

Graduate Academic Board

Agenda

May 13, 2005
9:30 – 11:30 am
ADM 204

I. Roll Call

() Daria Carle	() Chris Mumma	() John Petratis	()
() Jocelyn Krebs	() Kate O'Dell	() Rashmi Prasad	() USUAA Vacant
() He Liu	() Terri Olson	() Greg Protasel	
() Kerri Morris	() Peter Olsson	() Toby Widdicombe	

II. Approval of Agenda (page 1-3)

III. Approval of Meeting Summary – April 22, 2005 (page 4-7)

IV. Administrative Report

1. Vice Provost Tom Miller

- Curriculum Handbook revisions (UAB revised -attached)

2. Interim Vice Provost for Research Jim Liszka

V. Chair's Report

- Jocelyn Krebs – Faculty Alliance

VI. Program/Course Action Requests - Second Reading

A. CBPP

Add	BA	A692	Finance Workshop: Fixed Income Investment (3cr)(1+4)(April 8 agenda pg. 7-11)
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Errata Sheet pg. 8-14

Revised Catalog pg. 15-17

Add			Supply Chain Management Graduate Certificate
Add	LOG	A601	Supply Chain Management System (3cr)(3+0)
Add	LOG	A602	Logistics (3cr)(3+0)
Add	LOG	A603	Measurement in Supply Chains (3cr)(3+0)
Add	LOG	A604	Radio Frequency Identification (3cr)(3+0)
Add	LOG	A605	Transportation Systems Mgmt (3cr)(3+0)
Add	LOG	A606	Lean Operations (3cr)(3+0)
Add	LOG	A607	Radio Frequency Capstone (3cr)(6+0)
Add	LOG	A608	Travel/Transportation Capstone (3cr)(6+0)

Add	LOG	A609	Supply Chain Quality Capstone (3cr)(6+0)
Add	BA	A628	Executive Leadership (3cr)(3+0)(pg. 14-17)
Add	BA	A629	Negotiation and Conflict Management (3cr)(3+0) (pg. 18-21)
Add	BA	A637	Organizations and Their Environments (6cr)(6+0) (pg. 22-26)

VII. Program/Course Action Request – First Reading

A.	CHSW		April 8 Packet #1	Revised Catalog Copies (April 22 pg. 10-13)
	Add			Graduate Certificate in Clinical Social Work Practice
	Add	SWK	A651	Social Work Practice in Addictions and Mental Health (3cr)(3+0)
	Add	SWK	A663	Clinical Social Work with Children and Adolescents (2cr)(2+0)
	Add	SWK	A664	Clinical Social Work with Adults (2cr)(2+0)
	Add	SWK	A666	Comparative Group Work (3cr)(3+0)
	Add	SWK	A667	Clinical Group Therapy (2cr)(2+0)
	Add	SWK	A668	Group Supervision I (1cr)(1+0)
	Add	SWK	A669	Group Supervision II (1cr)(1+0)
	Add	SWK	A670	Group Supervision III (1cr)(1+0)
	Add	SWK	A672	Social Work with Families and Couples (2cr)(2+0)
	Del	SWK	A671	Addiction and Social Work (3cr)(3+0)
	Add			Graduate Certificate in Social Work Management
	Chg	SWK	A634A	Social Work Practice IV: Organizational Practice (3cr)(3+0)
	Chg	SWK	A659	Leadership and Decision-Making in Social Work (3cr)(3+0)
	Add	SWK	A660	Budgeting and Fiscal Management for Social Work Administrators (2cr)(2+0)
	Add	SWK	A661	Marketing in the Social Sector (2cr)(2+0)
	Add	SWK	A662	Financial Resource Development for Social Services (2cr)(2+0)
	Chg	SWK	A698	MSW Research Project (3cr)(1+9)

VIII. Old Business

IX. New Business

- A. [Curriculum Handbook Revision](#) – Intercampused for 2.28.05 Agenda – UAB approved
 - a. Expedited Review (April 22 pg. 27)
- B. Introduction of elected members (pg. 18)
- C. Election of 05-06 Chair

X. Informational Items and Adjournment
[Curriculum Log](#)

Graduate Academic Board

Summary

April 22, 2005
9:30 – 11:30 am
ADM 204

I. Roll Call

(*) Daria Carle	(*) Chris Mumma	(*) John Petraitis	()
(*) Jocelyn Krebs	(*) Kate O'Dell	(*) Rashmi Prasad	() USUAA Vacant
() He Liu	(*) Terri Olson	() Greg Protasel	
(*) Kerri Morris	() Peter Olsson	(*) Toby Widdicombe	

II. Approval of Agenda (page 1-3) Approved

III. Approval of Meeting Summary – April 8, 2005 (page 4-7) Approved

IV. Administrative Report

1. Vice Provost Tom Miller

- Curriculum Handbook revisions (packet)

2. Interim Vice Provost for Research Jim Liszka

- Catalog revisions – Candidacy Requirements and GPA (pg. 8-9)
Admission Requirements – Motion to approve. Approved unanimously

V. Chair's Report

- Jocelyn Krebs – Faculty Alliance
- Ad Hoc Committee update

VI. Program/Course Action Requests - Second Reading

A.	CBPP	Revisions Packet #1	
	Add		Master of Science, Information Technology
			Approved unanimously
			• Course level Justification provided for every course
	Add	CIS A651	Management of Information Security (3cr)(3+0)
			Approved unanimously
	Add	CIS A652	Information Assurance Law & Ethics (3cr)(3+0)
			Approved unanimously
	Add	CIS A653	Software Security (3cr)(3+0)
			Approved unanimously
	Add	CIS A654	Cryptography (3cr)3+0)
			Approved unanimously

Add	CIS	A655	Hardware & Network Security (3cr)(3+0) Approved unanimously
Add	CIS	A656	Wireless Security (3cr)(3+0) Approved unanimously
Add	CIS	A657	Database Security (3cr)(3+0) Motion: Approve 1st and waive 2nd. Approved unanimously
Add	CIS	A658	Information Privacy (3cr)(3+0) Motion: Approve 1st and waive 2nd. Approved unanimously
Add	CIS	A659	Information Assurance Plan (3cr)(3+0) Motion: Approve 1st and waive 2nd. Approved unanimously

VII. Program/Course Action Request – First Reading

A. CBPP			
Add	BA	A692	Finance Workshop: Fixed Income Investment (3cr)(1+4)(April 8 agenda pg. 7-11) <ul style="list-style-type: none"> • Course Description changes • Need assessment • Outcome that relates to portfolios • Place of publication
B. CHSW			
Add		Packet #1	Revised Catalog Copies (pg. 10-13) Graduate Certificate in Clinical Social Work Practice Tabled
Add	SWK	A651	Social Work Practice in Addictions and Mental Health (3cr)(3+0) Tabled
Add	SWK	A663	Clinical Social Work with Children and Adolescents (2cr)(2+0) Tabled
Add	SWK	A664	Clinical Social Work with Adults (2cr)(2+0) Tabled
Add	SWK	A666	Comparative Group Work (3cr)(3+0) Tabled
Add	SWK	A667	Clinical Group Therapy (2cr)(2+0) Tabled
Add	SWK	A668	Group Supervision I (1cr)(1+0) Tabled
Add	SWK	A669	Group Supervision II (1cr)(1+0) Tabled
Add	SWK	A670	Group Supervision III (1cr)(1+0) Tabled

