Graduate Academic Board

Audio: 786-6755 | ID: 284572 | Agenda

September 23, 2016
9:30-11:30am
Physical location: ADM 204
Audio Conference: 786-6755, Passcode: 284572

I. Roll Call

[ ] Arlene Schmuland (LIB)
[ ] Anthony Paris (FS, Chair)
[ ] Bogdan Hoanca (FS)
[ ] Sam Thiru (CAS)
[ ] Jervette Ward (CAS)
[ ] Andrew Metzger (CoENG)
[ ] Hsing-Wen Hu (COE)
[ ] Cindy Knall (COH)
[ ] Peter Olsson (CTC)
[ ] Clayton Trotter (CBPP)
[ ] Mei Rose (CBPP)

Ex-Officio Members

[ ] Susan Kalina (OAA)
[ ] Lora Volden (Registrar)
[ ] Elisa Mattison (Graduate School)

II. Approval of Agenda (pg. 1)

III. Approval of Meeting Summary (pg. 2-4)

IV. New Business

A. GAB Goals for AY 2016/2017

V. Program/Course Action Request - Second Readings

VI. Program/Course Action Request – First Readings

Chg ESM A617 Technology Management
Add PM A630 Systems Engineering Fundamentals
Add BIOL A655 Experimental Learning: Advanced Bioinformatics
Del G.C. e-Learning (pg. 5-6) (CED: 9/1/16)
Del G.C. Marriage and Family Therapy (pg. 7) (CED: 9/2/16)

VII. Old Business

VIII. Administrative Reports

A. Vice Provost, Susan Kalina
B. University Registrar, Lora Volden
C. Graduate School, Elisa Mattison
D. GAB Chair, Anthony Paris

IX. Informational Items and Adjournment

A. PM A694S Lean Six Sigma Green Belt (pg. 8-17) (CED: 7/25/16)

Graduate Academic Board

Audio: 786-6755 | ID: 284572 | Summary

April 22, 2016
9:30-11:30am
Physical location: ADM 204
Audio Conference: 786-6755, Passcode: 284572

I. Roll Call

(P) Arlene Schmuland (LIB, Chair)
(P) Anthony Paris (FS)
(P) Bogdan Hoanca (FS)
(P) Sam Thiru (CAS)
(P) Jervette Ward (CAS)
(E) Andrew Metzger (CoENG)
(P) Hsing-Wen Hu (COE)
(P) Cindy Knall (COH)
(P) Peter Olsson (CTC)
(A) Clayton Trotter (CBPP)
(A) Mei Rose (CBPP)

Ex-Officio Members

(P) Susan Kalina (OAA)
(P) Lora Volden (Registrar)
(P) Gianna Niva (Scheduling and Publications)
(P) Elisa Mattison (Graduate School)

II. Approval of Agenda (pg. 1-3)

III. Approval of Meeting Summary (pg. 4-5)

IV. Administrative Reports

A. Vice Provost, Susan Kalina

B. University Registrar, Lora Volden

C. Graduate School, Elisa Mattison

D. GAB Chair, Arlene Schmuland

V. New Business

Election of chair. See duties below

GAB Chair's duties:

According to the FS Constitution:

- The President, First Vice President, and Second Vice President of the Faculty Senate together with the chairpersons of the Undergraduate Academic Board; the Graduate Academic Board; and the Past President, who shall be an ex officio, non-voting member; shall constitute the Executive Board of the Faculty Senate. (Article 4, Section 13)
- The position of Board or Committee Chair shall be vacated if the occupant fails to attend two consecutive regularly scheduled meetings of the Board or Committee; or if the occupant fails to attend two consecutive regularly scheduled Senate meetings. (Article 5, Section 14)

- Committee Chairs may appoint ex-officio, non-voting members. (Article 5, Section 16)

According to the FS Bylaws:

