

March 24, 2017

9:30-11:30am

Physical location: ADM 204

Audio Conference: 786-6755, Passcode: 284572

I. Roll Call

<input type="checkbox"/> Anthony Paris (FS, Chair)	<input type="checkbox"/> Andrew Metzger (CoENG)	<input type="checkbox"/> Sam Thiru (CAS)
<input type="checkbox"/> Vacant (FS)	<input type="checkbox"/> Peter Olsson (CTC)	<input type="checkbox"/> Clayton Trotter (CBPP)
<input type="checkbox"/> Hsing-Wen Hu (COE)	<input type="checkbox"/> Mei Rose (CBPP)	<input type="checkbox"/> Jervette Ward (CAS)
<input type="checkbox"/> Cindy Knall (COH)	<input type="checkbox"/> Arlene Schmuland (LIB)	

Ex-Officio Members

☐ Helena Wisniewski (OAA)
☐ Lindsey Chadwell (Registrar)
☐ Elisa Mattison (Graduate School)

II. Approval of Agenda (pg. 1)

III. Approval of Meeting Summary (pg. 2-5)

IV. Program/Course Action Request - Second Readings

V. Program/Course Action Request – First Readings

12/9/2015 Add [HS A654](#) [Cross-Cultural Health Issues](#)
3/20/2017 Del Purge List 2017-18 Academic Courses (pg. 5-12)
3/3/2017 Chg Proposed Revisions to Academic Dispute Resolution Policy (pg. 13-16)

VI. Old Business

A. Motion to Grant In-State Tuition to Out-of-State GA's (pg. 17)

VII. New Business

A. Curriculum Handbook Draft 3-06-17 (pg. 18-36)

VIII. Administrative Reports

A. Vice Provost, Helena Wisniewski
B. University Registrar, Lindsey Chadwell
C. Graduate School, Elisa Mattison
D. GAB Chair, Anthony Paris

IX. Informational Items and Adjournment

A. Next meeting: 4/14/17 (ADM 204)

March 10, 2017
9:30-11:30am
Physical location: ADM 204
Audio Conference: 786-6755, Passcode: 284572

I. Roll Call

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

Ex-Officio Members

[P] Helena Wisniewski (OAA)
[P] Lindsey Chadwell (Registrar)
[P] Elisa Mattison (Graduate School)

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

Changed coordination dates of HS A654 and HS A655 to 12/9/15
Approved

III. Approval of Meeting Summary (pg. 3-4)

Approved

IV. Program/Course Action Request - Second Readings

12/13/16	Chg	EDLD-MED: Master of Education in Educational Leadership
12/14/16	Chg	TCPR-GRCERT: Graduate Certificate in Education Leadership: Principal (K-8, 7-12, or K-8 7-12)
12/13/16	Chg	EDL A610 Orientation to Graduate Studies in Leadership
12/13/16	Chg	EDL A637 Organizational Theory and Change
12/13/16	Chg	EDL A638 Instructional Leadership and Student Learning
12/13/16	Add	EDL A644 School Resource Allocation and Management
12/13/16	Chg	EDSE A633 Autism: Communication and Social Disorders
01/12/17	Add	GIS A655 Spatial Analysis
01/12/17	Add	GIS A658 Spatial Data Management

Motion to approve. Approved. Motion passes. Forward to Faculty Senate.

V. Program/Course Action Request – First Readings

02/07/17	Del	CE A641 Fundamentals of Environmental Engineering and Applied
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Environmental Science

Postponed until CE A441 changes to unstack is approved by UAB

- Chg Thesis and Project Review Requirements Catalog Copy (pg. 5)
Motion to support. Approved. Motion passes.
- 12/9/2015 Add [HS A654 Cross-Cultural Health Issues](#)
Postponed
- 12/9/2015 Add [HS A655 Global Health and Development](#)
Move to waive first, approve for second. Approved. Motion passes.
- 2/8/2017 Chg [MBIO A650 Advanced Microbial Ecology](#)
- 2/8/2017 Chg [MBIO A662 Advanced Virology](#)
Move to waive first, approve for second. Approved. Motion passes.
- 2/21/2017 Del [HUMS A610 Program Evaluation in Applied Settings](#)
- 2/21/2017 Del [HUMS A630 Family and Community Systems](#)
- 2/21/2017 Del [HUMS A640 Contemporary Issues in Rehabilitation](#)
- 2/21/2017 Del [HUMS A650 Leadership and Organizational Development in Human Services](#)
- 2/21/2017 Del [HUMS A670 Professional Ethics in Human Services](#)
- 2/21/2017 Del [HUMS A682 Advanced Topics in Human Development: Adulthood and Aging](#)

Postponed to delete with program

VI. Old Business

- A. Motion to Grant In-State Tuition to Out-of-State Gas (pg. 6)
Postponed

VII. New Business

- A. Curriculum Handbook Draft 3-06-17 (pg. 7-25)
Postponed

VIII. Administrative Reports

- A. Vice Provost, Helena Wisniewski
Provost would like to delete SWK Marriage therapy certificate.
- B. Interim Registrar, Lindsey Chadwell

Will be Interim Registrar until June 2018

- C. Graduate School, Elisa Mattison

Working of Grad School website. Need pictures of graduate students and faculty.

- D. GAB Chair, Anthony Paris

IX. Informational Items and Adjournment

- A. Next meeting: 3/24/17 (ADM 204)

Purge List for the 2017-18 UAA Catalog (as of 03/20/17)

Purge List for the 2017-18 UAA Catalog (as of 03/20/17)										
PREFIX	NUMBER	TITLE	COLLEGE CODE	COURSE EFFECTIVE	LAST TERM OFFERED	Carried over by request from 2015-16 purge list?	ATTRIBUTES	COURSE IMPACTS	PROGRAM IMPACTS	NOTES
Schorse Subj Code	Schorse Crse Number	Schorse Title	Schorse College Code	Schorse Term Code Start	Schorse Term Code					
AEST	A608	Fundamentals of Air Pollution	EN	200603	201201				AEST-MS: Master of Science in Applied Environmental Science and Technology (MS-AEST) CIVL-MCE: Master of Civil Engineering (M-CE) ME: Bachelor of Science in Mechanical Engineering MSME-BS: Bachelor of Science in Mechanical Engineering	
AKNS	A109B	Tlingit Orthography	AS	200903	N/A	yes		Stacked with AKNS A102B : Elementary Tlingit Language II (Active)	AKNS-MNR: Minor in Alaska Native Studies	Retain per Maria Williams
AKNS	A109C	Alaska Native Lang Orthography	AS	200903	N/A	yes		Stacked with AKNS A102C : Elementary Alaska Native Language II (Active)	AKNS-MNR: Minor in Alaska Native Studies	Retain per Maria Williams
ANTH	A429	Contemporary AK Native Society	AS	200701	201103			Stacked with ANTH A629 : Contemporary Alaska Native Society 1940 - Present (Active)	ANTH-BA: Bachelor of Arts in Anthropology ANTH-BS: Bachelor of Science in Anthropology ANTH-MNR: Minor in Anthropology	
ANTH	A629	Contemporary AK Native Society	AS	200701	201103			Stacked with ANTH A429 : Contemporary Alaska Native Society 1940 - Present (Active)		
ANTH	A690	Special Topics in Anthropology	AS	200703	N/A	yes	selected topics		ARTS-BA: Bachelor of Arts in Art ARTS-BFA: Bachelor of Fine Arts in Art	Retain by Diane Hanson
ART	A295	Internship Digital Art	KP	200603	201003	yes				Retain per Deborah Tharp
ART	A361	History of Graphic Design	AS	199702	N/A	yes				Retain per Deborah Tharp
ATA	A290	Topics in Aviation Technology	CT	200803	201101	yes	selected topics			
BA	A652	Int'l Comparison Bus Practices	CB	199702	201202					
BA	A653	Multinational Financial Mgmt	CB	199702	200702	yes				
BA	A685	Adv Investment Management	CB	200903	200903	yes				
BIOL	A488	EL: Developmental Biology	AS	199702	201103				BIOS-BA: Bachelor of Arts in Biological Sciences BIOS-BS: Bachelor of Science in Biological Sciences CHEM-BS: Bachelor of Science in Chemistry NSCI-BS: Bachelor of Science in Natural Sciences	
CED	A150	Basic Japanese Cooking	KP	200603	201103					
CED	A172	Woodworking	KP	201201	N/A					
CEL	A390	Spec Topics Civic Engagement	CH	201003	201201		selected topics		NSCI-BS: Bachelor of Science in Natural Sciences	Retain per Judy Owens-Manly
CHEM	A333L	Physical Chemistry Lab	AS	200703	201201				CHEM-BS: Bachelor of Science in Chemistry NSCI-BS: Bachelor of Science in Natural Sciences	
CHEM	A460	Chemical Ecotoxicology	AS	200703	201201			Stacked with CHEM A660 : Chemical Ecotoxicology (Active)	CHEM-BS: Bachelor of Science in Chemistry NSCI-BS: Bachelor of Science in Natural Sciences	
CHEM	A660	Chemical Ecotoxicology	AS	200703	201201			Stacked with CHEM A460 : Chemical Ecotoxicology (Active)		
CIOS	A209A	Legal Transcription	CT	200303	201103					
CIS	A365	Object-Oriented Programming	CB	200303	201001	yes		Prerequisite of CIS A489 : Systems Design, Development and Implementation (Active)	CIOS-MNR: Minor in Computer Information Systems CISY-MNR: Minor in Computer Information Systems MISY-BBA: Bachelor of Business Administration in Management Information Systems	
CIS	A375	E-Training & User Support	CB	201103	N/A				CIOS-MNR: Minor in Computer Information Systems CISY-MNR: Minor in Computer Information Systems MISY-BBA: Bachelor of Business Administration in Management Information Systems	
CIS	A385	Multimedia Authoring	CB	201103	N/A				CIOS-MNR: Minor in Computer Information Systems CISY-MNR: Minor in Computer Information Systems MISY-BBA: Bachelor of Business Administration in Management Information Systems	
CIS	A690	Selected Topics in MIS	CB	200803	N/A	yes	selected topics			
CNT	A245	WIN Directory Services Design	CT	200202	201201					
COMM	A236	Interviewing	AS	199803	201103				COMN-MINOR: Minor in Communication COMN-MNR: Minor in Communication	
COMM	A345	Women & Communication	AS	201003	N/A	yes			COMN-MINOR: Minor in Communication COMN-MNR: Minor in Communication	
COMM	A370	Relational Communication	AS	201003	N/A	yes			COMN-MINOR: Minor in Communication COMN-MNR: Minor in Communication	
COMM	A412	Persuasion	AS	199803	201101	yes			COMN-MINOR: Minor in Communication COMN-MNR: Minor in Communication	
COMM	A420	Family Communication	AS	201003	N/A	yes			COMN-MINOR: Minor in Communication COMN-MNR: Minor in Communication	