Add	SWK	A672	Social Work with Families and Couples (2cr)(2+0) Tabled
Del	SWK	A671	Addiction and Social Work (3cr)(3+0) Tabled
Add			Graduate Certificate in Social Work Management Tabled
Chg	SWK	A634A	Social Work Practice IV: Organizational Practice (3cr)(3+0) Tabled
Chg	SWK	A659	Leadership and Decision-Making in Social Work (3cr)(3+0) Tabled
Add	SWK	A660	Budgeting and Fiscal Management for Social Work Administrators (2cr)(2+0) Tabled
Add	SWK	A661	Marketing in the Social Sector (2cr)(2+0) Tabled
Add	SWK	A662	Financial Resource Development for Social Services (2cr)(2+0) Tabled
Chg	SWK	A698	MSW Research Project (3cr)(1+9) Tabled
C.	CBPP	Packet #2	
	Add		Supply Chain Management Graduate Certificate (pg. 1-8) <ul style="list-style-type: none"> • Recommended Catalog changes • Coordinate with School of Engineering Universal comments to courses <ul style="list-style-type: none"> • Course evaluation – delete 1st sentence • Course Prerequisites – delete last statement • Bibliography or References should be Suggested Texts Accepted 1st reading
Add	LOG	A601	Supply Chain Management System (3cr)(3+0)(pg. 9-12) Accepted 1st reading
Add	LOG	A602	Logistics (3cr)(3+0)(pg. 13-16) <ul style="list-style-type: none"> • Course Description Accepted 1st reading
Add	LOG	A603	Measurement in Supply Chains (3cr)(3+0)(pg. 17-20) <ul style="list-style-type: none"> • CAR needs signatures Accepted 1st reading

Add	LOG	A604	Radio Frequency Identification (3cr)(3+0)(pg. 21-25) Accepted 1st reading
Add	LOG	A605	Transportation Systems Mgmt (3cr)(3+0)(pg. 26-29) • Student Outcome #4 Analyzes Accepted 1st reading
Add	LOG	A606	Lean Operations (3cr)(3+0)(pg. 30-33) • Course description changes Accepted 1st reading
Add	LOG	A607	Radio Frequency Capstone (3cr)(6+0)(pg. 34-37) • Contact hours (3+0) Accepted 1st reading
Add	LOG	A608	Travel/Transportation Capstone (3cr)(6+0)(pg. 38-41) • Contact hours (3+0) Accepted 1st reading
Add	LOG	A609	Supply Chain Quality Capstone (3cr)(6+0)(pg. 42-45) • Contact hours (3+0) • Course description Accepted 1st reading
Add	BA	A628	Executive Leadership (3cr)(3+0)(pg. 14-17) • Assessment Accepted 1st reading
Add	BA	A629	Negotiation and Conflict Management (3cr)(3+0) (pg. 18-21) • Assessment Accepted 1st reading
Add	BA	A637	Organizations and Their Environments (6cr)(6+0) (pg. 22-26) • Assessment Accepted 1st reading

VIII. Old Business

IX. New Business

- A. [Curriculum Handbook Revision](#) – Intercampused for 2.28.05 Agenda – UAB approved
 - a. [Expedited Review](#) (pg. 27)
- B. Transfer Credit – UAA Catalog (March 11th agenda pg. 17)
- C. Purge List (April 8 agenda pg. 12-16)
- D. Purge List memos (pg. 28-31)
Approved requests to keep courses on the purge list and to delete those who submitted no memo or submitted a memo okaying courses to be purged.

X. Informational Items and Adjournment [Curriculum Log](#)

Errata Sheet

Proposed Supply Chain Management Graduate Certificate

April 28, 2005

All changes to the proposed Supply Chain Management Graduate Certificate packet, which were reviewed and approved by the GAB's first reading session, on April 22, were completed as recommended. All changes have been listed in the following table for ease of reference by GAB members for the second reading session. New wording is in **bold**. I sincerely appreciate the time and effort the GAB took in reviewing the many pages of this graduate certificate program.

Oliver

Dr. Oliver Hedgepeth
Chair of Logistics Department
College of Business & Public Policy

Page	Paragraph (P) , Line (L)	Recommendation and/or Old Wording	New Wording or Change
2	P3, L4	Add the word "fee" after "flat." "...have agreed to charge a flat per credit hour..."	"...have agreed to charge a flat fee per credit hour..."
4	P2, L1	Replace the word "expediential" "The enrollment potential is expediential."	The enrollment potential is significant .
6	P2	Delete the paragraph under Program Outcomes and replace with the list from page 8 also titled Program Outcomes	Page 8 wording was cut and pasted into the space for Program Outcomes on page 6.
7	P2	Correct the wording on the courses to reflect the wording on the CAR and CCG for each course. "Supply Chain Management." "Supply Chain Measurement" "RFID Capstone" "Travel & Transportation" "T & T Capstone" "Improving Supply Chain Quality"	"Supply Chain Management Systems ." " Measurement in Supply Chains " " Radio Frequency Capstone" " Transportation Systems Management " " Travel/Transportation Capstone" "Supply Chain Quality Capstone "

9	P6	Add "s" at the end of the term "System." "Supply Chain Management System"	"Supply Chain Management Systems"
9	P19	Delete the justification and replace with a statement on why the course is a graduate level course. "Course is part of a graduate certification program."	"This course is progressively more advanced in academic content than similar undergraduate courses. This course fosters independent learning and critical thinking, including significant application of relevant literature sources."
10	P1, L2	Add "s" at the end of the term "System." "Supply Chain Management System"	"Supply Chain Management Systems"
10	PIII	Add more activities, such as case analyses or current research from text and articles to reflect the graduate level nature of these courses. "Students will be required to study course materials provided by the course instructor, read text and articles on subjects related to the course, perform case analyses, work on team-based exercises, take mid-term and final exams and do a term project."	Students will be required to study course materials provided by the course instructor, read current text and current research journal and trade articles on subjects related to the course, perform case analyses of new or emerging trends , work on team-based exercises, take mid-term and final exams, and do a term project based on the use of current business and research techniques and technologies .
11	PVII	Change title from "Bibliography or References" to "Suggested Texts." Add a suggested text book.	VII. Suggested Texts Chopra, Sunil and Peter Meindl. <i>Supply Chain Management: Strategy, Planning, and Operation</i> , 2 nd Edition. New Jersey: Pearson-Prentice Hall, 2004. Hammer, M., and J. Champy. <i>Reengineering the Corporation</i> . London: Nicholas Brealey: 1993. Wisner, Joel D., G. Keong Leong, and Keah-Choon Tan. <i>Principles of Supply Chain Management: A Balanced Approach</i> . Australia: Thomson South-Western, 2005.

