question. Many items are related to paperless process movement. Most suggestions were well-received, although the strongest negative response was related to items on allocating funding at the MAU level, rather than at SW levels (strategic & academic initiatives, faculty/staff development).
Management review in AM on financial status was very easy conversation—indication that accountability in financial & facilities is run well.
Made remarks in strategic level discussion (will be ongoing)—Will Jacobs and Mike will present at Staff Development Day and touch on those themes in more detail. Everyone is welcome to those workshops, not just staff.

BOR in Homer next week. Honors College has been approved, will be announced at BOR. Capital projects will also be discussed, including a PWSCC job, parking & transportation enhancements related to ISF, and next step in renovation project. Naming proposal for Commons after Gorsuch will be on agenda for approval as well.
Kerri inquired on getting a van to send a number of people to Homer for BOR (so there wouldn’t be multiple cars traveling separately). Chancellor mentioned that Gebe should be able to support renting the vans, since the Governance budget cannot afford it.

Complimented Faculty Senate Diversity Committee & Diversity Action Council for workshops on diversity last week.

Instructions for FY08 budget proposals came out Tuesday. Outline, schedule, and criteria principles. Will be posted on PBAC website. Slight change in tuition sharing formula (3 year moving average of tuition revenue, inflated by tuition increase. Anything above that is 100%, rather than 80%).
Asking units to think about possibility of 3% budget reduction, so we are prepared if the legislature budget is not positive. Not something we expect, particularly across the board, just looking for information.

D. Vice Chancellor of Administrative Services Ejigu
Unable to attend

E. Vice Chancellor of Advancement Lindbeck
Unable to attend

F. Vice Chancellor for Student Services Lazzell (pg. 8-9)
Unable to attend, written report attached

G. Vice Chancellor for Community Partnerships Carter-Chapman
Unable to attend

VII. Governance Reports

A. System Governance Council
Written report attached

B. Faculty Alliance/Faculty Senate
Kerri will submit a written report.
Still working on priority registration, bylaws changes
GAB and Faculty Senate have approved a proposal to create a Graduate School. This proposal succeeded through a lot of work by faculty governance.
AK Native Oratory Society competition is this weekend. Need judges—can come for one event and listen, do not need to be faculty. All day Saturday 4/14 at Rasmuson Hall. Come and listen, it is our Alaskan history. Call Nancy Furlow if you would like to judge.

C. Staff Alliance
Written report attached
Bob & Kim went to Juneau April 3 & 4. Mostly legislative issues with Pete Kelly.
Informed on merger of HR offices of SW & UAF. Unclear whether this may also happen with UAA and UAS—mixed stories.

D. APT Council
Last meeting was primarily about the UA Portal.
Call for nominations, elections will be prior to next meeting, officer elections.
Mel Kalkowski & Kim Stanford received Chancellor’s Awards for staff.

E. Classified Council
Written report attached

F. Coalition of Students/Union of Students
USUAA just completed general elections. Presidential election selected John Roberson III by six votes. Although there were some implications of voting irregularities, the other candidates opted not to contest the election.
The student government representatives that have been in the system for a number of years are moving on, and there will be a fair amount of new people. Be prepared to be patient and explain how things work in more detail for these new folks.
Assembly thanked Sam (and Karl in absentia) for their work and commitment to Assembly and reminded them that this is an open forum they are welcome to continue to join.

G. Alumni Association (pg. 9-13)
Written report attached
Northwest alumni group went to Mariners opening game, also opening a group in Louisiana
Working on graduate appreciation lunch. Over 80 students RSVP’d.
Commencement rehearsal breakfast, helping with other activities at commencement.
Chris Hall and David Parks are visiting Juneau on behalf of alumni. (Will get word out about senate finance committee amendment support to alumni. Will also call Chris Hall in Juneau, since he is there now.)

Skye McRoberts is chairing new legislative committee.
Stacey Shubert, pres of Anchorage Chamber and UAA alum, has joined board.
David Parks has assumed presidency of alumni board.

26th & 27th Alumni volunteers will be out in Willow Crest & Mountain View schools reading books to 2nd grade students about college and career planning.

VIII. Old Business

A. Family Friendly Campus
On April 20th, the Bookstore is hosting a Harry Potter pre-release celebration. Assembly is contributing help in gathering people to read the books in other languages. Spread the word to kids about the event. Stop by for 30 minutes to check it out some time during the day. 10:30-3:30.

IX. New Business

A. Elections
Elections are coming up next month. All governance groups should have elections completed before May assembly meeting, including assembly reps. Next assembly meeting should be everyone from assembly this year and new members. 07-08 assembly folks will participate in officer elections for president & vice president. Need to have 07-08 members here in order to have officer elections.