- Newly elected and continuing members of the Board shall elect the chairperson no later than May 15 with service to begin June 1. The chair shall be elected by the Board from those members who are in the second year of their terms or who have served at least one previous term of office. If the chair is not an elected senator, the chair shall become an ex-officio, voting member of the Senate. (Subsection C)
- The Chairs of the Undergraduate Academic Board and the Graduate Academic Board may establish a joint special committee to consider matters of mutual concern to the Academic Boards. (Subsection D)

And in real-speak:

- Serves on Faculty Senate Executive Board. This board generally meets once a week for two hours during the fall and spring semesters.
- Serves on Faculty Senate. This requires attending all Faculty Senate meetings (or having a proxy from GAB attend and represent the Board.)
- Sets the agenda for meetings with the Governance coordinator. This usually includes checking any curriculum or programs forwarded to GAB to make sure they've met deadlines for coordination for the next scheduled meeting, determining the order of precedence on the agenda, performing a quick review at time of submission to catch any corrections that may need to be done prior to material being placed on the agenda.
- Acting as a consultant for OAA, the Registrar's Office, Faculty Senate, or any other university offices or individuals who may have questions about graduate curriculum and policy matters.
- Keeping communication lines open and active with the chair of the Undergraduate Academic Board.

VI. Program/Course Action Request - Second Readings

International Graduate Student Admissions Policy (pg. 6)

Chg ESM A620 Statistics for Engineering, Science and Project Management

Chg CIVL-MS Master of Science in Civil Engineering

Graduate Council Catalog Update Request – Reinstatement Clarification (pg. 7)

All approved for Faculty Senate

VII. Program/Course Action Request – First Readings

Chg EDLD-MED: Master of Education in Educational Leadership

Waive first, approve for Faculty Senate

Add PADM A608 Organizational Theory, Design and Development

Waive first, approve for Faculty Senate

Chg ESM A617 Technology Management
Keep as first read for Fall

Chg PM A698 Individual Research
Waive first, approve for Faculty Senate

Chg MSME-MS Master of Science in Mechanical Engineering
Waive first, approve for Faculty Senate

Add ME A610 Advanced Biomechanics
Waive first, approve for Faculty Senate

VIII. Old Business

IX. Informational Items and Adjournment

8-23-16

Program Deletion Request for Programs That Have Completed the Teach Out Process
Submit this form through the regular program approval process.

College: College of Education

Department: Early Childhood

Program Title: e-Learning GC

Program Type (Level): Undergraduate

Campus(es): UAA

When were admissions to the program suspended?

05/04/2009

What was the reason for suspending admissions?

What impact, if any, will the deletion of this program have on other programs at UAA or in the UA System?

The deletion of this program will have no impact on other programs at UAA or in the UA System

What impact, if any, will the deletion of this program have on other stakeholders?

The deletion of this program will have no impact on other stakeholders.

What impact, if any, will the deletion of this program have on resources? (Reallocation of resources? Reassignment of staff or faculty? Elimination of positions?)

The deletion of this program will have no impact on resources.

	Signature	Date
Faculty Initiator		8/31/16
Chair		
College/Campus Committee		08-31-16
Dean/Community Campus Director		9-6-16

UAB/GAB Chair _____

Faculty Senate _____

Provost _____

8-23-16

Program Deletion Request for Programs That Have Completed the Teach Out Process
Submit this form through the regular program approval process.

College: College of Health

Department: School of Social Work

Program Title: Graduate Certificate in Marriage and Family Therapy

Program Type (Level): Graduate certificate

Campus(es): UAA

When were admissions to the program suspended? Admissions were never opened.

What was the reason for suspending admissions? Program was not implemented due to a lack of funds.

What impact, if any, will the deletion of this program have on other programs at UAA or in the UA System? Students will not have access to graduate courses on marriage and family therapy.

What impact, if any, will the deletion of this program have on other stakeholders? Graduate level practitioners in the community will not have access to graduate level courses on marriage and family therapy.

What impact, if any, will the deletion of this program have on resources? (Reallocation of resources? Reassignment of staff or faculty? Elimination of positions?) None. The program was never implemented due to a lack of funds.