12	PVIIB	Take out the sequence numbers in the table; do not use bullets either.	An example of the changes throughout the table are shown here: Case analyses Exams Term project
12	PVIIB, L3	Delete the words shown in italics below: “Apply their knowledge <i>to the course activities</i> by completing the activities <i>at their highest possible level.</i> ”	“Apply their knowledge by completing the activities.”
13	P16	Delete the words shown in italics below: “Focuses on <i>the logic behind this</i> logistics integration and how global organizations can gain a sustainable competitive advantage by implementing programs of total logistics management into their organizations.”	“Focuses on logistics integration and how global organizations can gain a sustainable competitive advantage by implementing programs of total logistics management into their organizations.”
15	PV, L1-2	Delete the first sentence. “Evaluation procedures are at the discretion of the faculty member teaching the course.”	Sentence deleted.
15	PVII	Change title from “Bibliography or References” to “Suggested Texts.” Add publishing location of the book. “Stock, James R., and Douglas M. Lambert. <i>Strategic Logistics Management</i> , 4 th edition. Boston: McGraw-Hill Irwin, 2001.”	“Stock, James R., and Douglas M. Lambert. <i>Strategic Logistics Management</i> , 4 th edition. Boston: McGraw-Hill Irwin, 2001.”
16	PVIIB	Take out the sequence numbers in the table; do not use bullets either.	Sequence numbers deleted.
16	PVIIB, Last box	Correct the term “Term-based exercises” to be “Team-based.”	“Team-based exercises”
19	PV	Delete the first sentence. “Evaluation procedures are at the discretion of the faculty member teaching the course.”	Sentence deleted.
19	PVI, L9.0	Change “Casual” to “Causal.”	“Causal Models”
19	PVII	Change title from “Bibliography or References” to “Suggested Texts.” Add the publication location to each text.	Dewar, James A. <i>Assumption-Based Planning: A Tool for Reducing Avoidable Surprises.</i> New York: Cambridge

			University Press, 2002. Richmond, Barry. <i>An Introduction to Systems Thinking</i> . Lebanon, NH : High Performance Systems, Inc., 2001.
20	PVIII B	Take out the sequence numbers in the table; do not use bullets either.	Sequence numbers deleted.
22	PIV, L2-3	Delete prerequisites on registration restrictions and degree requirements, since the class is taken by students already admitted to the graduate certificate program.	Sentences deleted.
23	PV, L1-2	Delete the first sentence. "Evaluation procedures are at the discretion of the faculty member teaching the course."	Sentence deleted.
24	PVII	Change title from "Bibliography or References" to "Suggested Texts." Add the publication location to each text.	Publication location added.
25	PB	Take out the sequence numbers in the table; do not use bullets either.	Sequence numbers deleted.
26	P6	Add full title of complete course as well as the abbreviated title. "Transportation Systems Mgmt."	Transportation Systems Management (Transportation Systems Mgmt)
27	PIV	Delete prerequisites on registration restrictions and degree requirements, since the class is taken by students already admitted to the graduate certificate program.	Sentences deleted.
28	PV	Delete the first sentence. "Evaluation procedures are at the discretion of the faculty member teaching the course."	Sentence deleted.
28	PVII	Change title from "Bibliography or References" to "Suggested Texts." Delete the third reference "Assigned Readings: Sunset Reference Center, or online."	Paragraph title changed and item deleted.

29	PB	Take out the sequence numbers in the table; do not use bullets either.	Sequence numbers deleted.
29	PB, Box 4	Delete the word "Demonstrate" and replace with the word "Analyze."	"Analyze the difference between domestic and international passenger transportation systems."
30	P16, L4	Replace the last part of the second sentence with something more general in nature, rather than just specific techniques. "Examines the concepts of lean operations and shows through examples, case studies, simulations, and hands-on projects how organizations can reduce the wastes that adversely impact profitability and performance. Focuses on value-stream mapping, synchronized flow, pull systems, kanban systems, the 5S's, quick change-over, theory of constraints, and total productive maintenance."	Examines the concepts of lean operations and shows through examples, case studies, simulations, and hands-on projects how organizations can reduce the wastes that adversely impact profitability and performance. Focuses on value-stream mapping, synchronized flow, pull systems, and any current reengineering concepts that may be appropriate, such as kanban systems, the 5S's, quick change-over, theory of constraints, and total productive maintenance.
31	PI	Replace the CCG course description with the modified one just changed above in the CAR.	CCG sentence replaced with the above sentence from the CAR.
32	PIV	Delete prerequisites on registration restrictions and degree requirements, since the class is taken by students already admitted to the graduate certificate program.	Sentence deleted.
32	PVII	Change title from "Bibliography or References" to "Suggested Text." Add a text.	Text book added.
33	PB	Take out the sequence numbers in the table; do not use bullets either.	Sequence numbers deleted.
33	PB, Box 1	Delete the first item "Independently seek..." in the first box and replace with "Compile annotated bibliographies."	"Compile annotated bibliographies."
33	PB, Box 3, L3-4	Delete "...at their highest possible level" from the sentence: "Demonstrate their knowledge to the course activities by completing the activities at their highest possible level."	Change made. "Demonstrate their knowledge to the course activities by completing the activities."

34	P5b	Change “(6+0)” to “(3+0).”	“(3+0)”
34	P16	Delete the phrase “as mandated by Wal-Mart and the Department of Defense” from the end of the course description.	“Demonstrate mastery of the knowledge and skills expected of someone who is a supply chain management professional through completion of a business case development project using radio frequency identification or RFID.”
35	PI, L4	Delete the phrase “as mandated by Wal-Mart and the Department of Defense” from the end of the course description in the CCG as was done in the CAR above.	“Demonstrate mastery of the knowledge and skills expected of someone who is a supply chain management professional through completion of a business case development project using radio frequency identification or RFID.”
36	PIV, L2-3	Delete prerequisites on registration restrictions and degree requirements, since the class is taken by students already admitted to the graduate certificate program.	Sentences deleted.
37	PVII	Change title from “Bibliography or References” to “Suggested Text.” Add text publication location.	Text updated.
37	PIXB	Take out the sequence numbers in the table; do not use bullets either.	Sequence numbers deleted.
37	PIXB, Box 1	Word smith the sentence “Understanding the role...” to be more in line with actually demonstrating something.	“Demonstrate the use of RFID technology in a current project process improvement for a real customer application.”
37	PIXB, Box 3	Change “Demonstrate the skills...” to “Demonstrate the analytical skills....”	“Demonstrate the analytical skills to evaluate the effect strategic process changes RFID technology has on supply chain options and on a company’s return on investment.”
38	P5b	Change “(6+0)” to “(3+0).”	“(3+0)”
39	L2	Change the title to match that in the CAR.	“Travel/Transportation Capstone”
40	PIV, L2-3	Delete prerequisites on registration restrictions and degree requirements, since the class is taken by students already admitted to the graduate certificate program.	Sentence deleted.
40	PVIII	Change title from “Bibliography or References” to “Suggested Text.” Add text publication location.	Text updated.
41	PIXB	Take out the sequence numbers in the table; do not use bullets either.	Sequence numbers deleted.
42	P5b	Change “(6+0)” to “(3+0).”	“(3+0)”