Carried over by request from 2015-16 purge list?									
PREFIX	NUMBER	TITLE	COLLEGE CODE	COURSE EFFECTIVE	LAST TERM OFFERED	ATTRIBUTES	COURSE IMPACTS	PROGRAM IMPACTS	NOTES
Scorse Subj Code	Scorse Crse Number	Scorse Title	Scorse College Code	Scorsky Term Code Start	Subsect Term Code				
CTE	A425	Developing Programs of Study	CT	201102	201201		Stacked with CTE A625 : Developing Programs of Study (Active)		
CTE	A625	Developing Programs of Study	CT	201102	201201		Stacked with CTE A425 : Developing Programs of Study (Active)		
CTE	A699	Thesis	CT	200801	201201				
DN	A310	Nutrition Communication	CH	200903	201103			HLSC-BS: Bachelor of Science in Health Sciences	
DN	A490	Current Topics Diet & Nutri	CH	200803	N/A	yes	selected topics	NUTR-MNR: Minor in Nutrition	Retain per Kendra Sticka
DNCE	A205	Fundamentals of Ballet II	AS	200203	201003	yes	Prerequisite of DNCE A361 : Approaches to Dance Composition (Active) and DNCE A365 : Dance Repertory and Performance I (Active)	DNCE-MNR: Minor in Dance THTR-BA: Bachelor of Arts in Theatre	
DNCE	A234	Fund of Music-Based Jazz II	AS	200203	201201		Prerequisite of DNCE A361 : Approaches to Dance Composition (Active) and DNCE A365 : Dance Repertory and Performance I (Active)	DNCE-MNR: Minor in Dance THTR-BA: Bachelor of Arts in Theatre	
EDEC	A600	Issues & Approaches in EC	EA	201103	N/A			PBCERT: Post-Baccalaureate Certificate in Early Childhood Pre-K-Third Grade (with Teacher Certification) ERCH-PBCERT: Post-Baccalaureate Certificate in Early Childhood Pre-K-Third Grade (with Teacher Certification)	Reatin per Lousia Hayes
EDEC	A604	Responsive Practices in EC	EA	201103	N/A			PBCERT: Post-Baccalaureate Certificate in Early Childhood Pre-K-Third Grade (with Teacher Certification) ERCH-PBCERT: Post-Baccalaureate Certificate in Early Childhood Pre-K-Third Grade (with Teacher Certification)	Reatin per Lousia Hayes
EDEC	A650	Leadership & Advocacy in EC	EA	201103	N/A			PBCERT: Post-Baccalaureate Certificate in Early Childhood Pre-K-Third Grade (with Teacher Certification) ERCH-PBCERT: Post-Baccalaureate Certificate in Early Childhood Pre-K-Third Grade (with Teacher Certification)	Reatin per Lousia Hayes
EDEL	A425	Teach/Reading in Elem Schools	EA	200603	201103				
EDEL	A430	Teach/Lang Arts in Elem School	EA	200603	201103				
EDEL	A431	Music/Art/Drama Elem Teachers	EA	200603	201201				Reatin per Lousia Hayes
EDFN	A631	Adv Educational Psych	EA	200601	200701	yes		TLRN-MED: Master of Education in Teaching and Learning	Reatin per Lousia Hayes
EDRS	A668	Qualitative Research	EA	200902	N/A	yes		TLRN-MED: Master of Education in Teaching and Learning	Reatin per Lousia Hayes
EDSE	A212L	Human Developmt & Learn Lab	EA	200402	201103			ECDN-UGCERT: Undergraduate Certificate in Early Childhood Development ECDV-UGCERT: Undergraduate Certificate in Early Childhood Development	
EDSE	A484	Collab Btwn Fam/Professionals	EA	199702	200601			SPED-MINOR: Minor in Elementary Special Education	Reatin per Lousia Hayes
EDSE	A495A	Field Exp Spec Ed: Elementary	EA	200203	200503			SPED-MINOR: Minor in Elementary Special Education	Reatin per Lousia Hayes
EDSE	A495B	Field Exp Spec Ed: Secondary	EA	200502	200602			MINOR: Minor in Secondary Special Education	Reatin per Lousia Hayes
EDSE	A695D	Internship: Special Ed Admin	EA	200803	201202				
EE	A453	Introduction to Wi-Fi	EN	201001	N/A	yes			
EE	A454	Systems Reliability Engr	EN	201001	201003	yes			
EE	A456	Fiber Optic Communications	EN	201001	N/A	yes			
ENGL	A361	The Novel	AS	199702	201101	yes		CWLA-MNR: Minor in Creative Writing ENGL-BA: Bachelor of Arts in English	Retain per Jackie Cason
ENGL	A381	Drama	AS	199702	201101	yes		CWLA-MNR: Minor in Creative Writing ENGL-BA: Bachelor of Arts in English	Retain per Jackie Cason
ENGL	A487	Professional Editing	AS	199702	200903	yes	Prerequisite of LEGL A356 : Legal Research, Analysis, and Writing (Active) and PARL A456 : Advanced Legal Analysis and Writing (Active)	CWLA-MNR: Minor in Creative Writing ENGL-BA: Bachelor of Arts in English ENGL-MINOR: Minor in English ENGL-MNR: Minor in English LGLS-BA: Bachelor of Arts in Legal Studies LNCP-UGCERT: Undergraduate Certificate in Legal Nurse Consultant Paralegal PAST-PBCERT: Post-Baccalaureate Certificate in Paralegal Studies PLST-AAS: Associate of Applied Science in Paralegal Studies	Retain per Daniel Kline

Carried over by request from 2015-16 purge list?										
PREFIX	NUMBER	TITLE	COLLEGE CODE	COURSE EFFECTIVE	LAST TERM OFFERED	ATTRIBUTES	COURSE IMPACTS	PROGRAM IMPACTS	NOTES	
Sbcrse Subj Code	Sbcrse Crse Number	Sbcrse Title	Sbcrse College Code	Sbcrse Term Code Start	Sbcrse Term Code					
ESM	A613	Design for Innovation	EN	199702	201102	yes		CIVL-MCE: Master of Civil Engineering (M-CE) EMGT-MS: Master of Science in Engineering Management SMGT-MS: Master of Science in Science Management		
FIRE	A216	Methods Instrctn Fire & Emer	CH	200601	200903	yes		FEST-AAS: Associate of Applied Science in Fire and Emergency Services Technology		
FREN	A310	Sel Top: Lit Trends & Tradtns	AS	199702	200903	yes	selected topics	ITLS-BA: Bachelor of Arts in International Studies		Retain per Francisco Miranda
GEOL	A381	Kenai Peninsula Field Studies	AS	200403	201102	yes		GELS-BS: Bachelor of Science in Geological Sciences NSCI-BS: Bachelor of Science in Natural Sciences		Retain per Simon Kattenhorn
GEOL	A475	Environmental Geophysics	AS	200403	201003	yes		AEST-MS: Master of Science in Applied Environmental Science and Technology (MS-AEST) GELS-BS: Bachelor of Science in Geological Sciences NSCI-BS: Bachelor of Science in Natural Sciences		Retain per Simon Kattenhorn
HIST	A238	Black History I	AS	199702	201103					
HIST	A478	Studies in Early Am History	AS	199702	201201		selected topics			
HNRS	A191	Freshman Honors Tutorial	HC	200503	201201		selected topics	HNRS A291 : Sophomore Honors Tutorial (Active)		Retain per John Mouracade
HNRS	A490	*Senior Honors Seminar	HC	199703	200703	yes	selected topics	General Education Requirements (GERs) for Baccalaureate Degrees University Honors College		Retain per John Mouracade
HS	A498	Senior Project	CH	201103	N/A			HLSC-BS: Bachelor of Science in Health Sciences		Retain per Corrie Whitmore
HS	A499	Senior Thesis	CH	201101	N/A	yes		HLSC-BS: Bachelor of Science in Health Sciences		Retain per Corrie Whitmore
JPC	A342	Photojournalism	AS	200603	201103			Prerequisite of JPC A368 : Commercial Photography (Active)	JRPC-BA: Bachelor of Arts in Journalism and Public Communications	
JUST	A355	Rural Justice	CH	201103	N/A				AKNS-MNR: Minor in Alaska Native Studies	
LOG	A678	Strat Log Glob Supp Chn Mgt	CB	200201	201103					Retain per Darren Prokop
MECH	A101	Intro to Machine Shop	KP	199702	201201					
MECH	A115	Gasoline Engine Rebuild	KP	199702	201103					
MEDT	A106	Waived Testing	CH	200901	201201			Prerequisite of MEDT A195B : Clinical Assistant Practicum (Active)	CLAS-OECERT: Occupational Endorsement Certificate in Clinical Assistant	Retain per Angela Craft
MT	A124	Small Wooden Boatbuilding	KP	201102	N/A	yes				
MUS	A102	Concert Chorus I	AS	199702	201101	yes				
MUS	A141	Fingerstyle Guitar II	AS	199702	201103					
NS	A427	Care Victims Family Violence	CH	199702	201103					
NS	A439	Spirituality in Nursing	CH	201001	201202					
PARL	A470	Law of Govt Regulation	CH	199702	201201					
PEP	A110	Remote First Aid	CH	200603	201202				GEOM-AAS: Associate of Applied Science in Geomatics GEOM-BS: Bachelor of Science in Geomatics	
PEP	A235	Coaching Swimming & Diving	CH	200603	N/A	yes		ATCO-MNR: Minor in Coaching		Retain per T.J. Miller
PEP	A236	Coaching Skiing	CH	200603	N/A	yes		ATCO-MNR: Minor in Coaching		Retain per T.J. Miller
PEP	A237	Coaching Figure Skating	CH	200603	N/A	yes		ATCO-MNR: Minor in Coaching		Retain per T.J. Miller
PEP	A239	Coaching Baseball/Softball	CH	200603	N/A	yes		ATCO-MNR: Minor in Coaching		Retain per T.J. Miller
PEP	A240	Coaching Football	CH	200603	N/A	yes		ATCO-MNR: Minor in Coaching		Retain per T.J. Miller
PEP	A243	Coaching Hockey	CH	200603	N/A	yes		ATCO-MNR: Minor in Coaching		Retain per T.J. Miller
PEP	A244	Coaching Volleyball	CH	200603	N/A	yes		ATCO-MNR: Minor in Coaching		Retain per T.J. Miller
PEP	A283	Leadership Aquatic Activities	CH	200603	201201				PHED-BS: Bachelor of Science in Physical Education PHED-MNR: Minor in Physical Education	
PEP	A442	Exercise & Aging	CH	200603	201103				HFLD-MNR: Minor in Health and Fitness Leadership	Retain per T.J. Miller
PER	A131	Beginning Racquetball	CH	200603	201201					
PER	A139	Recreational Latin Dance	CH	200603	201201					
PER	A238	Intermediate Foil Fencing	CH	201003	201103					
PHIL	A311	Truth & Reality	AS	200203	200801				PHIL-BA: Bachelor of Arts in Philosophy	Retain by Stephanie Bauer
PM	A610	Project Scope Management	EN	200303	201201					
PM	A614	Project Cost Management	EN	200303	201103					
PM	A616	Project Quality Management	EN	200303	201201					
PM	A620	Project Human Resource Mgmt	EN	200303	201202					
PM	A622	Project Communications Mgmt	EN	200303	201103					
PS	A290	Topics in Politics	AS	201003	201202		selected topics			Retain per James Muller