	Signature	Date
Faculty Initiator		8/25/16
Chair		8/29/16
College/Campus Committee		8/29/16
Dean/Community Campus Director	Wm H. Hoyt	9/2/16
UAB/GAB Chair		
Faculty Senate		
Provost		

L2640

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RECEIVED
JUL 19 2016
VP/UAA

Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College	1b. Division	1c. Department
EN SOENGR	No Division Code	Engineering, Science, and Project Management (ESPM)

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
PM	A694S	N/A	3	(3+0)

6. Complete Course Title
Lean Six Sigma Green Belt

Abbreviated Title for Transcript (30 character)

7. Type of Course ☒ Academic ☐ Preparatory/Development ☐ Non-credit ☐ CEU ☐ Professional Development

8. Type of Action: ☒ Add or ☐ Change or ☐ Delete

If a change, mark appropriate boxes:

☐ Prefix ☐ Credits ☐ Title ☐ Grading Basis ☐ Course Description ☐ Test Score Prerequisites ☐ Automatic Restrictions ☐ Class ☐ Level ☐ College ☐ Major ☐ Other (please specify)

☐ Course Number ☐ Contact Hours ☐ Repeat Status ☐ Cross-Listed/Stacked ☐ Course Prerequisites ☐ Co-requisites ☐ Registration Restrictions ☐ General Education Requirement

9. Repeat Status No # of Repeats 0 Max Credits

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/2016 To: 9999/9999

12. ☐ Cross Listed with _____ Cross-Listed Coordination

☒ ~~Stacked~~ with PM A494S

Signature LuAnn Piccard 3D1454375653467...

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. Project Management	Courtesy Coordination	LuAnn Piccard
2.		
3.		

Initiator Name (typed): LuAnn Piccard Initiator Signed Initials: LP DS Date: July 11, 2016

13b. Coordination Email Date: 7/8/16
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 7/8/16

14. General Education Requirement *Mark appropriate box:*
☐ Oral Communication ☐ Written Communication ☐ Quantitative Skills ☐ Humanities ☐ Fine Arts ☐ Social Sciences ☐ Natural Sciences ☐ Integrative Capstone

15. Course Description *(suggested length 20 to 50 words)*
Fundamentals of Lean Six Sigma (LSS) necessary to prepare individuals to implement principles and practices of LSS using fact-based and data-driven methodologies to improve the customer experience, reduce waste and add unique value. Develop leadership and teaming skills necessary to facilitate efforts by teams and work groups to produce tangible results in support of strategic and operational objectives of organizations. Hands-on application of LSS and project management processes, tools and techniques to case studies and real projects will prime individuals to lead and facilitate process improvement projects to produce tangible results in support of strategic and operational objectives of organizations. Interactive and collaborative learning environment emphasizes communication, leadership, cross-functional teamwork and professionalism.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*	16b. Co-requisite(s) *(concurrent enrollment required)*
16c. Automatic Restriction(s) ☐ College ☐ Major ☐ Class ☐ Level	16d. Registration Restriction(s) *(non-codable)* Department Approval
17. ☒ Mark if course has fees Program Fee	18. ☐ Mark if course is a selected topic course

19. Justification for Action
A temporary and trial elective course for MSPM Program

→ Supervision Program Fee, not specific to this one course. AMC

DocuSigned by:
LuAnn Piccard
July 11, 2016
Initiator (faculty only) Date

LuAnn Piccard
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved

DocuSigned by:
LuAnn Piccard
July 11, 2016
Department Chair Date

☒ Approved
☐ Disapproved

DocuSigned by:
Matthew Kupilik
July 11, 2016
College/School Curriculum Committee Chair Date

☐ Approved
☐ Disapproved

DocuSigned by:
Robert Lang
July 12, 2016
Dean/Director of School/College Date

☑ Approved
☐ Disapproved

Undergraduate/Graduate Academic Board Chair Date

☑ Approved
☐ Disapproved

Provost or Designee 7/25/16 Date

Course Content Guide
College of Engineering
Master of Science, Project Management