42	P16, L2	Delete "...of the supplier being" to read "of becoming" in the first sentence of the course description.	"Examines approaches that organizations can take to work with their suppliers to assist them in all facets of improvement with the objective of becoming a preferred supplier."
42	P16, L2	Add "such" between "concepts as" in the second sentence of the course description.	"Focuses on concepts, such as supplier total quality, six-sigma quality, project management skills, quality standard and supplier selection and development."
43	PI, L2	Delete "...of the supplier being" to read "of becoming" in the first sentence of the course description in the CCG, similar to that done in the CAR above.	"Examines approaches that organizations can take to work with their suppliers to assist them in all facets of improvement with the objective of becoming a preferred supplier."
43	PI, L3	Add "such" between "concepts as" in the second sentence of the course description in the CCG, similar to that done in the CAR above.	"Focuses on concepts, such as supplier total quality, six-sigma quality, project management skills, quality standard and supplier selection and development."
44	PIV, L2-3	Delete prerequisites on registration restrictions and degree requirements, since the class is taken by students already admitted to the graduate certificate program.	Sentence deleted.
44	PVII	Change title from "Bibliography or References" to "Suggested Text." Add text.	
45	PB	Take out the sequence numbers in the table; do not use bullets either.	Sequence numbers deleted.
46		Recommended letting Rob Lang, School of Engineering letting him know about the program; send an email.	Sent an email to Rob Lang and all other School of Engineering faculty members about this program.

Catalog Copy

SUPPLY CHAIN MANAGEMENT GRADUATE CERTIFICATE

University of Alaska Anchorage College of Business and Public Policy is partnering with Boise State University and University of Hawaii Manoa to offer the graduate certificate in Supply Chain Management. The certificate requires three core courses, Logistics, Supply Chain Management, and Supply Chain Measurement; one specialty course, Radio Frequency Identification, Travel and Transportation, or Lean Operations; and a capstone course for a total of 15 credit hours.

Classes are delivered online by expert faculty from one of the three partnering institutions. All discussion, assignments, and tests will be handled online. Each University will be allotted 10 seats in each course for a maximum enrollment of 30 students per course. Students will move through the program as a cohort.

The certificate will be offered by each institution at the same cost. Courses from any of the partnering institutions serve as resident credit at UAA. Please contact the College of Business & Public Policy at (907) 786-4101 for tuition and pre-application information.

Program Outcomes

The following are descriptions of the outcomes that students should be able to demonstrate upon the completion of the course.

A student who successfully completes the Supply Chain Management Graduate Certificate Program will apply systems thinking and design principles to effectively and efficiently manage global supply chains.

1. Demonstrates an understanding of pressing organizational challenges and environmental constraints.
2. Demonstrates understanding of the integration and management of processes across the supply chain.
3. Demonstrates understanding of leadership and management of the principles of supply chain components.
4. Demonstrates the ability to conduct a cogent analysis of the current state of a supply chain system.
5. Demonstrates an understanding of future trends.
6. Demonstrates an understanding of implementation of Supply Chain Management principles.
7. Demonstrates the verbal and written communication skills required in supply chain management.

8. Demonstrates an understanding and mastery of team skills required to manage effective supply chains.

Admission Requirements

Those students who already have a baccalaureate degree, have professional experience in the field of supply chain management, and meet all university admission requirements may be admitted to the graduate certificate program.

Students must also provide transcripts from all institutions attended, a statement of job interest, a statement of job experience and TOEFL scores (at least 550) for those applicants whose native language is not English.

See the beginning of this chapter for Admission Requirements for Graduate Certificates.

Academic Progress

A minimum GPA of 3.00 is required in order to successfully complete the certificate. A grade of “C” is minimally acceptable and must be offset with a grade of “A” in one of the other courses. After the third course grade of “C” the student will be required to withdraw from the program.

The cohort group format is designed to allow students to: develop a working relationship with one another; undertake group activities and research; and share professional experiences with one another. The Supply Chain Management Graduate Certificate is the responsibility of the Logistics Department, which acts as its policy-making body and as an appeals board. Students are expected to be familiar with and adhere to the certificate requirements and procedures as well as to the general UAA admissions and graduate certificate requirements.

Full program information, including application forms and procedures, may be obtained by contacting:

Student Information Office
College of Business & Public Policy
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508 U.S.A.
Telephone: (907) 786-4101
Facsimile: (907) 786-4119

Program Requirements

1. Complete the following required credits (15 credits). Meet with an advisor to develop a program plan.

Core Courses (9 credit hours)

LOG A601	Supply Chain Management Systems	3
LOG A602	Logistics	3
LOG A603	Measurement in Supply Chains	3

Specialty (6 credit hours) Choose from:

LOG A604	Radio Frequency Identification	3
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LOG A607	Radio Frequency Capstone	3
LOG A605	Transportation Systems Management	3
LOG A608	Travel/Transportation Capstone	3
LOG A606	Lean Operations	3
LOG A609	Supply Chain Quality Capstone	3

2. A total of 15 credits is required for the certificate.

Faculty

Dr. Oliver Hedgepeth, Asst. Prof. Chair	afwoh@cbpp.uaa.alaska.edu
Dr. Fred Collison, Professor	collison@hawaii.edu
Dr. Patrick Shannon, Professor	pshannon@boisestate.edu
Dr. Lyman Gallup, Assoc. Professor	lgallup@boisestate.edu
Dr. Tom Foster, Professor	foster@boisestate.edu

Graduate Academic Board
2005-2006
Membership List & Meeting Schedule

Name	Representing	Phone	Fax	E-mail	Term
Trina Carter	Consortium Library	786-1846	786-1834	afcc@uaa.alaska.edu	05-07
Jocelyn Krebs	CAS	786-1556	786-4607	afjek@uaa.alaska.edu	04-06
Patricia Sandberg	CAS	786-1636	786-4898	afprs@uaa.alaska.edu	05-07
Tracey Burke	CHSW	786-6905	786-6912	aftkb1@uaa.alaska.edu	05-07
Alpana Desai	CBPP	786-4111	786-4115	afamd@uaa.alaska.edu	04-06
Carlos Alsua	CBPP	786-1947	786-4115	afcja@uaa.alaska.edu	05-07
George Mastroyanis	COE			afgsm@uaa.alaska.edu	05-07
Peter Olsson	CTC	264-7449	264-7444	afpgo@uaa.alaska.edu	04-06
Tim Hinterberger	FS-CAS	786-4632	786-4700	aftjh@uaa.alaska.edu	
Terri Olson ?	FS	786-4586	786-4559	aftso@uaa.alaska.edu	
Vacant	FS				
Vacant	FS				
Vacant	SOENGR				
Ex-Officios					
Thomas Miller	Academic Affairs	786-1053	786-1426	aftpm@uaa.alaska.edu	
Linda Davis	Curriculum	786-1555	786-1537	anlkd@uaa.alaska.edu	
Mary Howard	Enrollment Services	786-6071	786-4888	anmgh@uaa.alaska.edu	

Scheduled Meeting Dates 9:30 – 11:30 a.m. ADM 204	
Fall 2005	Spring 2006
August 26	January 13 & 27
September 9 & 23	February 10 & 24
October 14 & 28	March 10 & 24
November 11	April 14 & 28
December 9	May 12

Governance Office Staff	Phone	Fax	E-mail
Anissa Hauser	786-1994	786-6155	aygov@uaa.alaska.edu or anaeh@uaa.alaska.edu
Vacant	786-1945	786-6155	