B. UA Portal- Amber Brubaker, Matt Underbakke, and Rich Whitney
Amber, Matt, and Rich presented the UA Portal.
Content is based on your role in UA (staff, student, faculty, and by MAU)
Can direct content for populations from Banner (UAA Biology majors)
Refine user name/ passwords so there is only one for each user
Student focus groups to direct student content
Intermediate steps to change UAA password to update to UA statewide user info
Designed to be a convenience in addition to existing platforms, not to replace things like Outlook.
Can create your own new tabs, and groups
Rich thanked Amber, Matt, and Megan Olson for their work in making this project successful.

X. Information/Attachments
UAA Campus Clean up 9-11:30 4/24, followed by a barbeque with door prizes. Meet at the Greenhouse.
Mary Howard is retiring. Her going-away party is 4/20 3-5 in the UC. Last day is the 27th. Will be there in advisory position for commencement.
Fran invited ideas and suggestions and comments on the topic of Gebe’s replacement, both names of individuals, and how to proceed (interim or permanent). Kerri invited Fran & Mike to join e-board to discuss that.

A. Next UAA Assembly Meeting – May 10th
Be sure to urge 07-08 assembly members to attend so officer elections can take place

XI. Adjourn
• **PBAC**  
Unit presentations to PBAC have been scheduled for the end of May.

• **FACULTY ASSOCIATION**  
Continue to attend regular meetings of the UAA Faculty Association. Have been selected as the first staff member of the Executive Board when membership is expanded to staff in the Fall.

• **GOVERNANCE LEADERS**  
Governance Leaders met with Fran Ulmer and Elaine Maimon and had good starting discussions regarding the role of shared governance and our willingness to assist Fran in the transition and afterwards.

• **CHANCELLOR’S AWARDS**  
Attended the UAA Chancellor’s Awards for Excellence April 11th. There were lots of nominations in all categories, evidence of all of the great work going on here and UAA and our dedication to seeing it acknowledged. Received the Chancellor’s Award for Excellence in category of “Outstanding Staff – Non-Exempt” thanks to all of the people around me that make me look good!

• **SUSTAINABILITY COUNCIL**  
UAA Sustainability Council met April 19th. Agenda items included feedback on two logos and a review of where we are regarding goals.

• **AWAIC SERVICE EVENTS**  
Attended the ADM/ARTS AWAIC Housewarming event on April 26th. Although attendance was low, the food was excellent (thanks to Denise) and some wonderful donations were collected.

• **STAFF DEVELOPMENT DAY**  
Co-chairing the Day-Of Volunteers committee along with Melodee Monson and Megan Carlson. We have been sending out calls for volunteers with good response but still need more!\
UAA Student Affairs Mission: Together we provide an environment for our diverse student population to reach their greatest potential through inspiration, accessibility, and support.

Academic & Multicultural Student Services Division

- Advising and Testing received the Chancellor’s Award for Excellence in the category of internal collaboration. This award is shared with their collaborative partner, the Department of Residence Life.
- AHAINA Student Programs hosted the annual Women of Excellence Awards Banquet. There were 20 applicants for prestigious award. Gwendolyn Sykes, the Chief Financial Officer of NASA, was featured as the guest speaker. Angela Perry was awarded the 2007 AHAINA Woman of Excellence Award and received a 6-credit tuition waiver for her achievements.
- Advising at Your Doorstep began at North Hall on April 23 and ran through May 4. Advising and Testing, along with the colleges of Arts and Sciences, Business & Public Policy, Community and Technical Programs, Education, and Health and Social Welfare participated.
- Educational Opportunity Center has enrolled 284 participants into postsecondary programs – 130 enrolled at UAA and 154 are in enrolled in programs other than UAA.
- AHAINA Student Programs held their Dedication Ceremony to celebrate AHAINA graduates. The nationally known Susan L. Taylor, Editorial Director of Essence Magazine, was the keynote speaker.
- Disability Support Services provided training to adjunct faculty at UAA’s Kenai Peninsula College, Mat-Su College, and Prince William Sound Community College through the College Access Project for Rural Alaska (CAPRA) which is a joint effort in collaboration with the Center for Human Development.
- Native Student Services sponsored an UAA outreach/recruitment table at the Seward/AVTEC College/Career Fair, the Lake and Peninsula School District college/career fair, the Valdez/Prince William Sound Campus College/Career Fair, the Wainwright college/career day, and at the Native Youth Olympics.
- Student Services Support partnered with Chenega Corporation, College of Developmental and Preparatory Studies, Trio Programs, and Advising and Testing to provide recruitment and advising support towards serving UAA students.
- Educational Talent Service East High School student, Michaela Hernandez was awarded the Good News, Great Kids Scholarship which is equivalent to $11,000 for 4 years to attend UAA. This scholarship is sponsored by the Mayors Office, UAA, and AT&T. Also, Dimond High School student, Francisco Leon is a 2007 Gates Millennium Scholar. Leon is one of 1,000 chosen from over 11,000 applicants.