I. Date of Initiation: July 8, 2016

II. Course Information:

A. College:	College of Engineering
B. Course Prefix:	PM
C. Course Number:	A694S
D. Course Credits:	3 credits
E. Contact Hours:	(3+0)
F. Course Program:	Master of Science, Project Management
G. Course Title:	Lean Six Sigma Green Belt
H. Grading Basis:	A-F
I. Implementation Date:	Fall 2016
J. Course Description:	Fundamentals of Lean Six Sigma (LSS) necessary to prepare individuals to implement principles and practices of LSS using fact-based and data-driven methodologies to improve the customer experience, reduce waste and add unique value. Develop leadership and teaming skills necessary to facilitate efforts by teams and work groups to produce tangible results in support of strategic and operational objectives of organizations. Hands-on application of LSS and project management processes, tools and techniques to case studies and real projects will prime individuals to lead and facilitate process improvement projects to produce tangible results in support of strategic and operational objectives of organizations. Interactive and collaborative learning environment emphasizes communication, leadership, cross-functional teamwork and professionalism.
K. Course Prerequisites:	N/A
L. Course Co-requisites:	N/A
M. Other Restrictions:	N/A
N. Registration Restrictions:	Department approval
O. Course Fee:	Yes, PM Program fee

III. Instructional Goals:

The Faculty will:

- Introduce fundamental concepts of LSS process improvement, LSS culture, the role of a Green Belt in a wide spectrum of industries and organizations.
- Reinforce importance of aligning LSS goals with organizational objectives.

- Provide opportunities to practice leadership, teaming, and communication skills applicable to LSS initiatives and understand the leadership responsibilities of Green Belt facilitators working with diverse stakeholders. Develop negotiation and influencing skills necessary to drive productive change in organizations.
- Develop skills necessary to influence and lead productive, sustainable change in organizations.
- Explain and reinforce use of project management processes, tools and techniques applied to LSS initiatives.
- Introduce concepts of LSS Define-Measure-Analyze-Improve-Control (DMAIC) process phases: define, measure, analyze, improve, and control and toll-gating between each phase
- Provide opportunities to select/apply and practice LSS concepts, tools and approaches used in culture of continuous improvement.
- Reinforce importance of continuous improvement processes, benefits of Kaizen events, and the specific roles of the Green Belt facilitator.
- Provide opportunities to build foundation of continuous improvement in teams and organizations.
- Provide opportunities to develop communication skills in multiple delivery modalities.
- Provide opportunity to apply LSS and PM knowledge, skills, tools and techniques to real project.

IV. Student Outcomes *At the completion of this course, students will be able to:*	**V. Outcomes Assessment:** *As measured by:*
1. Understand how LSS projects can help achieve organizational goals, improve the customer experience, reduce waste, free up resources to add unique value, and create an ongoing culture of data-driven continuous improvement.	a. Class Discussions b. In-class Exercises c. Team-based Projects
2. Understand organizational context and how to align LSS project goals strategic and operational objectives.	a. Class Discussions b. In-class Exercises c. Team-based Projects
3. Demonstrate ability to lead teams engaged in LSS projects, conduct workshops, and align/communicate with peers and leaders in diverse organizational contexts using facilitation, planning/organizational, negotiation, and conflict management skills.	a. In-class Role Play b. In-class Exercises c. Team-based Projects

Course Content Guide
College of Engineering
Master of Science, Project Management