Graduate Academic Board Listserv: fsgab@uaa.alaska.edu

Updated 5/9/05

Section 3a - Curriculum Approval Process Courses

Overview

1. Curriculum must be initiated by a faculty member, reviewed by the department's curriculum committee/chair, the school/college curriculum committee, and finally the dean/director of the school/college.
2. Approved curriculum must be submitted from the dean/director to the Governance Office.
 - The Governance Office forwards Non-Credit, CEU, -93s, -94s, and 500 level courses to the Curriculum Office to be entered into the system.
 - Catalog courses and prefix requests, are sent to UAB/GAB for review.
3. Any items needing UAB/GAB review **must be received in the Governance Office by Monday at 9 a.m.** in order to be on the agenda for the Friday meeting of the same week. See Deadlines under Section 4 for additional information.
4. Initiating faculty member or representative must present courses and prefixes to UAB/GAB.
5. After the final reading by UAB/GAB, the initiating faculty member is responsible for the preparation of the corrected final documents and submission to the Governance Office before UAA Faculty Senate takes action.
6. The Governance Office prepares the UAB/GAB reports for the UAA Faculty Senate. The Senate then reviews and acts on the proposed courses and prefixes.
7. UAB/GAB chair signs CAR.
8. The Provost (or designee) reviews and acts on courses and prefixes.
9. After Provost approval the Governance Office sends the approved courses and prefixes to the Curriculum Office.
10. After appropriate reviews are complete, the course or prefix appears in the next catalog or schedule for which the publication deadline was met, unless a later implementation date has been requested. **Effective date of the action normally can not precede the publication date of the first catalog or schedule in which it is to appear.**
11. Degree and Certificate requirements that reflect course changes are effective from fall through summer of each catalog publication.

Approval for changes to undergraduate credit courses numbered 050 – 299

Changes that do not substantially affect the intent or content of lower division courses are handled by the School/College Curriculum Committee or Community Campus Instructional Council which:

- A. Forwards a CAR approved by the school/college curriculum committee or instructional council to the dean/director for approval before being forwarded to Governance.
- B. Reviews course content guidelines for academic quality and completeness according to UAB Guidelines in Section 5 of this handbook.
- C. Requires documentation that proper coordination has occurred. Proper coordination includes:
 - 1. General notification to faculty, department chairs, deans and directors that curriculum action is being considered.
 - 2. Effort to contact, and record of response from faculty in associated disciplines or other campus locations
 - 3. Records forwarded to governance.
- D. Takes responsibility for the following changes that do not affect the quality of the curriculum:
 - 1. Title change
 - 2. Course number change at the same level
 - 3. Grammatical change in course description
 - 4. Prerequisite and co-requisite changes that can only affect the prefix department
 - 5. Fee change
 - 6. Course description change that does not change course intent, e.g., USSR to Russia, Word 2000 to Word 2003.

Upon final approval by the college dean or director, courses with the types of changes listed in D. 1-6 are forwarded to the Governance Office for transmittal to the Curriculum office. These course actions are placed on the UAB agenda as Informational Items. Any UAB 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.

Approval for substantive changes to courses numbered 050 - 299, for all changes to courses numbered 300 - 499, and for additions or deletions of all academic credit courses.

Additions, deletions, or changes that have a substantive effect on the intent, content or outcomes of any 050 – 299 level course require approval through the established governance process and UAB action as shown at the beginning of this section.

Additions, deletions or changes to any 300- or 400- level course with a permanent number, wherever initiated within UAA, require approval through the established governance process and UAB action as shown at the beginning of this section.

600- Level Courses

A 600-level course with a permanent number, wherever initiated within UAA, requires GAB action.

School/college curriculum committee or community campus instructional council takes responsibility for the following changes that do not affect the quality of the curriculum:

- 1. Title Change
- 2. Course number change at the same level
- 3. Grammatical change in course description

4. Prerequisite change that involves only the prefix department
5. Fee change
6. Course description change that does not change course intent, e.g. USSR to Russia, Word 2000 to Word 2003.

Upon final approval by the college dean or director, courses with the types of changes listed in 1-6 are forwarded to the Governance Office for transmittal to the Curriculum office. These course actions are placed on the GAB agenda as Informational Items. Any 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.

The community campus director will work with the appropriate school/college dean to obtain review and approval for offering of a graduate course.

500- Level Courses

These courses are offered for Professional Development Credit only. The UAB is responsible for UAA policy associated with 500- level courses.

The appropriate dean or designee has authority for initial approval and offering of 500- level courses. Each college offering 500 level courses must have policies and procedures in place that guarantee appropriate faculty review and course quality.

Approved courses are forwarded through the Governance Office to the Curriculum Office to be entered into the system and are listed as Information Items on the Faculty Senate agenda.

Degree Programs/New Courses Required for Degree Programs

Any new degree program, and/or new course required for a degree program, wherever initiated within UAA, requires approval by UAB/GAB.

Scheduling and offering of courses numbered 001 through 699

Any lower division course (001 – 299) listed in the UAA catalog may be scheduled at a community campus at the discretion of the director without additional approval or coordination, provided that:

- A. The offering of any course that is a major requirement of a certificate or degree program that is accredited, certified or approved by an outside agency must be approved by the dean responsible for that program prior to scheduling.
- B. The offering of any course that involves working with children or potentially hazardous materials or situations, or involves activities that are regulated by the university, state or federal government, must assure compliance with the policies and procedures established for that course.
- C. A scheduled course listed as requiring laboratory work must be done in adequately equipped facility. The arrangement for such laboratory work is to be approved by the responsible dean or the dean's designee.

The community campus director has authority to assign faculty to teach courses at the 200-level and below. The director works with the appropriate college or school dean for faculty approval for courses in accredited or approved programs.

Any upper division or graduate course (300 – 699), wherever offered at UAA, requires prior approval of the discipline chair and the dean before it is listed for offering in any schedule of courses. Continuing approvals may be issued by the discipline chair and dean for repeat offerings of courses that were initially successful and that will be delivered by the same faculty members.

The community campus director works with the appropriate school/college dean and discipline chair to obtain review and approval for faculty to teach an upper division course.

Community campus directors are responsible for assuring that faculty follow guidelines established in all courses, and for assessing the student outcomes of their courses and sharing those results with the disciplines.

Approval process for specially numbered courses

-90 Selected Topics Courses

Standard approval process

-92 Seminars and Workshops

Standard approval process

-93 Special Topics Courses

A -93 course is to be approved through the school/college curriculum committee or instructional council and the Dean of the college.

-94 Trial (Experimental) Courses

A -94 course is to be approved through the school/college curriculum committee or instructional council and the Dean of the college.