Carried over by request from 2015-16 purge list?										
PREFIX	NUMBER	TITLE	COLLEGE CODE	COURSE EFFECTIVE	LAST TERM OFFERED		ATTRIBUTES	COURSE IMPACTS	PROGRAM IMPACTS	NOTES
Scbcrse Subj Code	Scbcrse Crse Number	Scbcrse Title	Scbcrse College Code	Scbcrsy Term Code Start	Scbsctct Term Code					
PSY	A316	Motivation & Emotion	AS	199702	201102	yes		Registration restriction for PSY A428 : Evolutionary Psychology (Active)		
PSY	A492	Senior Seminar	AS	199702	201202		selected topics	Stacked with PSY A690 : Advanced Topics in Psychology (Active)		
PSY	A601	Integration Seminar	AS	200603	200903	yes				Retain per James Fitterling
PSY	A603	Alaskan & Rural Psychology	AS	200603	N/A	yes				Retain per James Fitterling
PSY	A605	History & Systems	AS	200603	N/A	yes			CLCO-DOCDEG: PhD in Clinical-Community Psychology	Retain per James Fitterling
PSY	A606	Native Ways of Healing	AS	200603	N/A	yes				Retain per James Fitterling
PSY	A616	Program Evaluation I	AS	200603	N/A	yes		Prerequisite of PSY A617 : Program Evaluation and Community Consultation II (Active)	CLCO-DOCDEG: PhD in Clinical-Community Psychology	Retain per James Fitterling
PSY	A617	Program Evaluation II	AS	200603	N/A	yes			CLCO-DOCDEG: PhD in Clinical-Community Psychology	Retain per James Fitterling
PSY	A658	Qualitative Analysis	AS	200603	201001	yes			CLCO-DOCDEG: PhD in Clinical-Community Psychology	Retain per James Fitterling
PSY	A671	Grant Writing	AS	200603	N/A	yes				Retain per James Fitterling
RUSS	A205	Conversational Skills II	AS	199702	201102	yes				Retain per Francisco Miranda
STAT	A408	Multivariate Statistics	AS	200603	201201			Stacked with STAT A608 : Advanced Multivariate Statistics (Active)	AEST-MS: Master of Science in Applied Environmental Science and Technology (MS-AEST) MATH-BA: Bachelor of Arts in Mathematics MATH-BS: Bachelor of Science in Mathematics NSCI-BS: Bachelor of Science in Natural Sciences STAT-MNR: Minor in Statistics	Retain per Kanapathi Thiru
STAT	A490	Selected Topics in Statistics	AS	200603	201103					Retain per Kanapathi Thiru
SWK	A641	Child Trauma	CH	201103	N/A					Retain per Elizabeth Sirls
SWK	A665	Comparative Group Work	CH	200601	201202				AHSS-GRCERT: Graduate Certificate in Advanced Human Services CSWP-GRCERT: Graduate Certificate in Clinical Social Work Practice	Retain per Elizabeth Sirls
THR	A329	Combat for the Stage	AS	199702	201201				THTR-BA: Bachelor of Arts in Theatre	Retain per Daniel Anteau
THR	A343	Scenic Design II	AS	199702	200401				THTR-BA: Bachelor of Arts in Theatre	Retain per Daniel Anteau

Purge List 2017-18 Graduate Academic Courses Responses

In consultation with the College of Education Department chairs, Dean Deputy requests that the following courses not be purged.

To: Graduate Academic Board:

Please do not purge the following graduate courses:

EDFN A631 Advanced Educational Psychology
EDRS A668 Qualitative Research

Justification: These courses are options in the M.Ed. Teaching and Learning program. We want to keep these courses because we plan to offer them in future semesters.

(Louisa Hayes/ Dean Paul Deputy)

Please remove LOG A678 from the 2017-18 Purge List.

This course is an MBA and MPA elective which we wish to retain. We offer this course when have down-time in between cohorts of the MS-GSCM program. We offered LOG A678 in fall 2011 and are likely to offer it again in either spring or fall of 2018.

If you have any questions, please check with me.

Thanks.

Dr. Darren Prokop

To: Graduate Academic Board
Thru: Governance Office
From: Beth Sirles, Director, School of Social Work
Re: 2017-18 Course Purge List

To following is in response to the 2017-18 Course Purge List circulated by the UAA Office of the Registrar, Curriculum and Scheduling office via Alyona Selhay.

The list identifies two SWK A courses scheduled to be purged.

Please purge SWK A665 Comparative Group Work as it was a required course in the Graduate Certificate in Clinical Social Work Practice. This graduate certificate has been eliminated and therefore, we no longer need this course.

The list identifies **SWK A641 Child Trauma**. We are requesting that this course remain in place as it is an elective in the Graduate Certificate in Children's Mental Health and we rotate this course as an elective option every several years. We would like to retain this course for the foreseeable future.

Thank you for your assistance. Please let me know if there is anything further we need to do to comply with the process for purging courses.

Beth Sirles

Memo

March 13, 2017

To: Graduate Academic Board

Through: Monique Marron, Governance Coordinator

From: Dr. Diane K. Hanson, Chair, Department of Anthropology

Re: Purge List for the 2017-2018 UAA Catalog

The Purge List for the 2017-2018 UAA Catalog includes a graduate Anthropology course: ANTH A690, Special Topics in Anthropology. This course is available should a specialist or an expert visiting UAA wish to teach a course of interest to our graduate students. We request that this course be retained to support our graduate program. We are not asking to keep ANTH A629, Contemporary AK Native Society since it will be affected by changes to our program.





PHD PROGRAM IN CLINICAL-COMMUNITY PSYCHOLOGY



DATE: February 27, 2017

TO: UAA Office of the Registrar, Curriculum and Scheduling
THRU: Claudia Lampman, Ph.D., Psychology Director
FROM: James M. Fitterling, Ph.D., UAA Program Director of Clinical Training
CC: Anissa Hauser, UAA Program Coordinator, UAA-UAF Ph.D. Program in Clinical-Community Psychology
SUBJ: Retention of doctoral psychology courses listed on the UAA Purge List 2017-18

1. I am writing to provide justification to retain all doctoral psychology courses on the UAA Purge List.
2. At the present moment, our Ph.D. Program in Clinical-Community Psychology continues to be a joint program with UAA and UAF. As such, our courses are taught by program faculty from either UAF or UAA. The following courses listed on the UAA Purge List are required courses that in fact, have been taught each academic year; however, since they have been taught by UAF faculty, they have been identified as courses on the purge list. These courses include:

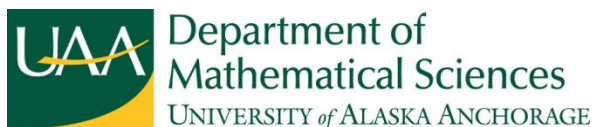
- a. PSY A602-AS, Native Ways of Knowing
- b. PSY A603-AS, Alaskan and Rural Psychology
- c. PSY A605-AS, History and Systems
- d. PSY A616-AS, Program Evaluation I
- e. PSY A617-AS, Program Evaluation II
- f. PSY A658 Qualitative Analysis

This has been a recurring issue for such courses offered in the joint program, but are taught by our UAF-based program faculty.

3. The four remaining courses listed on the purge list are electives. One was offered at UAF last academic year; and the other three have not been taught by either UAA or UAF faculty in recent years:
 - a. PSY A601 – AS, Integration Seminar
 - b. PSY A606 – AS, Native Ways of Healing (taught last academic year at UAF)
 - d. PSY A671 – AS, Grant Writing

Nevertheless, I request that they remain listed in the next edition of the course catalog. Our Joint Ph.D. Program in Clinical-Community Psychology is based on a scientist-practitioner model. As such, it is essential that our doctoral students, particularly those pursuing careers at universities and academic health centers, are trained in multivariate statistics and grant writing to be competent researchers in the behavioral sciences. However, given the size of our program and the other major training foci of our program, these courses cannot be offered frequently. Therefore, I request that they be removed from the purge list and remain in the course offerings in the next edition of the UAA course catalog.

4. There are additional reasons why it is important for these courses to remain in our catalog. First, pending final approval by the Board of Regents, the UAF portion of our joint Ph.D. will be discontinued, with the entire program consolidated at UAA. The Psychology Department is hiring two new faculty members, both of whom will have workload assignments in this consolidated Ph.D. program. Second, the Ph.D. program is preparing its self-study for reaccreditation with the American Psychological Association under a newly published set of accreditation standards. We need the flexibility of offering the full array of courses, including those listed on the purge list, to ensure our consolidated program's ability to be reaccredited as a single campus Ph.D. program.



Date: March 14, 2017

To: Graduate Academic Board
Cc: Monique Marron, Governance Coordinator
Mark Fitch, Chair of Mathematics and Statistics Department

From: Kanapathi Thiru, Professor of Statistics
Department of Mathematics & Statistics

A handwritten signature in black ink, consisting of a stylized 'K' followed by a series of loops and a horizontal line.

Subject: Purge List for 2017-2018 UAA Catalog

Request to Retain STAT A608 Advanced Multivariate Statistics

I am requesting that STAT A608 be **retained** in the 2017-2018 UAA Catalog. We may offer this course in the near future depending on the budget situation in the CAS. This course is stacked with STAT A408 and together draws just under 10 students on an average.

Academic Rights of Students

The university has the responsibility of providing a program of high-quality education in keeping with its financial resources; students have protection through campus-specific procedures against arbitrary or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the university catalog and for maintaining an acceptable grade point average for degree requirements. Students have the right to be informed at the beginning of each term of the nature of the course, course expectations, evaluation standards and the grading system.

Academic Honesty

Academic integrity is a basic principle that requires students to take credit only for ideas and efforts that are their own. Cheating, plagiarism and other forms of academic dishonesty are defined as the submission of materials in assignments, exams or other academic work that is based on sources prohibited by the faculty member. Substantial portions of academic work that a student has submitted for a course may not be resubmitted for credit in another course without the knowledge and advance permission of the instructor. Academic dishonesty is further defined in the Student Code of Conduct (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/studentfreedomrightsandresponsibilities/studentjudicialreview>). In addition to any adverse academic action, which may result from engaging in academically dishonest behavior, the university specifically reserves the right to address and sanction the conduct involved through the student judicial review procedures outlined in the UAA Fact Finder/ Student Handbook (<http://www.uaa.alaska.edu/studentaffairs/fact-finder.cfm>).