Enrollment Management Division

- Student Financial Aid is preparing for I’m Going to College. This program gives Title IV 5th and 6th graders an opportunity to visit campus and have an abbreviated campus experience.
- The International and Study Abroad Program has 15 UAA students going to international destinations.
- More than 2,400 students graduated at the end of spring 2007 semester. This is a 20% increase over spring 2006.
- Student Financial Aid has received a records number of fall aid applications. To date, 5,434 applications have been received. Awards of fall 2007 semester are up also with 3,753 awarded through April. This is an increase of 1,000 awards over April 2006.

Student Development Division

- Students from UAA, UAF, and Anchorage area high schools attended the Hip-Hop Student Leadership Conference. The Hip-Hop Association and local presenters provided workshops.
- Nate Miller, Coordinator for Student Judicial Services and Ethical Development, is in the process of gathering information for the U.S. Department of Education, Drug-Free Schools and Campuses Regulations
biennial report. The report compiles UAA’s information and outlying proactive measures and any prevention programs offered.

- The Concert Board’s new online UAA ticketing system, UAATix.com, processed 7,707 ticket reservations over the year. This new service offers UAA a secure, user-friendly and UAA branded ticketing system coordinated through the UAA Concert Board.
- Career Services Center hosted the General Employee Expo. This gave students an opportunity to meet with prospective employers.
- The Alaska Press Club recognized The Northern Light as the third best small paper in the state. Seven writers for The Northern Light also won first place awards in education reporting, short feature writing, sports news reporting, and sports feature.
- Career Services Center hosted several potential employers to campus. They included Target,
- Sigma Sigma Sigma sorority received national accreditation with honors. Of the 96 U.S. chapters, they are one of only seven chapters to receive this recognition.
- Alaskan for Litter Prevention and Recycling (ALPAR) named The USUAA Recycling Program, Program of the Year. Their unique recycled materials plaque is on display in the Student Leadership Wall of Fame in the Student Union Hallway.
- Year to date Student Code of Conduct Violations:

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<td>37</td>
<td>7</td>
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<tr>
<td>SCC – 10 Alcohol</td>
<td>192</td>
<td>128</td>
<td>-33%</td>
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<tr>
<td>SCC – 10 Drugs</td>
<td>20</td>
<td>18</td>
<td>-10%</td>
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- Karla Booth, Alaska Native Rural Outreach Program Coordinator, hosted a discussion panel to increase the Anchorage community’s awareness of the programs and services offered in support of Alaska Native, Native American, and rural students. This panel stems from requests made by Anchorage community members and their concern for Alaska Native, Native American, and rural students. The panel was titled, “The Native Community at UAA.”
- The following is Student Union’s annual comparison of booked events:

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<thead>
<tr>
<th>Total Events Booked</th>
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<tbody>
<tr>
<td>Apr. 2006</td>
<td>Apr. 2007</td>
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<tr>
<td>176</td>
<td>813</td>
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<tr>
<td>Apr. 2007</td>
<td>Apr. 2007</td>
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<tr>
<td>171</td>
<td>760</td>
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- Each year more and more students participate in the Student Health and Counseling Center’s Free Lunch during finals program. This semester the department offered pasta salad and rolls and fed 640 students.

Upcoming events:
- The annual Juneteenth BBQ is planned for June 14.
- Student Activities presents Sierra Leone's Refugee All-Stars on June 15 at 7:30 pm in the Wendy Williamson Auditorium.
Classified Council met on May 3, 2007 (regular meeting)

- **AWAIC Spring Service Event**
  The Classified Council spring service event, collection of items for “starter kits” for women leaving the shelter, has been going well. Donations will be accepted through May 9th, with sorting and delivery to AWAIC by the end of that week.

- **STAFF DEVELOPMENT DAY**
  Staff Development Day will take place on Tuesday, May 15th. Registration closes on Monday, May 7th.

- **UAA FAMILY CAMPAIGN**
  Julia Martinez from University Advancement’s Office of Development gave a brief presentation on the Family Campaign. An important reminder to all that it is not how much you give, but just that we all are willing to participate.

- **ELECTION OF OFFICERS/ASSEMBLY REPS FOR 2007 - 2008**
  Results:
  President – Megan Carlson
  Vice President – Melodee Monson
  Secretary – Kathy Smith
  UAA Assembly Representation – Megan Carlson, Sandra Barclay, Brenda Henderson, Kim Stanford (extended campus rep to be named in Fall).