-95 Internships, Practica, Community Based Learning, or Cooperative Education

Standard approval process

-97 Independent study

Approved by the faculty member and the Dean of the college

-98 Individual Research

Standard approval process

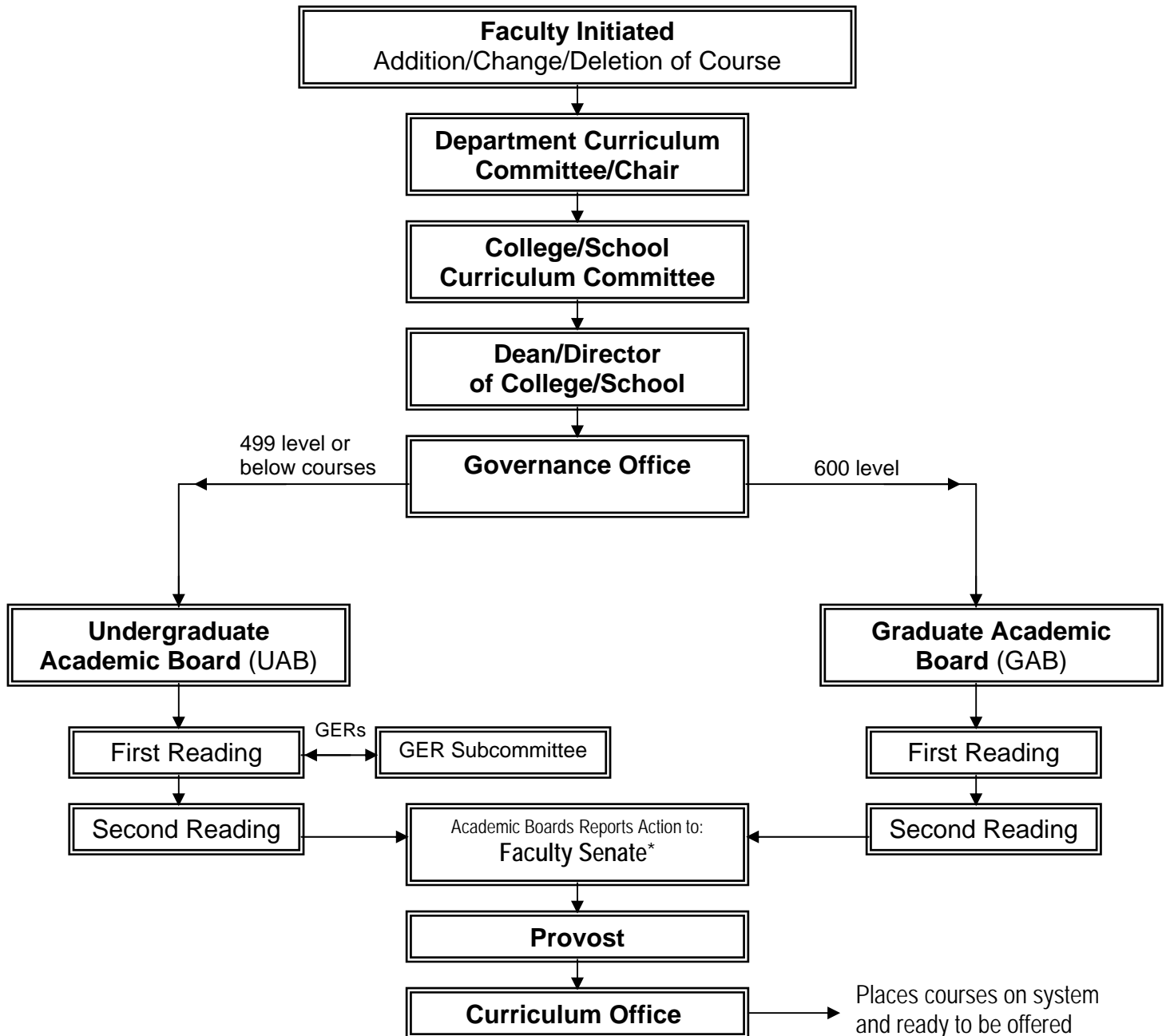
-99 Thesis

Standard approval process

CEU courses are numbered AC001-AC049, which separates their number designation and distinguishes them from academic credit courses. They are approved according to policies established by the UAB or GAB and require the review of the faculty and dean of the offering college. Approved CEU courses are presented as information items to the academic boards.

Non-Credit courses are numbered 001 – 049, regardless of their level of instruction. These courses, which may be sponsored and limited to a specific audience, or open to the public are approved according to policies established by the UAB or GAB. They require the review and approval of the faculty and dean of the offering college.

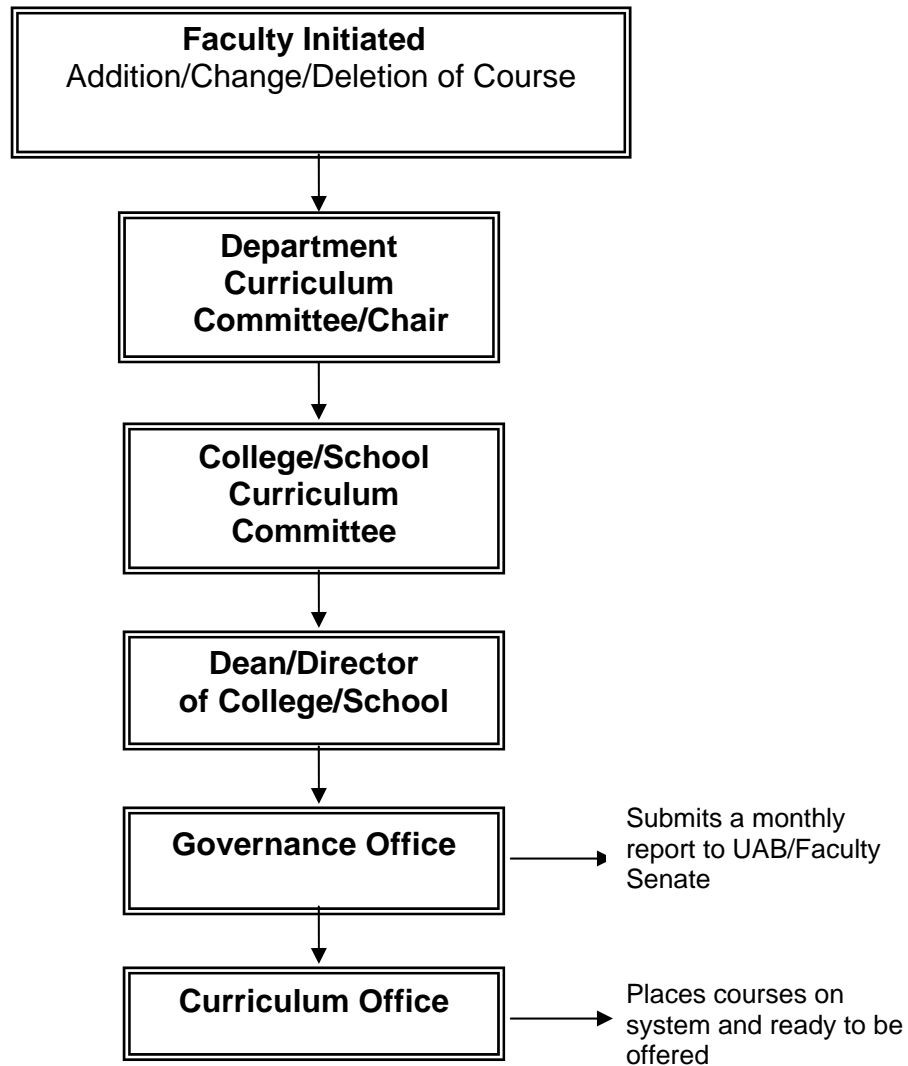
Permanent Course Approval Process



* Faculty Senate Approves:

1. Additions to GURs or GERs
2. Changes in credits for a degree or program
3. Changes that impact academic content in major/minor programs
4. New Courses/Programs

**Non-Permanent (-93, -94) Credit Course,
500-Level Course, and Non-Credit/CEU Approval Process**



Section 3b - Curriculum Approval Process

Minor Changes to Programs and Policies

(includes new option within a program)

Minor program changes are approved through the standard curriculum review process through UAA. The final approval rests with the provost. Reviews by the Systemwide Academic Council, the Regents and the Commission on Colleges are not necessary.