Academic Dispute Resolution Procedure

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to the procedure that implements the UA Board of Regents Policy (<http://www.alaska.edu/bor/policy-regulations>) 09.03.02 and its University Regulation on Student Dispute Resolution: Review of Academic Decisions or Actions. Appropriate issues for this procedure include such things as alleged grading error or arbitrary and capricious assignment of final grades or dismissal from or denial of admission to an academic program based upon academic considerations. Academic decisions based on alleged violations of the Student Code of Conduct will not be reviewed under this procedure until the completion of a judicial review (link to the Student Code of Conduct). Academic decisions allegedly based on discrimination will not be reviewed under this procedure until the completion of the appropriate university investigation. (Link to Student Grievance procedure in Student Handbook.)

Definitions

Academic Decision Review Committee - An academic decision review committee is an ad hoc committee to formally review a

contested final grade assignment, dismissal from or denial of admission to an academic program based upon academic considerations, or other academic decision. The committee will be composed of three faculty members, one of whom must be from outside the college/community campus delivering the course or program, a non-voting committee chair who may be a faculty member, and a non-voting student representative. To be eligible, the non-voting student representative must be currently enrolled in at least three credits, in good disciplinary standing, and have a cumulative grade point average of 3.0 or higher. The dean of the college/community campus director or designee will appoint committee members. If the academic decision being challenged is for a graduate course or program, the faculty appointed will be from those departments with graduate programs. The student committee member will be a graduate student.

Dean/Community Campus Director - The dean is the administrative head of the college offering the course or program from which the academic decision or action arises. For students at community campuses, the director of the community campus may substitute for the dean in the case that the relevant course or program is delivered by that community campus.

Arbitrary or Capricious Academic Decision -- An academic decision is "arbitrary or capricious" when: 1) it is not based on academic factors or criteria or accepted standards of the discipline or profession; 2) standards are not equally or fairly applied to students in relevantly similar situations; and 3) there is a substantial, unreasonable, or unannounced departure from articulated standards and criteria.

Arbitrary and Capricious Grading - An academic final grading decision is "arbitrary and capricious" when: 1) the assignment of a final course grade is on a basis other than academic performance in the course; 2) the instructor uses standards different from those applied to other students in the same section of the course; or 3) there is a substantial, unreasonable and/or unannounced departure from the course instructor's previously articulated standards or criteria (see also Grading Error).

Class Day - As used in the schedule for review of academic decisions, a class day is any day of scheduled instruction, excluding Saturday and Sunday, included on the academic calendar in effect at the time of a review. Final examination periods are counted as class days.

Final Grade - The final grade is the grade assigned for a course upon its completion.

Grading Error - A grading error is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade (see also Arbitrary and Capricious Grading).

Next Regular Semester - The next regular semester is the fall or spring semester following the semester in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.

Procedures for Resolving Disputes Regarding Final Grade Assignment

Students may request a review of a final grade assignment on the basis of alleged grading error or arbitrary and capricious grading. Grades assigned prior to the final grade received in a course are not subject to review under this procedure. Only the course instructor or an academic decision review committee may authorize a change in the assignment of a final grade. Because grades can affect such things as a student's eligibility for continued financial aid, students should check their final grades and initiate a review, where desired, as soon as possible. The time schedule outlined in this procedure stipulates maximum time periods within which to complete stages of the review. However, permission for extensions of time may be granted, in writing, by the dean/community campus director or designee.

Each college and community campus has designated an individual to explain the review process to students. The names and contact information for these individuals are posted on the college/community campus website. Students are encouraged to reach out to these individuals for assistance.

Informal Procedure for Academic Disputes Regarding Final Grade Assignment

Students will be expected to first request an informal resolution of the final grade assignment with the course instructor or department chair/academic leader. The process must be initiated by the fifteenth class day of the next regular semester at UAA. The instructor or department chair/academic leader must respond to the request within five class days of receipt.

If the course instructor's decision is to change the final grade, the instructor must promptly initiate the process. If the instructor does not change the grade and the student's concerns remain unresolved, the student should notify the department chair/academic leader responsible for the course within five class days. Within five class days of such notification, the department chair/academic leader must either effect resolution of the issue with the instructor or inform the student of the process for formally appealing the final grade assignment.

If the course instructor is no longer an employee of the university or is otherwise unavailable, the student must notify the department chair/academic leader by the fifteenth class day of the next regular semester. Within five class days of notification by the student, the department chair/academic leader must either effect resolution of the issue through contact with the course instructor or inform the student of the process for formally appealing the final grade assignment.

Formal Procedure for Academic Disputes Regarding Final Grade Assignment

If the student's concern remains unresolved through the informal procedures above, the student may request a formal review of the final course grade assignment. A student formally requesting a review of a final grade assignment must submit a completed and signed Final Grade Assignment Formal Review Request form to the dean/community

campus director or designee, indicating the basis for requesting a change of grade and providing the supporting documentation. The formal review request form must be filed by the twentieth class day of the next regular semester or within five class days of receipt of notification of the process for filing a formal review by the department chair/academic leader after completion of any informal review. The only exception will be when written permission for an extension of time is granted by the dean/campus director or designee. The dean/campus director or designee will convene an academic decision review committee.

Having established that informal procedures have been followed, the dean/community campus director or designee will convene an academic decision review committee and forward to it the completed and signed Final Grade Assignment Formal Review Request form and associated documentation from the student. The committee chair will convene the committee within ten class days of receipt of the student's written request for review. The committee will first consider whether the facts submitted by the student warrant a formal final course grade review meeting.

The committee may dismiss the student request for a formal review without conducting a formal Final Course Grade Review Meeting if (1) the request for formal review falls outside the required deadlines; (2) this is not the first request for formal review of this issue; or (3) the facts as presented clearly do not constitute a case of arbitrary or capricious grading or grading error. The determination to dismiss the student request without moving to a Formal Review Meeting will be provided in writing to the student, the course instructor, and the dean or community campus director. This decision will constitute the final decision of the university. The committee's decision will be provided in writing by the committee chair to the student, the course instructor, the department chair/academic leader, and the dean/community campus director.

If the Committee determines that the facts as presented might constitute arbitrary or capricious grading or grading error, the Review Committee will proceed to a Final Course Grade Review Meeting. The student and the course instructor must be notified in writing at least three class days in advance of the time and place the request will be considered and of the process to be followed.

Academic Decision Formal Review Meeting

If the academic decision review committee determines that 1) the request meets required deadlines (or extension has been granted); 2) the request is the first request for formal review of this issue; and 3) the facts as presented might constitute arbitrary or capricious grading or a grading error, the committee will proceed to a formal meeting. The committee will consider information provided by the student, the course instructor, and others as it sees fit. Both the student and the instructor will have an opportunity to present the facts as they understand them.

Formal review meetings will ordinarily be scheduled between 5 and 10 days after the Academic Decision Review Committee determines that a formal review is warranted. Academic dispute meetings will normally

be closed. Requests for an open proceeding must be made by a party to the committee chair prior to the start of the meeting. Such requests will be granted to the extent allowed by law unless the committee chair determines that all or part of a proceeding should be closed based upon considerations of fairness, justice, and other relevant factors.

The university cannot guarantee confidentiality, however, as a reasonable effort to preserve the legitimate privacy interests of the persons involved, all participants in the proceedings will be expected to maintain confidentiality.

A party may choose a representative to be present at all times during the proceedings. However, the representative may not speak on behalf of the party. The committee may direct that witnesses, but not the parties or their representatives, be excluded from the meeting except during their testimony. Should the student or instructor fail to appear at the formal review meeting, the meeting may proceed in their absence. The student or instructor may submit a written statement, if they cannot attend the meeting.

The deliberations of the committee will be closed to the public, the parties, and their representatives.

Academic Decision Review Committee Decisions

The academic decision review committee proceedings will result in one of the following determinations:

- the request for a grade change is denied;
- the request for a grade change is upheld and the committee requests the course instructor to change the grade and the course instructor changes the grade; or
- the request for a grade change is upheld and the course instructor is either unavailable to change the grade or refuses to do so. The committee directs the dean/campus director or designee to initiate the process to change the grade to that specified by the review committee.

The decision of the review committee constitutes the final decision of the university. The committee chair will provide the decision in writing to the student, the course instructor, the department chair/academic leader and the dean/campus director. The meeting will be recorded and the committee chair will be responsible for the preparation of a written record of the meeting and will submit it to the dean/campus director. The dean/campus director will file the decision letter and record of the meeting with the office of the provost.

Unless an extension has been granted by the dean/campus director or designee, disputes concerning final grades must be completed by the end of the next regular semester following the assignment of the grade.

Procedures for Resolving Disputes Regarding Denial of Admission to or Dismissal from a Program of Study for Academic Reasons

Student may challenge a denial of admissions to, or dismissal from, a program of study on the basis that the decision was arbitrary or capricious. Students will be expected to first request an informal resolution regarding denial of admission to or dismissal from a program of study for academic reasons. The process must be initiated by the fifteenth class day after receipt of the decision to deny admission to or dismiss from a program for academic reasons. The department chair/academic leader must respond to the request within five class days of receipt.

If the student's concern remains unresolved through the informal procedures above, the student may request a formal review of a denial of admission to or dismissal from a program for academic reasons. The student must provide the dean/community campus director or designee a signed, written request for a formal review, indicating the basis for requesting a review. The request must be filed by the twentieth class day after receipt of the decision to deny admission to or dismiss from a program for academic reasons, or within five class days of receipt of notification of the process for filing a formal review by the department chair/academic leaders after completion of any informal review. The only exception will be when written permission for an extension of time is granted by the dean/campus director or designee.

Formal reviews and hearings of academic decisions regarding denial of admission to or dismissal from a program for academic reasons will be conducted by an academic decision review committee. The committee will consider information provided by the student, the department chair/program head and others as it sees fit. The process will follow the same timelines and procedures for academic disputes regarding final grade assignment with the following exceptions:

1. The chair will submit the written findings and recommendations of the academic decision review committee along with the written record of the meeting to the dean/campus director or designee for his/her consideration. At the same time a copy of the findings and recommendations will be provided to the student.
2. The student will be given an opportunity to comment on the findings and recommendations of the committee. The student must submit written comments to the dean/campus director or designee within seven class days of the day the committee findings and recommendations are sent to the student.
3. The dean/campus director or designee will review the written findings and recommendations of the academic decision review committee, the record of the hearing and any written comments submitted by the student and make a decision. The dean/campus director or designee's decision will constitute the final decision of the university on the matter and will be provided, in writing, to the student, the department chair/academic leader and the committee. The dean/campus director will file the decision letter and record of the meeting with the office of the provost.
4. The provost will make the final decision of the university on the matter if the dean/campus director or designee is the person who

made the academic decision under review. Unless an extension has been granted by the dean/campus director or designee, final decisions must be completed by the end of the next regular semester following the date of the denial of admission to or dismissal from a program for academic reasons.

Other Academic Decisions

Students with concerns relating to other academic decisions should refer to the dean/campus director of the academic unit that delivers the course or program.

Disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities will be reviewed according to procedures set forth in University Regulation 09.06.00 (<http://www.alaska.edu/bor/policy/09-06.pdf>) Services for Students with Disabilities.