- **INFORMATION ITEMS**
  Included Chancellor’s Farewell event, Benefits Open Enrollment
The Faculty Senate of the University of Alaska Anchorage (UAA) moves to adopt the following resolution:

WHEREAS, Transparency and integrity are absolutely essential to the relations between a university faculty and the university’s administrative leadership, and

WHEREAS, The proper role of the University of Alaska (UA) statewide administration is to support the academic missions of the independently accredited Universities in the UA system, and

WHEREAS, The Board of Regents passed a motion at its meeting of 18 April 2007 to “secure the services of an objective and capable individual/group to evaluate the academic needs of higher education in Alaska and the current resource distribution aimed toward meeting those needs”, AND

WHEREAS, Appropriate measures are needed in order for UAA’s faculty to regain confidence in the UA statewide administration leadership,

THEREFORE BE IT RESOLVED, That an independent commission should be appointed by the Board of Regents to undertake a thorough review of all organizational matters of the administration of the UA system, including expenditures and academic administration, AND

THEREFORE BE IT FURTHER RESOLVED, That said commission include a majority of members appointed, with input from the UA faculty, from outside the state in order to avoid the appearance of or actual conflict of interest regarding influence by UA officials or political entities, AND

THEREFORE BE IT FURTHER RESOLVED, That this independent commission be composed of members who have extensive academic credentials or experience, AND

THEREFORE BE IT FURTHER RESOLVED, That this independent commission will engage with faculty, staff, and students from all campuses in the UA system as part of the review, AND

THEREFORE BE IT FURTHER RESOLVED, That the results of the review by this independent commission should be presented to the UA Board of Regents, faculty, staff, and students without interference from the UA statewide administration.
To: Interim Chancellor Ulmer  
CC: Chancellor’s Cabinet, and PBAC Members  

From: UAA Chancellor’s Sustainability Council  
USUAA  
UAA Faculty Senate Executive Board  
UAA Assembly  

Date: May 4, 2007  

Re: Funding for UAA Office of Sustainability  

By signing the Taillores Declaration in 2004 and the American University Presidents’ Climate Commitment in January 2007 (attached), UAA made a public commitment to assume a leadership role in effort to ensure a sustainable future for human society (economically, socially, and environmentally), with an immediate emphasis on the battle against the worst effects of climate change. We have pledged to make these topics central to our campus culture.

Faculty, staff, students, and administrators across the campus have worked extremely hard to live up to these public commitments. Efforts have already been made at UAA towards the goal of becoming a more sustainable institution, assessing and reducing our carbon footprint, educating the university community about issues of sustainability and climate change, integrating these critical issues into teaching and research, reducing our energy consumption and waste stream, and much more.

PBAC recognized the urgency of these issues in Spring 2007 by recommending the funding of two Strategic Opportunity (SOF) proposals, the first for a faculty development intensive on integrating climate change issues into the curriculum, and the second for developing the comprehensive plan for achieving carbon neutrality as called for in the Climate Commitment. We applaud and thank PBAC for its support on these urgent issues.

The UAA Chancellor’s Sustainability Council and other interested parties have actively sought to bring additional funding in from other sources to support the work on sustainability and climate change at UAA. We have secured funding from EPA Pollution Prevention Grants (from 2003-7); the creation of a Sustainability Fund (and securing of initial donors); and the creation and performance of a UAA Musical Satire, the entire proceeds of which went to the Sustainability Fund.

However, the SOFs and these other funding sources do not provide the support staff and institutional stability to truly take on the challenge of sustainability in higher education (including climate change) and make institutional change in a sufficiently rapid fashion. As most of us are painfully aware, the number of scientists indicating that the window for action is rapidly shrinking has recently escalated. Few credible scientists debate either the reality or origins of climate change while more and more are calling for urgent action to head off its worst effects and to immediately address other issues related to sustainability. The 3rd Intergovernmental Panel on Climate Change released May 4, 2007, recommendation for strong and immediate action by governments, businesses, organizations, and individuals worldwide.

UAA’s efforts on behalf of sustainability and climate change have been run on the volunteer energy of faculty, staff, and students for the past four years. Our progress on these fronts will continue to be limited without a permanent organization at UAA to lead and oversee both daily
and long term functions related to these efforts. In 2005, an ad hoc team of UAA individuals hosted a conference on sustainability at UAA, with representatives from UAA, the Anchorage community and Statewide. The conference generated two primary recommendations: that UAA form a Chancellor’s Council on Sustainability (appointed shortly thereafter by Chancellor Maimon) and the establishment of an Office of Sustainability.