IV. Student Outcomes *At the completion of this course, students will be able to:*	**V. Outcomes Assessment:** *As measured by:*
4. Demonstrate ability to assess organizational maturity and identify issues associated with organizational/culture change, and implement successful approaches to produce lasting results.	a. In-class Role Play b. In-class Exercises c. Team-based Projects
5. Demonstrate ability to apply project management processes, tools and techniques to LSS initiatives to properly charter and scope a LSS project and move it from the current "as-is" state to desired "to-be" future state.	a. In-class Exercises b. Team-based Projects
6. Understand project selection, tollgate requirements, and communication requirements with project sponsor throughout each stage in the DMAIC process.	a. In-class Exercises b. Team-based Projects
7. Determine stakeholder requirements, define the problem, and select and apply appropriate tools throughout the DMAIC process.	a. In-class Role Play b. In-class Exercises c. Team-based Projects
8. Apply Kaizen event guidelines to guide process owners in defining the problem, organizing a Kaizen event, and leading a team through the event, documenting lessons learned.	a. In-class Exercises b. Team-based Projects
9. Demonstrate how to conduct team workshops, identify and document lessons learned, and promote opportunities for continuous improvement of projects.	a. In-class Role Play b. In-class Exercises c. Team-based Projects
10. Practice effective teamwork, leadership and communication skills using different communication modalities.	a. Final Gallery Walk Presentation
11. Demonstrate mastery of LSS and PM process, tools, techniques, and approaches to achieve and communicate results.	a. Final Gallery Walk b. Team Project Report and Presentation c. ASQ Green Belt Exam

VI. Course Level Justification:

This stacked 400/600-level course integrates Lean Six Sigma (LSS) and Project Management approaches, processes, tools and techniques, and effective leadership, facilitation, communication, and stakeholder management skills necessary to produce sustainable change in organizations, produce meaningful results, and lay a foundation for a culture of continuous improvement.

Graduate students will undertake broadly scoped and complex projects that require demonstration of mastery of leadership, stakeholder management, strategic alignment, communication, and advanced application of LSS and project management process, concepts, tools and techniques to produce results. Undergraduate students will be exposed to the same concepts and hands-on application and be contributing members of more complex projects and/or lead more narrowly scoped, less complex projects at the discretion of the instructor.

Both graduate and undergraduate students will be expected to participate in processes to select, plan, execute and control LSS projects, facilitate teams, and produce results. All students will be expected to demonstrate competency in hands-on work as well as demonstrate the knowledge necessary to pass the American Society of Quality (ASQ) Green Belt certification exam.

VII. Topical Course Outline:

1. Lean Six Sigma (LSS) overview
2. Strategic alignment
3. Leadership, teaming and communication
4. Leading and anchoring productive and sustainable change in organizations
5. Project Management processes, tools and techniques applied to LSS
6. Customer needs: assessing, chartering and scoping LSS initiatives
7. What does success look like? How to establish the right metrics and measure/communicate progress
8. Define-Measure-Analyze-Improve-Control (DMAIC) Process
9. Value stream mapping
10. LSS tools: selection, application, monitoring, reporting
11. Kaizen and continuous Improvement
12. Communication and stakeholder engagement
13. Producing meaningful, sustainable results

VIII. Suggested Textbooks:

Franchetti, M (2015). *Lean Six Sigma for Engineers and Managers with Applied Case Studies*. CRC Press

Locher, D (2011). *Lean Office and Service Simplified: The Definitive How-To Guide*. CRC Press/Taylor & Francis Group: Boca Raton, FL

IX. Selected Bibliography:

George, M (2002). *Lean Six Sigma: Combining Six Sigma Quality with Lean Production Speed.* McGraw Hill: New York, NY.

George, M (2005). *Lean Six Sigma Pocket Toolbook.* McGraw Hill: New York, NY.

Brassard, M (2002). *The Six Sigma Memory Jogger II.* GOAL/QPC: Salem, NH.

COURSE FEE REQUEST

Course Fee Request forms are completed by the faculty initiator/department and submitted through the Curriculum (CIM) System course proposal process here: http://curric.uaa.alaska.edu. Through the electronic workflow, the request is reviewed for approval by the Department Chair (for alignment with course curriculum and instructional needs), the College Fiscal Officer, the Dean, and the Provost. UAA policy requires course fees to be revisited each time a course goes through the curriculum process. The approval workflow is shortened for course fee requests with no other course changes.