Eligibility for Services Pending Final Decision in the Academic Decision Review Process

During the review of an academic action or decision by the university, the action or decision being contested will remain in effect until the dispute is resolved. Should an academic action or decision affect the student's eligibility for financial aid, housing, or other university service, the student will be informed of the steps to be taken that may maintain or reinstate the affected service. The student will be responsible for initiating any necessary actions or procedures.

Motion to Grant In-state Tuition to Out-of-State Graduate Assistants

WHEREAS the cost to university programs for Graduate Assistants from outside of Alaska is significantly higher due to the out-of-state tuition surcharge;

WHEREAS charging out-of-state tuition for Graduate Assistants discourages programs from recruiting top students and hinders programs from developing national reputations;

WHEREAS the university already grants in-state tuition for out-of-state student athletes;

WHEREAS it is common practice at other institutions to waive out-of-state tuition for Graduate Assistants;

THEREFORE, the Graduate Council resolves that UAA should grant in-state tuition rates to all out-of-state Graduate Assistants.

Motion passed unanimously by Graduate Council on Friday, February 10, 2017.

UAA Curriculum Handbook

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Section 1 – Introduction

1.1 Purpose of the Curriculum Handbook

This *Curriculum Handbook* describes the University of Alaska Anchorage's process for reviewing all curriculum. The *Curriculum Handbook* should be used in conjunction with Board of Regents academic policies and regulations (i.e., minimum number of credits required for a degree or certificate), academic policy in the UAA catalog (<https://catalog.uaa.alaska.edu/academicpoliciesprocesses/>), and accreditation requirements. The *Curriculum Handbook* is revised periodically to reflect policy and procedural changes.

1.2 Principles for Academic Review

- Excellence in teaching, learning, and research are at the core of the University of Alaska Anchorage (UAA) mission, goals and activities. The Undergraduate Academic Board (UAB) and the Graduate Academic Board (GAB) of the Faculty Senate are the principal peer review committees charged to initiate, develop, review and recommend curriculum and academic policies.
- The academic boards are charged to identify areas for improvement, foster collaboration, and encourage an ethos of critical evaluation for all curriculum.
- The work of the academic boards, including the college curriculum committees, is part of the normal and continuous cycle of curricular planning, monitoring, and improvement. It is emphasized that although the curricular products of the faculty reviewed and approved by the board are useful for purposes of external review, they are primarily intended to promote and maintain excellence in teaching, learning, and research.

1.3 Basis for Academic Board Review

Academic board approval is required for the following:

1. New permanent courses or revisions to existing courses that will appear on the student's transcript with academic credit.
2. New degrees, program and certificates or revisions to existing degrees, programs and certificates.
3. New academic policies or revisions to existing academic policies.
4. Retaining any course that has not been offered at least once during the past 4 years (i.e., course on a purge list that the discipline informs the Undergraduate or Graduate Academic Board it intends to deliver. See section 2 for additional information).
5. Major revision* to the academic content of a course or program such as
 - A. Additions, modifications or deletions of major subject areas.
 - B. Selection/admission procedures and standards related to academic programs and degrees.
 - C. Prerequisites, co-requisites, and registration restrictions.
 - D. Change in GER status.

**Major revisions are defined as anything that is not specified as a minor change. See section 2 for the definition of minor change.*

1.4 Curriculum Review Board Evaluation Criteria

Curriculum additions and changes are reviewed for content, impact on other curriculum at the department, college, and university level, and formatting. Curriculum additions and changes are also reviewed for alignment with the mission, goals, and values of the department, college, and university

Curriculum additions and changes are reviewed *de novo* as described in this *Curriculum Handbook*. Previous approval of changes does not guarantee future approval, as policies and contexts change over time.

Although additional issues and questions may arise during the process, in general, college level and university level boards consider the following issues during curriculum review.

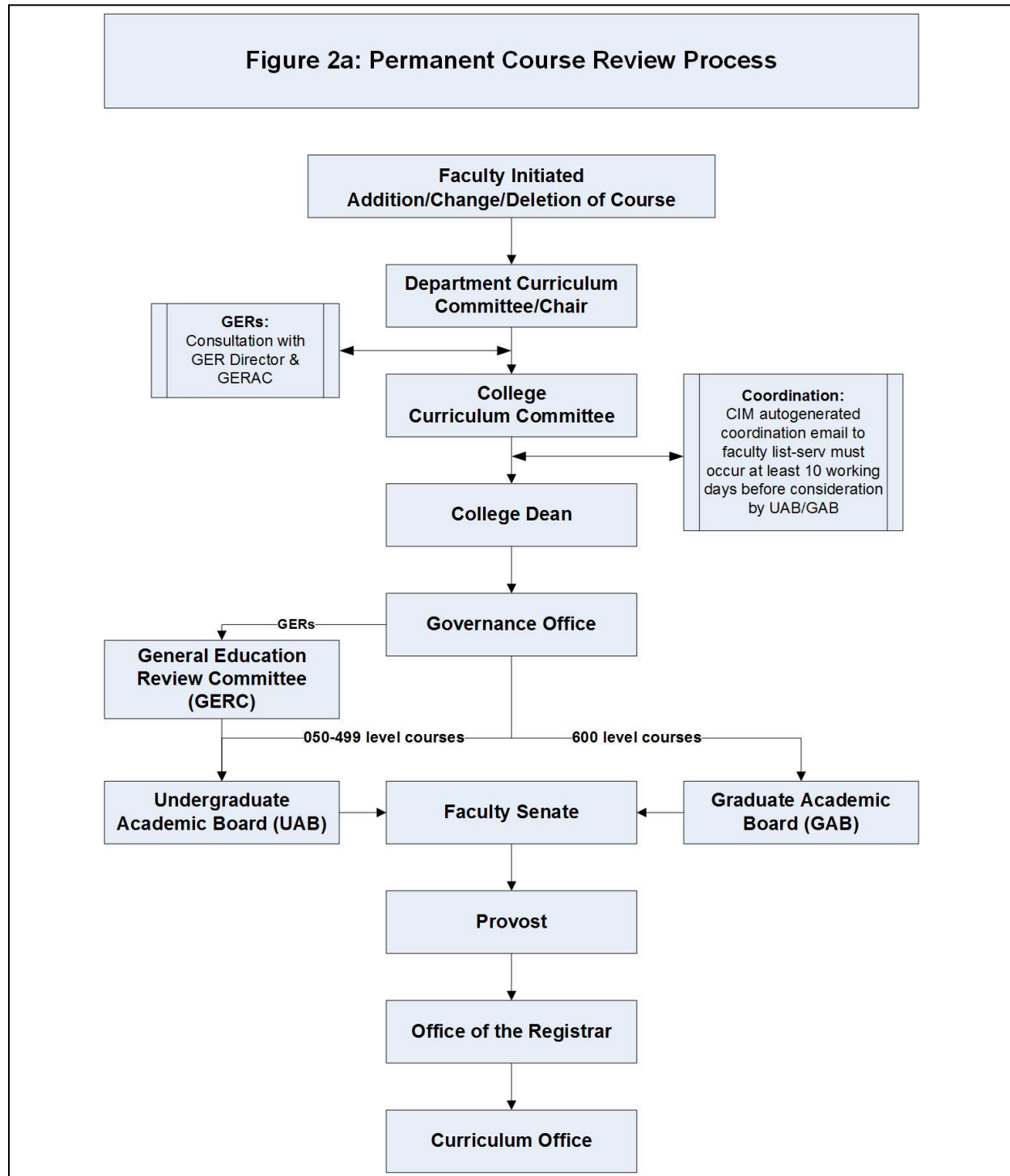
1. Review of course proposals:

- A. Justification for the action
- B. Appropriate content, student learning outcomes, and evaluation methods
- C. College offering course is the appropriate academic unit
- D. Appropriate prerequisites for content and level
- E. Availability of prerequisites for course
- F. Frequency of scheduling of course
- G. Justification for stacking or cross listing
- H. Duplication of content in courses is explained
- I. Documented coordination with the affected departments
- J. Accreditation or nationally accepted practice standards
- K. Rationale for requiring this course in a program
- L. Credit hours
- M. Ensuring student learning outcomes are attainable wherever offered and however delivered (distance delivery, mixed delivery modality, multiple sections of the same course, across sites)
- N. Effect of course on other electives/selectives, including content and scheduling
- O. Enhancement of a program by this course

2. Review of program proposals

- A. Justification for the action
- B. Program characteristics, requirements and program student learning outcomes
- C. Availability of resources including faculty, support staff, fiscal resources, facilities and equipment
- D. Increase in specialization within the major
- E. Coordination with appropriate departments, colleges and community campuses.
- F. Impact on other affected UAA programs and courses
- G. Duplication of an existing program is addressed.
- H. Frequency of course offerings for new programs
- I. If a new prefix is requested, the prefix must be approved prior to developing the curriculum
- J. All courses used in the creation or modification of a degree or certificate program must be current or submitted for review simultaneously with the program proposal.

Section 2 - Curriculum Review Process for Courses



2.1 Overview

Curriculum development is a collegial process that begins with discussion at the discipline or program level and community campuses and expands to include all potentially interested stakeholders within the college, university, and community partners.

All courses follow the review process presented in this section. Any new, changed or deleted course, wherever initiated within UAA, requires approval through the [Curriculum Inventory Management \(CIM\)](https://www.uaa.alaska.edu/curriculum-proposals/index.cshhtml) system, except as noted in section 2.6. The CIM system can be accessed at: <http://curric.uaa.alaska.edu/curriculum.php>.

This review process is depicted in Figures 2a and 2b for specific types of courses.

Annual deadlines for completing the curriculum review process are listed on the [curriculum website](https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshhtml) <https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshhtml>. Existing courses with changes may not be implemented for a term once registration for that term has opened. After appropriate reviews are complete, the course appears in the next catalog or schedule for which the publication deadline was met, unless a later implementation date has been approved.

2.2 Permanent Course Review Process

1. **Faculty Initiation:** New, changed and deleted courses must be initiated by faculty (except adjunct faculty) as defined in the Faculty Senate Constitution. An adjunct faculty member who has expertise in the area may be consulted by the faculty initiator(s).

Review section 1.4 Curriculum Review Board Evaluation Criteria to prepare for the review process.

Note: Curriculum is returned to the faculty initiator within the CIM system following the college dean's review (and following review by the General Education Review Committee, if applicable) to allow the faculty initiator to make revisions, as needed. The faculty initiator needs to "approve" the curriculum to advance the proposal to the next step in the CIM workflow.

2. **Department Curriculum Committee/Department Chair:** Departmental review by the curriculum committee or department chair is required.
3. **GER Courses:** Following approval at the department level, consultation with the GER Director and General Education Requirement Advisory Committee (GREAC) is required.
4. **College Curriculum Committee:** Check with your college curriculum committee about their meeting schedule.

A coordination email is automatically generated by the system at the point at which the College Curriculum Committee chair completes the curriculum review. At least 10 business days must pass after the coordination email is generated before the program will be placed on the UAB/ GAB agenda to allow adequate time for notification of the UAA community.

Initiators should also consider—especially in the case of curriculum changes affecting other departments or colleges—sending out a direct coordination email to affected parties prior to the curriculum being submitted to their college curriculum committee.