We request base funding for an Office of Sustainability, modeled after successes at the University of British Columbia, in Vancouver, the University of Colorado at Boulder, our peer institution at the University of Southern Maine, our aspiration peer Portland State University, and many others. More than 60 North American universities and colleges have invested in full-time coordinators of sustainability offices. Virtually every moderately sized university that has made significant progress on issues of sustainability has done so through an established office committed to moving these issues forward on their campus and making their higher education institutions models of leadership.

The Office’s mission would be to collaboratively facilitate UAA sustainability activities in operations, planning, construction, research, education, and public service. It would aim to integrate sustainability programs into existing campus operations and to make sustainability an integral part of each person’s role at the University. Functions of the Office of Sustainability (in collaboration with the UAA Chancellor’s Sustainability Council) would include developing a comprehensive sustainability vision and plan for the campus, implementing the Climate Commitment plan, developed through the SOF, identifying low-hanging fruit and helping start new sustainability initiatives, collecting and publicizing information and data on UAA’s programs, fundraising, hosting educational events, providing a forum for networking and information sharing among campus actors, serving as a resource for faculty, students, and staff, seeking partnerships with the Anchorage sustainability community, the MAU’s, APU and the Municipality of Anchorage, and helping integrate sustainability into coursework and student projects. The Council would help set the overall direction, and the Office would coordinate educational and outreach programs, provide support to the Council, and give extra assistance to any campus departments wanting to implement sustainability projects. The Office and Council would be collaborative, non-directive, and results-oriented.

There are many advantages to starting an Office of Sustainability. These include saving money, supporting the UAA strategic plan (which includes sustainability as a key university value), using the campus as classroom to improve student education, providing a forum for staff to get assistance starting sustainability projects, greater alumni and community goodwill, matching and exceeding the performance of peer institutions, breaking down barriers between faculty, staff, students, and the greater Anchorage community, and expanding UAA’s reputation as a leader in the state and nation through a clear and compelling story of its social and environmental responsibility.

An Office of Sustainability, including a full-time Sustainability Coordinator and related programming, will cost approximately $129,000 per year (see attached budget). This investment will provide UAA a well-organized face to the public on sustainability issues and will enable UAA to leverage additional funds from grants, alumni donations, cost reductions through efficiency initiatives, and fundraising projects, while ensuring the success and sustainability of the Chancellor’s Sustainability Council. The Office and Council can immediately implement monetary savings and public relations programs, like student and staff sustainability education network, installing power management software on computers, recycling and energy efficiency education, course materials for faculty, a spring conference and forum on sustainability, and
publications targeted at different members of the UAA community, and joining with national and international efforts to address climate change.

Because sustainability issues cross campus boundaries, committee appointment and funding responsibilities at many universities lie jointly with the Office of the Provost and the Vice Chancellor for Administrative Services. We propose that the Office be housed initially under the Office of Community Partnerships, the current home of UAA sustainability initiatives and the Council. The Office would be the result of ongoing efforts which have, since their inception, been overseen by OCP. We wish the Director’s position to be autonomous and sufficiently high in the organizational chart because sustainability crosses all components of the university, from academics to facilities to advancements to community engagement. The Office’s director needs to be able to work independently with all these different offices.

WE look forward to discussing this important request with you in person. Meanwhile, please let us know if you need additional information.

Thank you so much for your support and consideration.

Respectfully

Kerri Morris, President, UAA Faculty Senate President
Anthony Rivas, USUAA President
Kim Stanford, UAA Assembly President
Larry Foster, Allison Butler, Libby Roderick, UAA Chancellor’s Sustainability Council

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| TOTAL Expenditures | 129,435.00 |
MEMORANDUM

DATE: March 27, 2007

FROM: Barbara Hegel, UAS Registrar and Director of Admissions
Dana Thomas, UAF Asst. Provost
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TO: Systemwide Academic Council
Dr. Craig Dorman, Chair
Dr. David Veazey, Facilitator

SUBJECT: Scope of work, resources and timeline for activating registration-blocking pre-requisite checking on a course by course basis at UAOnline

CC: Student Services Council
Saichi Oba, Chair

Executive Summary:
Without additional resources all MAUs can ready themselves for registration-blocking pre-requisite checking at UAOnline, the student self-service interface for class registration, by November 2008 which corresponds to start of registration for the Spring 2009 academic term.

Except as additional tasks compete with and thus could jeopardize this preparedness date, no amount of additional resources can accelerate readiness due to the skills required and the rate of consideration by academic governance to review every course pre-requisite, course restriction and course recommendation already encoded into UA’s student information system.