Requests should provide thoughtful rationale for all course fees and should comply with University Regulation (http://www.alaska.edu/bor/policy/05-10.pdf) and the UAA Policy (http://www.uaa.alaska.edu/academicaffairs/upload/Revised_Final-Chancellor-signed-Course-Fee-Policy-Memo_4-17-13.pdf).

COLLEGE: College of Engineering **DEPARTMENT:** Engineering, Science, and Project Management

COURSE & TITLE: PM A694S Lean Six Sigma Green Belt

IMPLEMENTATION YEAR: 2016 **IMPLEMENTATION SEMESTER:** Fall

COURSE FEE ACCOUNT:

Org. Obj. Fund

Org. Obj. Fund

Is this Course Fee Request part of a curriculum file being submitted through the Curriculum Approval Process? ☑ YES* ☐ NO

*If yes, please submit this form with the curriculum proposal through the CIM Course Approval Process.

Current Course Fee Per Student	Requested Action	Proposed Course Fee Per Student
$ N/A	(Please choose one) ☐ Initiate ☐ Increase ☐ Decrease ☐ Delete ☑ No Change $	$ N/A

Please provide rationale for this course fee action, including the rationale for existing fees.

N/A

Please list the course fee category, instructional use, and total cost of each item or service covered by this fee. A detailed description of course fee categories can be found on page 2.

Item	Category	Instructional Use	Cost of Item

_____ / _____ = _____

Total Cost Per Class ***Anticipated Enrollment*** ***Total Cost Per Student***

Course Fee Categories: (Sub-categories of Course Fees in Regulation 05.10.07 – C)

A. Lab fee

Used to help cover student laboratory costs, typically including equipment, lab materials consumed, equipment and facilities maintenance, calibration, rental, lease, supervision, and travel to clinical sites for lab supervision.

B. Materials fee

Used to help cover costs of class materials typically including materials consumed or used in the teaching process, tools, software, manuals, equipment, protective gear or special clothing retained by students enrolled in a class. Includes disposal of hazardous materials. Copying expenses for specific instructional needs require additional justification and cannot include copying syllabi or exams.

C. Learner Services fee

Used to help cover cost of individual or small group instruction provided outside of a regularly scheduled class time, for example required or optional tutoring, recitation, private lessons, practicum, internships, or resource center support that is essential to student success in the course.

D. Special Course fee

Used to help cover exceptional costs associated with specific courses such as equipment, insurance, travel, contracted services, additional personnel required to maintain safety or to meet standards, background checks or other items essential to student success in the course. Includes electronic delivery expenses not covered by university distance fees.

Questions about the course fee process can be addressed to Academic Affairs at uaa_oaa@uaa.alaska.edu.

Resource Implication Form

1. School/College CoEng

2. Program/Course MSPM

3. Course Prefix PM

4. Course Number A694S

5. Implementation Date 08/29/16

6. Type of Action and Category

☒ Course addition ☐ Course change ☐ Program addition ☐ Program change

7. Consequences of Actions and Costs: Check all appropriate categories and provide an explanation of how it will be funded and by whom.

☒ part-time faculty	$Standard PM adjunct rate
☐ new full-time faculty	$
☐ reassignment of full-time faculty	$
☐ additional class/lab space	$
☐ modification of class/lab space	$
☐ additional library resources	$
☐ additional computer equipment	$
☐ other costs	$

8. Explanation: This course will be team taught by an existing fulltime facutly member (LuAnn Piccard) and an PM Adjunct Faculty member (Jim Bates). Existing classrooms and equipment only will be utilized.

_____ Approved
_____ Disapproved

DocuSigned by: LuAnn Piccard 3D1464B7E653467...
Department Chair

July 11, 2016
Date

X
_____ Approved
_____ Disapproved

DocuSigned by: Robert Lang 069E1A7B1E7D40D...
Dean/Director of School/College

July 12, 2016
Date

_____ Approved
_____ Disapproved

Provost

Date