5. **College Dean:** This level of review is required prior to submission to the governance office. Curriculum initiated at the community campuses must come up through the college, under which the program is listed in the catalog.

Note: If any curriculum for a credit-bearing course, program, or policy is submitted for processing and it has been **disapproved** at any level prior to UAB/GAB review, then that particular curricular action may be placed on the agenda of UAB/GAB for review and recommendation.

6. **Governance Office:** The curriculum can be placed on the UAB/GAB agenda when it fulfills the 10 business day coordination e-mail requirement. Curriculum items needing UAB/GAB review **must be in the Governance Office (UAB/GAB) queue by 9:00 a.m. Monday** in order to be on the agenda for the Friday meeting of the same week.
7. **General Education Review Committee (GERC):** GERs must be reviewed by the GERC prior to review by the UAB. This can be completed on the same day. GERC review will cover the items listed in section 2.4.
8. **Undergraduate Academic Board (UAB)/Graduate Academic Board (GAB):** UAB and GAB meeting schedules are posted on the Governance website at the beginning of each academic year.

The initiating or representative tenure-track or term faculty member must present curriculum to UAB/GAB. Representatives should be prepared to answer all relevant questions as described in section 1.4 of this handbook.

After the final reading by UAB/GAB, the initiating faculty member is responsible for the preparation of any necessary amendments to the text within the CIM system before UAA Faculty Senate takes action.

9. **Faculty Senate:** Curricular actions at UAB and GAB are consolidated on to a consent agenda for faculty senate meetings that occur on the first Friday of each month September – May, except January.
10. **Provost:** The Provost provides the final approval for all curricular actions at UAA.

2.3 Minor Changes

Definition of a “minor change”: Minor change are defined as changes that do not substantially affect the intent or content of courses. Minor changes are reviewed up through the college curriculum committee. All changes, even minor changes, must be entered into the CIM system and the courses must be reviewed through UAB or GAB. For further assistance in determining whether or not a change is minor, consult with the UAB or GAB chair.

If the course hasn’t been previously entered into CIM, all fields must be entered as in the existing approved course content guide (CCG). If entering the information from the CCG identifies additional changes that need to be made, the course proposal must go through the entire review process.

Minor changes include:

- Title change
- Course number change at the same level
- Grammatical change in course description
- Co-requisite or prerequisite changes that only affect the prefix department
- Fee change
- Course description change that does not change course intent (e.g., USSR to Russia, Word 2003 to Word 2010)
- Updating the bibliography

The initiating department is required to coordinate with all impacted departments. A coordination email is automatically generated by CIM at the point at which the college curriculum committee chair approves the curriculum.

Upon final approval by the college dean, courses with minor changes are forwarded to the Governance Office, the Office of Academic Affairs and the Office of the Registrar.

Minor changes are placed on the UAB/GAB agenda as informational items. Any UAB/GAB member may request that an information item be changed to an action item. No action can be taken on an action item until after it has been placed on the next meeting's agenda. If there is no request to change the informational item to an action item, the Chair notes that it is a minor change and moves the change forward.

2.4 General Education Requirements (GER)

Overview: GER courses are subject to the same processes, guidelines, and procedures as permanent courses as described in the preceding sections of this chapter. Additional information, requirements, guidelines, and procedures are noted here.

2.4.1 General Education and General Course Requirements

The Associate of Arts degree program and programs at the baccalaureate level must comply with the UAA General Education Requirements specified for that program in the catalog. Associate of Applied Science degree programs and undergraduate certificate programs of 30 credits or more must have identifiable general education components in the areas of communication, computation and human relations. These components must be at the collegiate level, and their student learning outcomes must be assessed. The student learning outcomes of these general requirements may be met through specific courses or through activities embedded in the major requirements. If embedded, programs will be asked to identify the number and types of exercises used to fulfill these requirements and to describe their assessment methods.

General education courses tend to have broad subject matter. They are often taught by many different instructors on multiple campuses and/or through various modalities. In spite of this, instructors must ensure all relevant student learning outcomes are addressed and assessed, wherever offered and however delivered.

Faculty initiators should confer with the General Education Director and General Education Requirements Advisory Committee about the course prior to submission of the course (for addition OR revision) at the college-level of review.

All GER courses must have instructional goals and assessable student learning outcomes that are consistent with the current UAA catalog GER category descriptors and the appropriate GER Student Learning Outcomes. These are listed in the catalog under each category and within the CIM course template. All category outcomes and relevant GER Student Learning Outcomes should be addressed in the course (e.g. in course description, instructional goals, student learning outcomes, and/or course content outline).

The faculty initiator should consider and be prepared to answer questions such as:

- How will the instructor convey the general education aspect of this course to the students?
- Do instructional goals tie back to relevant GER outcome(s)?
- How does this course fit with UAA's general education values?
- How does this course play a role in the assessment of general education as an institution?

- How will consistent delivery of general education outcomes be ensured among multiple instructors and venues?
- Will this course offering affect enrollment in other GER courses?
- What programs require this course and what effect will this change have on those programs? What comments or concerns have been raised by those programs about this change?

All GER courses are subject to ongoing review and approval through the normal Governance process on a cycle, proposed by the departments and approved by the colleges, which must not exceed 7 years.

The General Education Review Committee (GERC) is a standing committee of the UAB reporting to the UAB.

Actions involving changes in GER are referred to the GERC. After GERC review and approval, the curriculum/policy change with GERC recommendations proceeds to a first reading at UAB.

GER course review process

- Faculty initiator prepares proposal within a program/department and coordinates with affected units.
- General Education Director and General Education Requirement Advisory Committee consultation.
- College curriculum committee review/approval.
- Dean review/approval.
- GER Committee of UAB review/approval.
- UAB review/approval
- Faculty Senate approval
- Administration (Office of Academic Affairs)

2.4.2 Revision of or Request for GER Course

- GER courses are approved through the curriculum approval process outlined in section 2.2.
- GER changes should have a fall implementation date. To ensure approval is received in time, the faculty initiator should consult the [curriculum website](https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshtml) <https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshtml>.
- Additional Considerations:
 - Inter-institutional coordination to facilitate transfer between campuses.
 - Courtesy coordination is recommended to determine potential transfer conflicts.
 - Check other campus' catalogs to see if they have a course with the same prefix and number.
 - If this is the case and the non-UAA course is not a GER, consider using a new, unused (at all institutions) course number if making this course a GER at UAA. The registrar's office can provide assistance with course number suggestions.
 - If a new number is inappropriate, please bring transfer concerns to the attention of the GERC.
 - Provides rationale for retaining or adding this course to the GER menu

- iii. Meets category definition from Board of Regents Regulation (www.alaska.edu/bor/policy-regulations/)
- iv. The appropriate GER outcomes (category and institutional) must be selected within the CIM system and then justified through the course content guide.
 - Fulfills appropriate institutional [GER student learning outcome\(s\)](#) These can be found at this web address:
<https://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/ger/s/>
- v. Addresses and assesses GER category student learning outcomes. Note: Each category heading is also a hyperlink to the catalog site listing category outcomes.
<https://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/ger/s/>
[Oral communication skills](#)
[Quantitative skills](#)
[Written communication skills](#)
[Fine arts](#)
[Humanities](#)
[Natural sciences](#)
[Social sciences](#)
[Integrative capstone](#)
 NOTE:
 - Integrative capstone outcomes relevant to each course should be explicitly reflected in course-specific student learning outcomes. For example: [Integrate perspectives and experiences from previous major and GER course work to address challenges and issues associated with the project.](#)
 - Integrative capstone courses that restrict registration to completion of Tier I GERs should use the following registration restriction verbiage: Completion of Tier I (basic college-level skills) courses.

2.4.3 Revocation of General Education Requirement Designation and Deletion of a GER Course

A course's designation as an approved general education course may be revoked if the course is not updated through the curriculum approval process at least once every 10 years or if the department offering the course does not provide requested data for the current general education assessment process relevant to that course.

The revocation process will be initiated by the GERC. The GERC will notify the department of noncompliance with UAA general education policy (published in the Curriculum Handbook) and/or assessment procedures. After notification, the department will have the next academic year to come into compliance.

If compliance is not achieved by the end of the next academic year after notification of noncompliance, GERC will initiate revocation of GER designation and the curriculum process will then be followed. Faculty wishing to reinstate general education designation for a course must submit a new proposal.

UAA policy states that a course may not remain on the GER list if it has not been offered successfully at least once during the past two academic years. The purge list of GER courses will be provided to GERC and UAB by the Office of the Registrar each spring. Review of the GER list will be done annually by the GERC and UAB in the spring semester.

2.5 Purge List

2.5.1 Non-GER Courses Purge List

A purge list is compiled annually for courses not offered successfully in the previous four academic years. If a course has not been successfully offered in the previous four academic years, then that course will be purged from the catalog unless the department responsible for the course provides a clear justification for retaining the course in the catalog. This justification must be submitted to UAB/GAB for review.

Reference to a purged course in impacted programs and courses will be struck from the catalog and from Banner.

2.5.2 GER Course Purge List

A course may not remain on the GER list if it has not been offered successfully at least once during the past four semesters, excluding summer. The list of GER courses will be provided to UAB by the Office of the Registrar each spring. Review of the GER list will be done annually by UAB in the spring semester.