Background:
Interest in using software to enforce academic policy in this case is derived from UAF and UAA faculty senate motions regarding the need to prevent students from enrolling in classes for which they are not adequately prepared (mandatory placement policies). Specifically, in response to UAF’s new baccalaureate admission standards and its mandatory placement policy the UAF Faculty Senate has been seeking class enrollment blocking at the point of registration beginning “Fall 2006, with phase in completed no later than Fall 2007” (see full text senate motion in appendix). In response the UAF Provost’s Office asked the UA Systemwide Academic Council to endorse and as needed facilitate the availability of a software-based solution.
Registration-blocking pre-requisite checking at UAOnline is activated globally, but is accomplished on a course by course basis by campus staff who configure UA’s student information system (SIS). Due to the current state of UA’s SIS a number of issues have been identified as standing in the way of activating registration-blocking pre-requisite checking:

- Registration blocking is an all or nothing software feature
- SIS is configured to enforce too numerous unverified prerequisites
- Curriculum review committees need to revisit definition of prerequisite
- Student advising and student body need to be readied for registration-blocking

Due to the all or nothing nature of this software feature all academic units must be simultaneously prepared. Without additional resources the forecasted date of readiness for all units is the Spring 2009 academic term (November 2008 registration).

The degree to which registration-blocking pre-requisite checking at UAOnline would be utilized is distributed as follows:

- **UAA** – all courses for which prerequisites and/or registration restrictions are present (80% or 2305 out of 2874)
  
  Currently 56% of UAA courses (1614) have pre-requisites assigned. There are an additional 691 courses with registration restrictions. These will need to be clarified as well because some were implemented due to the absence of registration-blocking pre-requisites. If you include the registration restrictions, the number of courses needing attention becomes 80% (2305). Only 569 have neither pre-requisites or registration restrictions.

- **UAS** - all courses for which prerequisites and/or registration restrictions are present (65% or 558 out of 856)
  
  Currently 60% of UAS courses (511) have pre-requisites assigned. There are an additional 47 courses with registration restrictions that may need to be clarified as well.

- **UAF** – a subset of the 55% (1779 out of 3239) of UAF courses that have a pre-requisite assigned\(^1\). For the initial phase all core and all developmental education\(^2\) courses will be included which represent no more than 15% of UAF courses offered during any given term against which no more than 10% of UAF’s active student body will attempt to enroll.

In subsequent phases colleges, schools and departments, especially those with specialized accreditation such as the School of Engineering, the School of Management and the Department of Computer Science, plan to implement prerequisite checking.

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\(^1\) At least one entry for the course in SCRRTST

\(^2\) UAF courses that contain an "X" or "DEVn" in their description
ISSUES

UAA, UAS, UAF

A. All courses with current pre-requisite and/or course restrictions must be reviewed for faculty clarification. Campus Provost Offices and Faculty Senates will be responsible for coordinating a timely review of prerequisites, restrictions and course recommendations:
   1. A determination will need to be made on whether there is a pre-requisite, restriction or course recommendation is actually in effect.
   2. Courses which are pre-requisites of another course will need to include either a letter grade or “p” required for course satisfaction (adequate academic performance).
   3. These changes may need to go through a full or partial governance process.
   4. Governance approved changes will need to be reprogrammed into the Banner SIS by Student Services personnel.

B. All MAUs hereby recommend the allowance of “in progress” to satisfy pre-requisite/registration requirements prior to the posting of grades, thus enabling students enrolled in pre-requisite courses and/or at a precursor class standing to successfully enroll when pre-registration opens for upcoming academic term(s):
   1. As grades are posted faculty and staff will need reports tailored to definitions for minimum academic performance to identify students who did not successfully complete “in progress” courses.
   2. Based on reports MAUs will need policy/procedures for handling students who pre-registered yet are no longer eligible – therefore withdrawals and drop/add changes will be necessitated and must be conducted in a manner that results in timely reregistering.

C. Must determine the process and personnel who will handle the students blocked from registering and all of the related issues that will arise from the blocking of students from registering.
   Note: UA students have grown accustomed to having a 24x7 registration opportunity.
   Provost Office will be responsible for readying student advising services to handle the thousands of students blocked from courses they desire when pre-requisite/registration checking is turned on. At UAA this is not an Enrollment Services function as the determination has to be made at a faculty or department level.
   1. Potential to cause tremendous student run around and discontent
   2. Student process for clearing pre-requisite or registration restrictions must be clearly and consistently communicated across campus(es)
   3. Provost Office will be responsible for readying instructors to perform appropriate overrides of pre-requisites/registration restrictions so that students may register.