1. The school/college must discuss a proposal to determine the magnitude of the change.
2. Curriculum must be initiated by a faculty member, reviewed by the department's curriculum committee/chair, the school/college curriculum committee, and finally the dean/director of the school/college.
 - The governance office forwards minor revisions to program descriptions and student outcomes to the Provost for approval and then to the curriculum office. These revisions are considered by the academic boards only upon the request of a board member.
3. Approved curriculum must be submitted from the dean/director to the Governance Office.
4. Programs and academic policy proposals are sent to UAB/GAB for review.
5. Any items needing UAB/GAB review **must be received in the Governance Office by Monday at 9 a.m.** in order to be on the agenda for the Friday meeting of the same week. See Deadlines under Section 4 for additional information.
6. Initiating faculty member or representative must present programs and academic policies to UAB/GAB.
7. After the final reading by UAB/GAB, the initiating faculty member is responsible for the preparation of the corrected final documents and submission to the Governance Office before UAA Faculty Senate takes action.
8. The Governance Office prepares the UAB/GAB reports for the UAA Faculty Senate. The Senate then reviews and acts on the proposed programs and academic policies.
9. UAB/GAB chair signs CAR.
10. The Provost (or designee) reviews and acts on programs and academic policies.
11. Upon recommendation of the Provost, the Chancellor reviews and acts on academic policies.
12. After Provost approval the Governance Office sends the approved programs and academic policies to the Curriculum Office.
13. After appropriate reviews are completed, the program or academic policy appears in the next catalog or schedule for which the publication deadline was met, unless a later implementation date has been requested. **Effective date of the action normally can not precede the publication date of the first catalog or schedule in which it is to appear. See procedure for early program admission in Appendix A of this handbook.**
14. Degree and Certificate requirements are effective from fall through summer of each catalog publication.

Section 3c - Curriculum Approval Process

New Programs and Major Changes to Programs and Policies

Overview

1. The school/college must discuss a proposal for a major revision of an existing program or the development of a new program with the Office of Academic Affairs (OAA) before the curriculum proposal is presented to UAB/GAB for review. *Schools/colleges are encouraged to contact OAA early in the approval process.* Proposals should include information listed in Section 5 of this handbook.

The office of Academic Affairs assists the initiators in determining the proposed program's

- Relationship to the Regents' Strategic Plan
 - Contribution to the UAA missions and priorities, and alignment with the UAA values and standards expressed in the UAA Academic Plan.
 - Alignment with Departmental and College mission and priorities as stated in their plans.
 - Projected effect on the established UAA performance measures.
 - Projected demand, efficiencies and strategic importance for the state.
 - Effectiveness of the program assessments and continuous improvement plans.
 - Projected effects on programmatic, departmental, college or institutional accreditation
 - Overall costs and required commitments for program implementation and continuation.
2. Curriculum must be initiated by a faculty member, reviewed by the department's curriculum committee/chair, the school/college curriculum committee, and finally the dean/director of the school/college.
 3. Approved curriculum must be submitted from the dean/director to the Governance Office.
 4. Programs and academic policy proposals are sent to UAB/GAB for review.
 5. Any items needing UAB/GAB review **must be received in the Governance Office by Monday at 9 a.m.** in order to be on the agenda for the Friday meeting of the same week. See Deadlines under Section 4 for additional information.
 6. Initiating faculty member or representative must present programs and academic policies to UAB/GAB.
 7. After the final reading by UAB/GAB, the initiating faculty member is responsible for the preparation of the corrected final documents and submission to the Governance Office before UAA Faculty Senate takes action.
 8. The Governance Office prepares the UAB/GAB reports for the UAA Faculty Senate. The Senate then reviews and acts on the proposed programs and academic policies.
 9. UAB/GAB chair signs CAR.
 10. The Provost (or designee) reviews and acts on programs and academic policies.
 11. Upon recommendation of the Provost, the Chancellor reviews and acts on academic policies.
 12. The Office of Academic Affairs forwards new programs and any major revisions of existing programs to the Systemwide Academic Council (SAC) for review. The initiator needs to check Standard 2 and Policy A-2 in the Northwest Commission on Colleges and Universities Accreditation Handbook to ensure the program is in compliance with the requirements of Commission on Colleges. The Handbook is located at www.nwccu.org.
 13. SAC forwards program initiatives to the President who gives particular attention to:
 - Identifying the needs and opportunities important to Alaska's future.
 - Responding to the needs identified.
 - Maintaining high levels of accountability, including extensive fiscal and program evaluation.
 14. Upon recommendation of the President, the Board of Regents (BOR) reviews and acts on new programs or major program changes. The BOR requires a 60-day advance notification to have

items placed on the agenda. See www.alaska.edu/bor/contents/pt10.html for BOR degree and certificate program approval criteria.