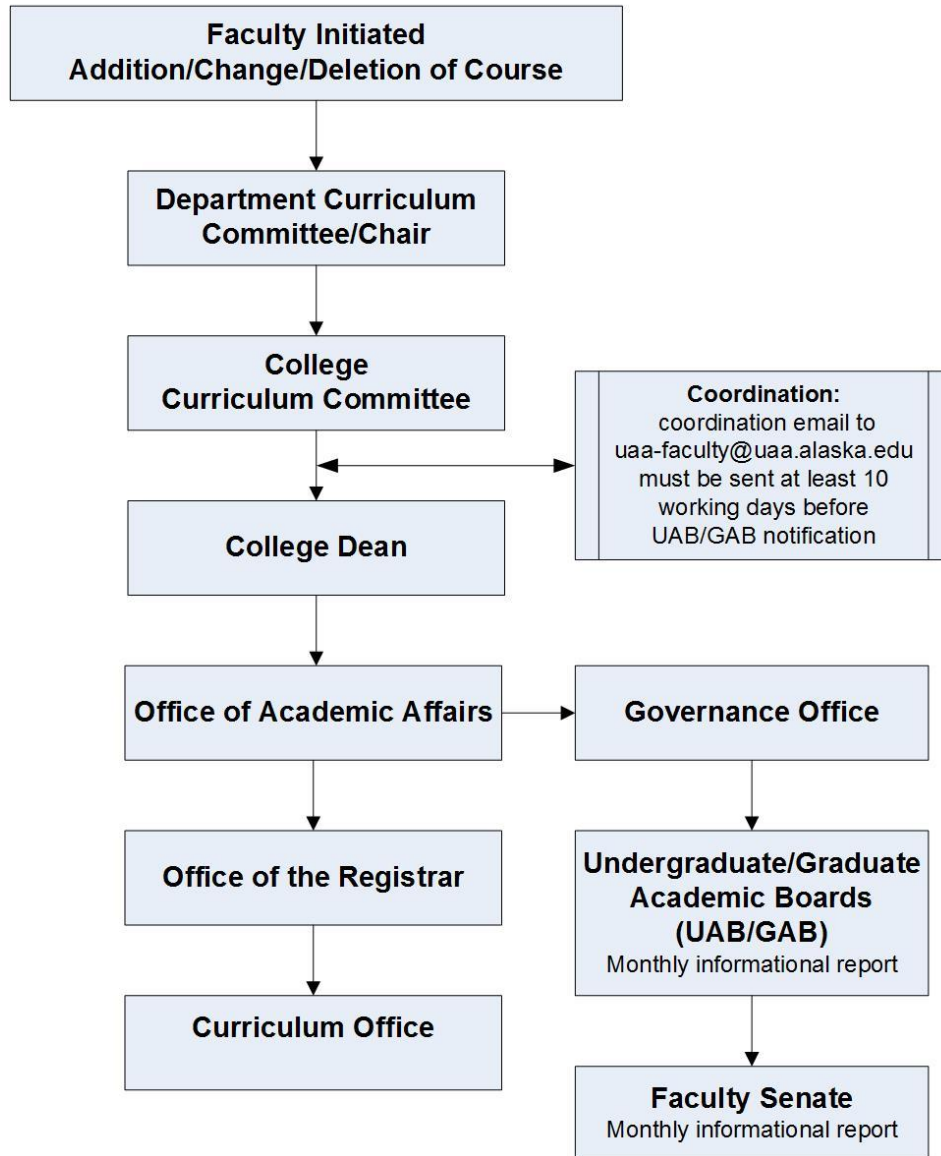
2.6 Curriculum Review Process for Noncredit (A001-A049), Continuing Education Unit (CEU) (AC001-AC049), Special Topic (-93s), Trial (-94s) and Professional Development (A500-A599) Courses

These courses [non-credit, CEU, professional development, special topics courses (-93) and trial (experimental, -94)] are not entered into the CIM system. Paper-based forms are used instead. For the forms and more information on the completion of the forms, see the [curriculum website](https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshtml) <https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshtml>.

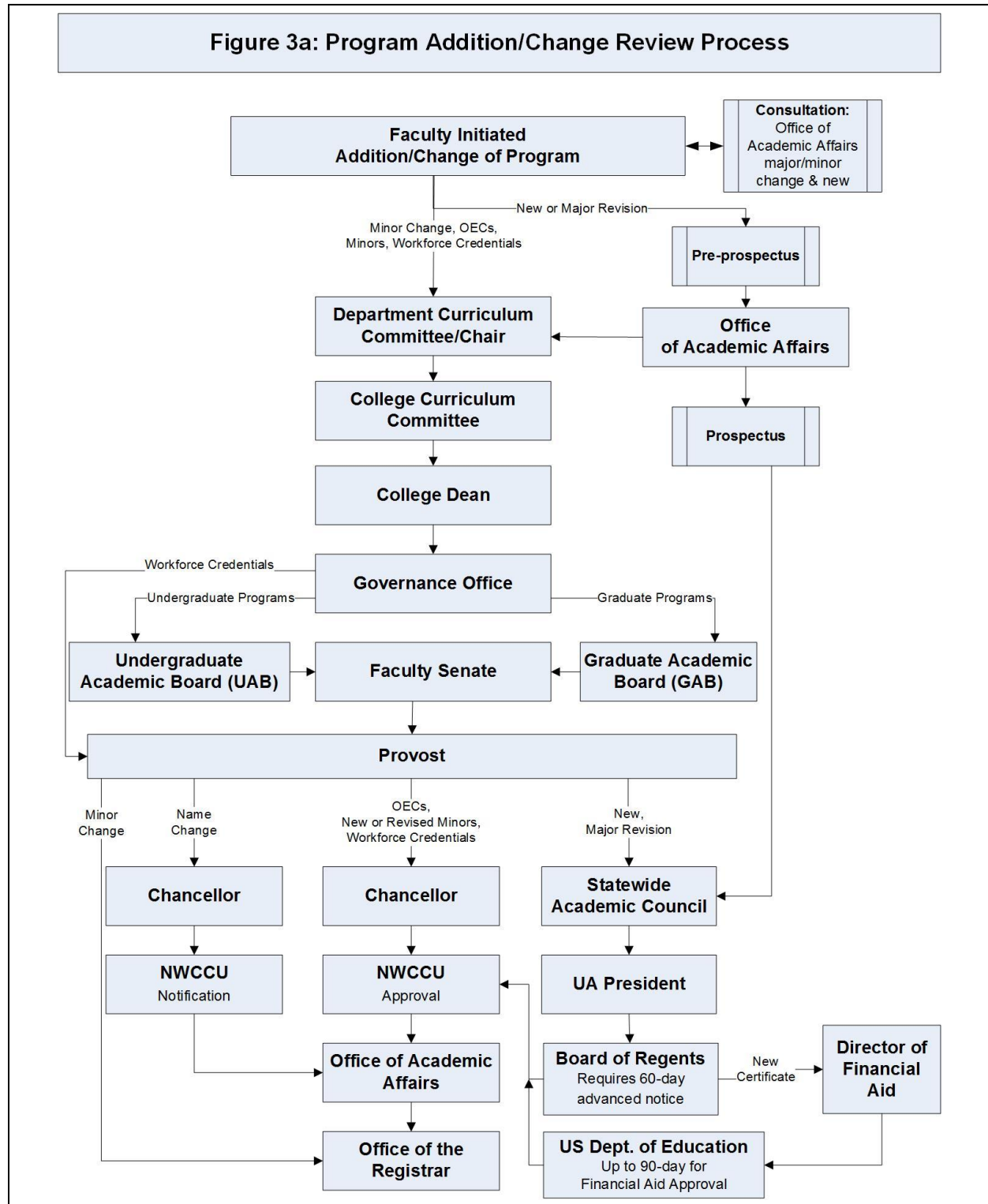
This review process is depicted in Figures 2b.

For definitions of the courses in this section see the UAA catalog course numbering system: <https://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/courseinformation/>.

Figure 2b: Noncredit, CEU, Special Topic, Trial, and Professional Development Course Review Process



Section 3 - Curriculum Review Process for Programs



3.1 Overview

Curriculum development is a collegial process that begins with discussion at the discipline or program level and community campuses and expands to include all potentially interested stakeholders within the college, university, and community partners.

All programs follow the review process presented in this section. Any new, changed or deleted program, wherever initiated within UAA, requires approval through the Program Management system which can be accessed at: <https://nextcatalog.uaa.alaska.edu/programadmin/>.

This review process is depicted in Figures 3a, 3b, and 3c.

Annual deadlines for completing the curriculum review process are listed on the [curriculum website](https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshtml) <https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshtml>. Existing programs with changes may not be implemented for a term once registration for that term has opened. New programs may have an implementation date of summer, fall, or spring. Existing programs with changes must have an implementation date of fall so that correct curriculum is in effect in current catalog. Changes to programs must be initiated in accordance with the dates posted on the curriculum website.

3.2 Program Review Process

1. **Faculty Initiation:** New, changed and deleted programs must be initiated by faculty (except adjunct faculty) as defined in the Faculty Senate Constitution. An adjunct faculty member who has expertise in the area may be consulted by the faculty initiator(s).

Note: Curriculum is returned to the faculty initiator within the CIM system following the college dean's review to allow the faculty initiator to make revisions, as needed. The faculty initiator needs to "approve" the curriculum to advance the proposal to the next step in the CIM workflow.

Review section 1.4 Curriculum Review Board Evaluation Criteria to prepare for the review process.

2. **Consult with Office of Academic Affairs (for new programs only):** Approval of a pre-prospectus by OAA is required prior to submitting curriculum to the review process for a new program (catalog copy and courses). See the [curriculum website](https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshtml) <https://www.uaa.alaska.edu/about/governance/curriculum-proposals/index.cshtml> for more information on the pre-prospectus. Contact information for OAA is also available on the curriculum website.

Once the pre-prospectus is approved, faculty may submit the program and course curriculum to the curricular process. Faculty must meet the posted deadlines, which are designed to allow time for Board of Regents review and approval, as well as the Northwest Commission on Colleges and Universities (NWCCU) process.

Additionally, once the pre-prospectus is approved, faculty will receive an expanded "full prospectus," which includes additional questions. OAA will work with the faculty initiator to develop the full prospectus and to complete the Board of Regents Program Action Request form. Ideally, by the time the curriculum is approved by the Faculty Senate, the full prospectus will be complete and ready for submission by the Provost to the Statewide Academic Council.

The University of Alaska Board of Regents Academic Policy, including the minimum number of credits required for a degree or certificate program, can be accessed at: <http://www.alaska.edu/bor/policy/10-04.pdf>.

3. **Department Curriculum Committee/Department Chair:** Departmental review by the curriculum committee or department chair is required.
4. **College Curriculum Committee:** Check with your college curriculum committee about their meeting schedule.

A coordination email is automatically generated by the system at the point at which the College Curriculum Committee chair completes the curriculum review. At least 10 business days must pass after the coordination email is generated before the program will be placed on the UAB/GAB agenda to allow adequate time for notification of the UAA community.

Initiators should also consider—especially in the case of curriculum changes affecting other departments or colleges—sending out a direct coordination email to affected parties prior to the curriculum being submitted to their college curriculum committee.

5. **College Dean:** This level of review is required prior to submission to the governance office. Curriculum initiated at the community campuses must come up through the college, under which the program is listed in the catalog.

Note: If any curriculum for a credit-bearing course, program, or policy is submitted for processing and it has been **disapproved** at any level prior to UAB/GAB review, then that particular curricular action may be placed on the agenda of UAB/GAB for review and recommendation.

6. **Governance Office:** The curriculum can be placed on the UAB/GAB agenda when it fulfills the 10 business day coordination e-mail requirement. Curriculum items needing UAB/GAB review **must be in the Governance Office (GAB/UAB) queue by 9:00 a.m. Monday** in order to be on the agenda for the Friday meeting of the same week.
7. **Undergraduate Academic Board (UAB)/Graduate Academic Board (GAB):** GAB and UAB meeting schedules are posted on the Governance website at the beginning of each academic year.

The initiating or representative tenure-track or term faculty member must present curriculum to UAB/GAB. Representatives should be prepared to answer all relevant questions as described in section 1.4 of this handbook.

After the final reading by UAB/GAB, the initiating faculty member is responsible for the preparation of any necessary amendments to the text within the Program Management system before UAA Faculty Senate takes action.

8. **Faculty Senate:** Curricular actions at UAB and GAB are consolidated on to a consent agenda for faculty senate meetings that occur on the first Friday of each month September – May, except January.
9. **OAA/Provost:** The Provost provides the final approval for all curricular actions at UAA.
10. Refer to Figure 3a for the steps beyond OAA/Provost approval that are specific to the type of program review.