D. Alert student advising services to effective date for registration blocking. Be sensitive to schedule and catalog publication dates:
   1. Fall Class Schedule preparation date – approximately February 15th of same calendar year (so 2/15/08 for Fall 2008 class schedule)
2. Fall Catalog preparation date – approximately May 15\textsuperscript{th} of same calendar year (so 
5/15/08 for Fall 2008 course catalog)

E. Alert student body to effective date for registration blocking. Be sensitive to schedule 
and catalog publication dates:
   1. Fall Class Schedule preparation date – approximately February 15\textsuperscript{th} of same 
calendar year
   2. Fall Catalog preparation date – approximately May 15\textsuperscript{th} of same calendar year

F. For UAF only due to phased implementation, re-program report generating software to 
obtain data from ‘catalog pre-requisite’ Banner table since the ‘schedule pre-requisite’ 
Banner table data will have been partially flushed. These are the reports made available 
to instructors after the start of each academic term revealing registered students who 
don’t satisfy the institution’s suggested prerequisites.

RESOURCES & TIMELINE

G. UA Anchorage
   1. Without additional resources UAA forecasts it can ready itself for registration- 
      blocking prerequisite checking for all its courses by (month/year): \textit{November} 
      \textit{2008 which corresponds to registration for the Spring 2009 academic term.}

   2. With the following additional resources UAA forecasts it can ready itself for 
      registration-blocking prerequisite checking by (month/year): \textit{November 2008,} 
      \textit{meaning there is no identifiable means to accelerate readiness due to the skill} 
      \textit{set of required personnel and the rate of re-consideration by academic} 
      \textit{governance of pre-requisites and registration restrictions.}
      Resource type, source, cost: __________________________________________
      Resource type, source, cost: __________________________________________

H. UA Fairbanks
   1. Without additional resources UAF forecasts it can ready itself for registration- 
      blocking prerequisite checking for its core developmental education courses by 
      (month/year): \textit{April 2008 which corresponds to registration for the Fall 2008} 
      \textit{academic term.} \textbf{If the scope is all UAF courses then readiness cannot be achieved until} 
      \textit{November 2008 corresponding to registration for the Spring 2009 academic} 
      \textit{term.}

   2. With the following additional resources UAF forecasts it can ready itself for 
      registration-blocking prerequisite checking by (month/year): \textit{April 2008,} 
      \textit{meaning there is no identifiable means to accelerate readiness due to the skill} 
      \textit{set of required personnel and the rate of re-consideration by academic} 
      \textit{governance of pre-requisites and registration restrictions.}
      Resource type, source, cost: __________________________________________
I. UA Southeast
1. Without additional resources UAS forecasts it can ready itself for registration-blocking prerequisite checking by (month/year): April 2008 which corresponds to registration for the Fall 2008 academic term.

2. With the following additional resources UAS forecasts it can ready itself for registration-blocking prerequisite checking by (month/year): April 2008, meaning there is no identifiable means to accelerate readiness due to the skill set of required personnel and the rate of re-consideration by academic governance of pre-requisites and registration restrictions.

   Resource type, source, cost: __________________________________________

J. Statewide
1. Without additional resources SW forecasts it can ready itself for registration-blocking prerequisite checking by (month/year): November 2007 which corresponds to registration for the Spring 2008 academic term.

2. With the following additional resources SW forecasts it can ready itself for registration-blocking prerequisite checking by (month/year): November 2007, meaning under current market conditions six months has proven to be inadequate to recruit, hire and then appropriately train an additional Banner programmer.

   In addition to building the required reports EAS will explore options surrounding a non-detrimental flush of currently configured pre-requisites and other means of accelerating technical and/or functional readiness.

   Resource type, source, cost: __________________________________________

3. SW Student and Enrollment Services will be responsible for supporting MAU notification of the student body.

4. SW Office of Information Technology’s Technical Services group (TS) c/o David.DeWolfe@alaska.edu will be responsible for forecasting and bracing the information systems for the transactional loading impact of pre-requisite checking during registration.

5. SW Office of Information Technology’s Enterprise Applications Services group (EAS) c/o Janet.Johnson@alaska.edu will be responsible for coordinating, analyzing and fulfilling software and report modification requirements to prepare each MAU for registration-blocking prerequisite checking.

6. EAS will be responsible for coordinating pre-production user interface testing at Banner and UAOnline followed by MAU sign-off before the production
environment is changed (report generation and global activation of registration-blocking against schedule pre-requisites).

7. EAS will ascertain whether ‘registration-blocking prerequisites’ can be wholly or partially flushed in an automated fashion to minimize the manual work required of MAU staff.

APPENDIX - Pertinent Faculty Governance Action

The UAF Faculty Senate passed the following at its Meeting #137 on May 1, 2006:

MOTION: The UAF Faculty Senate moves to amend the Mandatory Placement Policy (Senate meeting #116, May 5, 2003) to read:

CAPS - Addition
[[ ]] - Deletion

Mandatory Placement

Students who do not meet basic skills standards in reading, writing, and mathematics must complete appropriate Developmental Education course instruction. Such students may not enroll in 100-level or above courses that depend on these skills until they have satisfactorily met the exit criteria of the appropriate Developmental Education course(s).