3.3 Minor Changes

Definition of a “minor change”: Minor changes are defined as changes that do not substantially affect the intent or content of programs. Minor changes are reviewed up through the college curriculum committee. All changes, even minor changes, must be entered into the Program Management system. For further assistance in determining whether or not a change is minor, consult with the UAB or GAB chair.

The following catalog changes are considered minor changes and do not have to be reviewed by the UAB/GAB. If faculty initiators believe their program changes fall within the following categories, an explanation of that should be provided in the notes section of the program documentation:

- Contact information, location, and web address
- Career information
- Accreditation
- Research possibilities
- Advising
- Grammatical changes

The initiating department is required to coordinate with all impacted departments. A coordination email is automatically generated by CIM at the point at which the college curriculum committee chair approves the curriculum.

Upon final approval by the college dean, courses with minor changes are forwarded to the Governance Office for transmittal to the Graduate School (as applicable), the Office of Academic Affairs and the Office of the Registrar.

Minor changes are placed on the UAB/GAB agenda as informational items. Any UAB/GAB member may request that an information item be changed to an action item. No action can be taken on an action item until after it has been placed on the next meeting's agenda. If there is no request to change the informational item to an action item, the Chair notes that it is a minor change and moves the change forward.

3.4 Program Student Learning Outcomes

1. Program Student Learning Outcomes are to be clearly stated as the knowledge or abilities that students are expected to demonstrate upon successful completion of the program.
2. Program Student Learning Outcomes and a plan for their assessment are to be developed in accordance with the guidance and requirements found in the [Academic Assessment Handbook \(https://www.uaa.alaska.edu/about/governance/academic-assessment-committee/documents/AAC-Handbook-Revised-2014-Final.pdf\)](https://www.uaa.alaska.edu/about/governance/academic-assessment-committee/documents/AAC-Handbook-Revised-2014-Final.pdf).
- 3.
4. Program Student Learning Outcomes are to be published in the catalog for student use in evaluating and selecting their academic program.
5. Programs whose external accreditors require program objectives should state these clearly as the knowledge or abilities that students are expected to demonstrate after completion of the program.
6. A complete and valid Academic Assessment Plan must be emailed to the Academic Assessment Committee at ayaac@uaa.alaska.edu in accordance with the requirements of the Academic Assessment Handbook. ***Note: Academic boards do not evaluate the Program Student Learning Outcomes or Academic Assessment Plan; however the Academic Assessment Plan must be***

complete, approved through the Dean, and submitted to ayaac@uaa.alaska.edu for review by the Academic Assessment Committee when a new program is submitted to the academic boards. Following AAC review of the Academic Assessment Plan, an informational item is sent to the Faculty Senate.

7. If this action requires notifying NWCCU refer to their website at www.nwccu.org.

3.5 Career Readiness Workforce Credential

Note: This type of program does not use the Program Management system.

The development of these programs must first be discussed with the Office of Academic Affairs.

Contact information for OAA is available on the [Provost's Office website](https://www.uaa.alaska.edu/academics/office-of-academic-affairs/provost_office.cshtml)
https://www.uaa.alaska.edu/academics/office-of-academic-affairs/provost_office.cshtml.

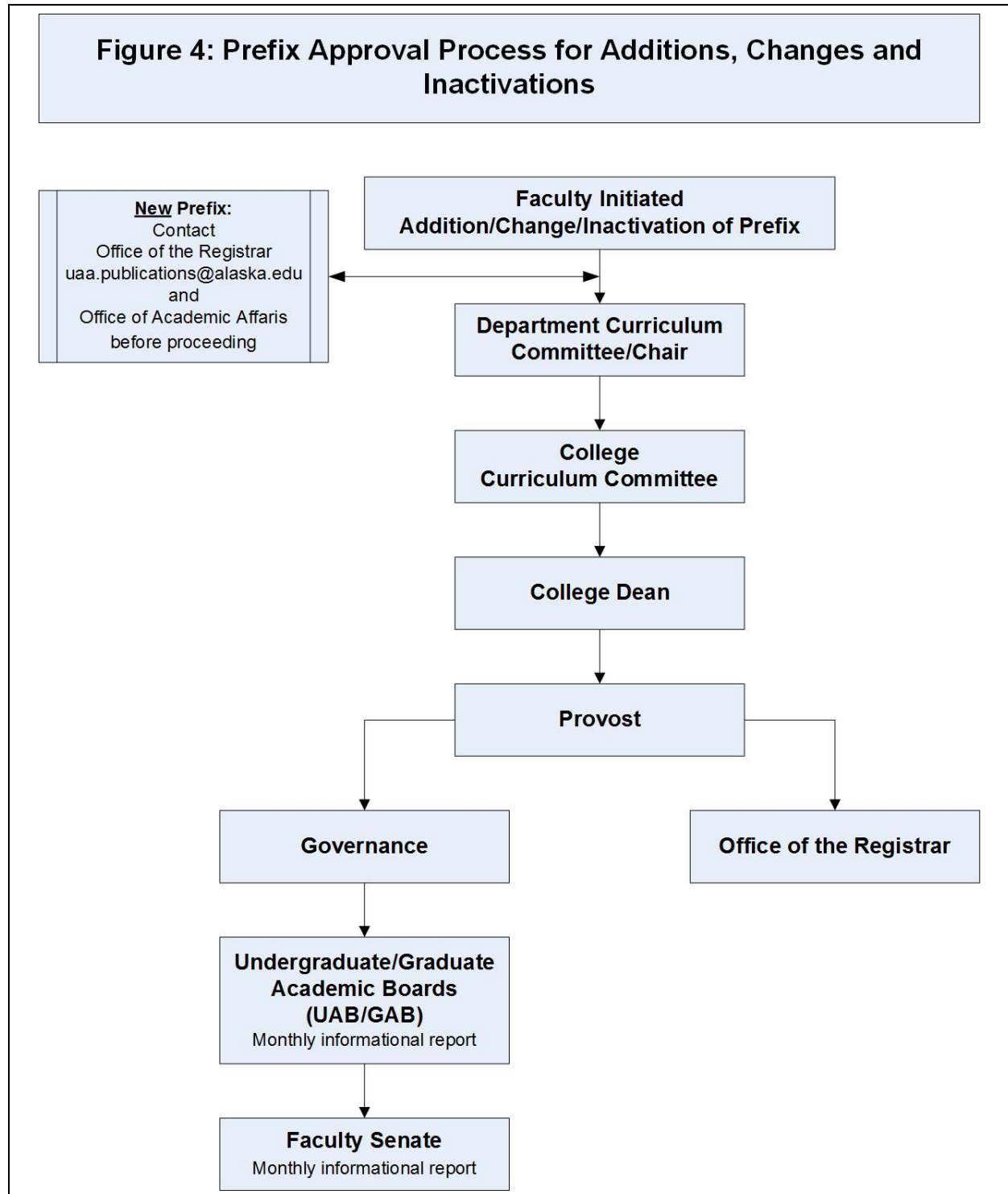
3.6 Academic Program Suspension of Admissions or Deletion

A suspension of admissions or deletion of an existing program must be discussed with the Office of Academic Affairs. Contact information for OAA is also available on [Provost's Office website](https://www.uaa.alaska.edu/academics/office-of-academic-affairs/provost_office.cshtml)
https://www.uaa.alaska.edu/academics/office-of-academic-affairs/provost_office.cshtml.

Academic Program Suspension of Admissions or Deletion Guidelines are available at:
https://www.uaa.alaska.edu/academics/office-of-academic-affairs/_documents/guidance-for-suspension-5-11-15.pdf.

While suspension of admissions is a management decision, deactivations are submitted by faculty through the Program Management system.

Section 4 - Prefix Approval Process



4.1 Addition, Change or Inactivation of a Prefix

The process for approval of a prefix addition, change or inactivation is depicted in Figure 4.

Example memo for a prefix addition:

To: Dr. Sam Gingerich, Provost and Executive Vice Chancellor of Academic Affairs

From: Dr. Khrys Duddleston, Curriculum Committee Chair, Dept. Biological Sciences

Khristyne
Duddleston

[Through: Dr. Fred Rainey, Director, Dept. Biological Sciences

AND Dr. Karl Pfeiffer, Chair CAS Course and Curriculum Committee

AND Dr. John Stalvey, Dean, College of Arts and Sciences

Date: 30Nov15

RE: Creation of new prefix, MBIO

The Department of Biological Sciences hereby requests a new prefix, MBIO. We recently hired two faculty members in microbiology. The teaching and research interests of the two new faculty combined with those of existing microbiology faculty (three) form a Microbiology Core within the department, similar to existing cores (e.g. physiology, cell and molecular biology). We are creating several new upper division courses in microbiology that will be part of a larger curriculum package adding a Microbiological Sciences option to our BS in Biological Sciences degree. Although we anticipate creating a new BS degree in Microbiological Sciences in the future, we are moving forward with an option within our existing degree program at this time.

The Dept. of Biological Sciences is beginning to run low on available upper division numbers under the BIOL prefix. Additionally, and perhaps more importantly, we have a numbering strategy within the department in which similar courses are grouped together by number. For example, most of our physiology courses are in the "teens" (413, 414, 415 etc.). Microbiology, like biology, is a broad science with many sub-disciplines (e.g., microbial genetics, microbial physiology, microbial pathogenesis etc.). As we embark on an expansion of our microbiology offerings, and in anticipation of growth in that area in the future, we feel it is important to create a new prefix, MBIO, for these courses. Although there are currently enough BIOL numbers available for the curriculum package we wish to submit now, creating a new prefix will a) allow us to group courses in microbiological sub-disciplines similarly to how we group them in biology, b) provide room for future growth in the microbiology curriculum and c) avoid consuming the few remaining numbers in BIOL which would limit available numbers for future changes in BIOL course offerings.

Date of coordination email to faculty listserve: 30Nov15

Section 5 –Further Resources

University of Alaska Board of Regents academic policy (see part 10): <http://alaska.edu/bor/policy-regulations/>

UAA curriculum landing page (curriculum and program management system): <http://curric.uaa.alaska.edu/curriculum.php>

Annual deadlines: <https://www.uaa.alaska.edu/about/governance/curriculum-proposals/>

Office of Academic Affairs:
<https://www.uaa.alaska.edu/academics/office-of-academic-affairs/>

Governance Office, Undergraduate and Graduate Academic Boards, Faculty Senate, GER Committee information:
<http://uaa.alaska.edu/governance>

Academic Assessment Committee and plans information:
<https://www.uaa.alaska.edu/about/governance/academic-assessment-committee>

Distance Education Handbook:
https://docs.google.com/document/d/1qbK9gik0ZlVVob9X7cSf3AarJ_gucYVc8sQeG5PVvhc/edit?usp=sharing

Writing Objectives with Bloom's Taxonomy:
University of North Carolina Charlotte, The Center for Teaching and Learning
<http://teaching.uncc.edu/learning-resources/articles-books/best-practice/goals-objectives/writing-objectives>