STUDENTS WITHOUT APPROPRIATE STANDARDIZED TEST SCORES (ACT/SAT/COMPASS/ASSET), ADVANCED PLACEMENT CREDITS, TRANSFER CREDITS, OR PREREQUISITE COURSEWORK MUST HAVE UAF-APPROVED PLACEMENT TEST SCORES PRIOR TO REGISTERING FOR CLASSES THEIR FIRST SEMESTER AT UAF. STUDENTS MAY NOT ENROLL IN CLASSES UNLESS THEY MEET THE PLACEMENT REQUIREMENTS. PLACEMENT INTO APPROPRIATE DEVELOPMENTAL OR CORE CLASSES MUST BE DONE WITH THE HELP OF AN ADVISOR. STUDENTS WHO ENROLL IN A COURSE WITHOUT MEETING THE REQUIREMENTS WILL BE WITHDRAWN FROM THE COURSE BY FACULTY INITIATED WITHDRAWAL.

FOR PLACEMENT INTO ANY DEVELOPMENTAL MATH COURSE, OR ANY COURSE SATISFYING CORE MATH REQUIREMENTS, PREREQUISITE COURSES AND/OR PLACEMENT EXAMS MUST BE TAKEN WITHIN ONE CALENDAR YEAR PRIOR TO COMMENCEMENT OF THE COURSE.

STUDENTS MAY NOT ENROLL IN PERSPECTIVES ON THE HUMAN CONDITION COURSES UNLESS THEY MEET THE PLACEMENT REQUIREMENTS FOR ENGLISH 111 (INCLUDING READING). STUDENTS
MAY NOT ENROLL IN CORE SCIENCE CLASSES UNLESS THEY HAVE
PLACEMENT AT DEVM 105 OR ABOVE AND PLACEMENT INTO ENGLISH 111.

THE UAF FACULTY SENATE REITERATES ITS REQUIREMENT THAT
FINANCIAL SUPPORT FOR ACADEMIC RESOURCES TO ASSIST MANDATORY
PLACEMENT OF STUDENTS AT UAF BE INCREASED TO AN ADEQUATE
LEVEL PRIOR TO IMPLEMENTATION.

EFFECTIVE: Fall 2006, with phase in completed no later than Fall 2007.

RATIONALE: Mandatory testing, advising, and placement have been identified as
elements which have a strong correlation with increased student success in college-level
coursework. A motion to phase in mandatory placement in appropriate Developmental
Education courses was approved by the UAF Faculty Senate on May 5, 2003.

Further, the additions more clearly spell out the implicit expectations for Core 100-level
courses at UAF—namely, that a student has sufficient academic preparation to be able to
complete college-level English and math classes.

Note: Additional Banner augmentation to support prerequisite and test compliance
will need to be coordinated with UAA and UAS. The UAA Faculty Senate recently
approved a similar motion on Mandatory Placement.

The Developmental Studies committee will work with the Department of Developmental
Education, the Math department, the English department, and other affected departments
and committees to develop guidelines for enforcement of placement.
Join the Journey  
2007 Family Campaign

Things to remember:

- Runs through June 30, for this fiscal year.
- Participation counts, every gift is important whether $25 or $2,500!
- We want to match or exceed peer institutions, help increase our ranking!
- Chancellor’s challenge for new or increased gift (pledges count too)
- Donor gifts: luggage tag or water bottle
- You can achieve your giving goals through payroll deduction
- Rasmuson match for alumni gifts (now more than 50% completed)
- Employee Honor Roll (no levels) available August, 2007
- Encourage your area to enter to win, get your own gift in soon
- Your leadership participation counts, and sets the tone of success!

Enter to Win  
www.uaa.alaska.edu/advancement

This week: The Perfect Cup, Hooter’s, IHOP  
Next week: UAA Theatre and Dance season tickets, Cuddy Dining Room, Shootout tickets

“My wife and I can not think of a better investment for our financial contribution in the community than to give to higher education as a way to impact young minds and shape the future of Alaska. I challenge each employee to select a fund or program that is dear to you and contribute regularly. I promise it will change lives, as it changes you, too.

Phillip Miller,  
Maintenance Supervisor, Kenai Peninsula College
By the Numbers...Bingo

“An investment in knowledge always pays the best interest.” Benjamin Franklin

33,000+

Forty-Nine Percent

23

453

9%

209

42%

Twenty-Two Percent

$38.5 billion

One

80%

$651,000

$260 Billion

It takes just one gift, your gift, to make a difference in the lives of students at UAA. Celebrate the benefits of higher education for you, your family, and your community. Give to UAA.

Julia Martinez
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