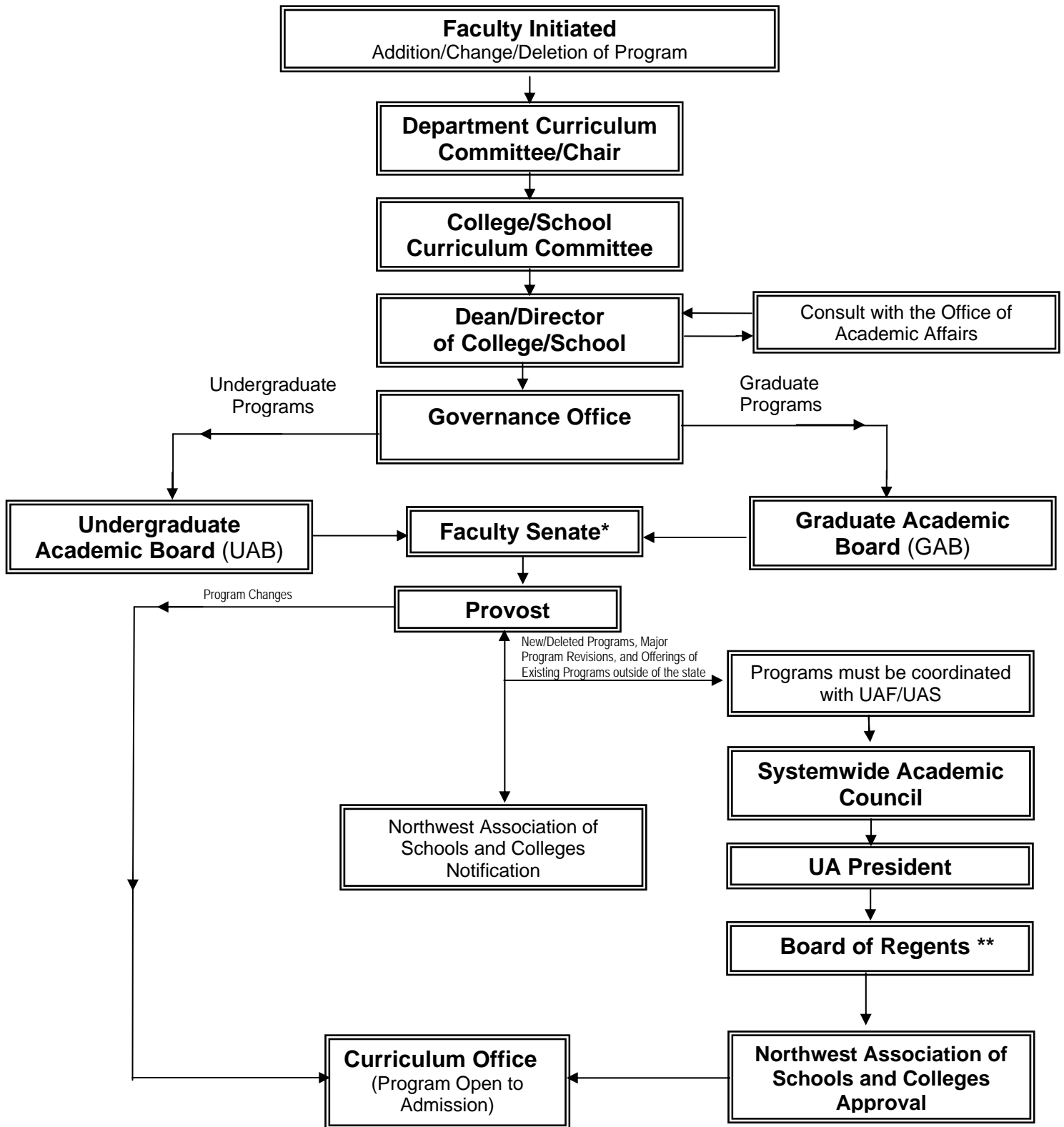
15. After BOR approval the Governance Office sends the approved programs and academic policies to the Curriculum Office.
16. Upon approval by the BOR, the Office of Academic Affairs sends a prospectus describing program initiatives to the Northwest Commission on Colleges and Universities for review. This prospectus is prepared by the originating academic department in consultation with the Office of Academic Affairs. *See Appendix B for link to examples.*

The Commission determines the program's effect on the institutional accreditation held by UAA. The determination can range from **No Effect**, to **Major Substantive Change**. Each determination is normally accompanied by additional reports or site visits that must be hosted by the program and the university. Admission of students to a new program should not precede program approval by the Commission.

17. After appropriate reviews are completed, the program or academic policy appears in the next catalog or schedule for which the publication deadline was met, unless a later implementation date has been requested. **Effective date of the action normally can not precede the publication date of the first catalog or schedule in which it is to appear. See procedure for early program admission in Appendix A of this handbook.**
18. New certificate programs require an additional review and approval by the US Department of Education (US DoE) before admitted students are eligible for federal financial aid. This review is initiated by the UAA Director of Student Financial Aid after Regents' approval of the program. US DoE approval usually occurs within 90 days of submission.
19. Degree and Certificate requirements are effective from fall through summer of each catalog publication.

Program Approval Process

The school/college must discuss a major revision of an existing program or the development of a new program with the Office of Academic Affairs before the curriculum proposal is presented to UAB/GAB for review.



** Requires 60-day advance notice to have items placed on the agenda

Section 4 - Guidance for Preparing a Curriculum Proposal

A new or revised curriculum proposal must be initiated by faculty and submitted to the Governance Office as an MS Word document attachment to an e-mail message (aygov@uaa.alaska.edu), then confirmed with an original signature hard copy. The proposal to initiate curriculum must include a Course Action Request (CAR), a Course Content Guide (CCG) or description of the program, appropriate evidence of coordination, a Library Resource Form, and when appropriate, a Resource Implication Form, a Fee Request Form, a Board of Regents Summary Form, and a Four Year Course Offering Plan. Forms are found at www.uaa.alaska.edu/governance.

All materials must be submitted to the Governance Office in electronic format using native (not scanned) MS Word (_____.doc) files. In addition, printed copies of the CAR and of the Fee Request and Resource Implication Forms (if required) must be submitted with appropriate signatures.

Curriculum Proposal Preparation

Schools/colleges must discuss a major revision of an existing program or the development of a new program with the Office of Academic Affairs before the curriculum proposal is presented to UAB/GAB for review.

If the action is more than 20 pages in length, the requesting school/college must supply enough double-sided copies of the proposal for each UAB/GAB member, all academic deans and directors. Contact the Governance Office for more information.

A CAR must be typed with all fields completed (N/A may be appropriate in some fields) and must undergo the peer review process.

Information on the CAR and all attachments should be verified and proofread prior to submission. The initiating department should keep a copy for its record. An incomplete or incorrect proposal may be returned to the department, causing the approval and implementation process to be delayed. The action will be included on a future agenda following submission of a complete and correct proposal.

The latest approved version of the Curriculum Action Request supersedes all previous versions.

Deadlines

An action to be reviewed by UAB/GAB must be submitted to the Governance Office no later than 9 a.m. of the Monday prior to the meeting.

Refer to www.uaa.alaska.edu/governance for the Production Calendar for the schedule and catalog. Deadlines for review and approval of all UAB/GAB actions are based on printing schedules and Board meeting schedules. Every attempt is made to notify the university community of each pending deadline in a timely manner.

Sufficient lead time should be allowed when developing and/or changing a course/program. Review deadlines for department/school/college and processing time for institutional review and approval must also be considered in planning curricular action.

Course Scheduling/Registration

A course may not be scheduled nor registration for a course at UAA take place before the appropriate curriculum approval process has been completed and approved, and the course has been entered into the system.

Disapproved CAR

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

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.

GER Course Purge List

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 four semesters, excluding summer. The list of GER courses will be provided to UAB by the Office of Academic Affairs each spring. Review of the GER list will be done annually by UAB in the spring semester.

Section 5a – Proposal Requirements Courses

New or Revised Course

- Course Curriculum Action Request
- Course Content Guide
- Coordination Form
- The initiator is also required to send an email to uaa-faculty@lists.uaa.alaska.edu summarizing the course proposal
- Resource Implication Form (required for a new course)
- Library Resource Form (required for a new course or if there is a significant change in content)
- Fee Request (if there are fees or if there is a change in fees)

Deleted Course

- To delete a course, a CAR must be submitted to UAB/GAB for approval.
- If a course deletion affects a degree or certificate, a separate CAR must be submitted for each program change.
- Coordination Form
- The initiator is also required to send an email to uaa-faculty@lists.uaa.alaska.edu summarizing the course proposal

Section 5b – Proposal Requirements

Minor Program Changes

Changes that do not “substantially alter the purpose of the program”
(UA Regulation R10.04.02)

Department and Colleges must present the following to the Governance Office when proposing a minor change to a program.

- Program Curriculum Action Request
- Complete catalog copy including student learning outcomes for the program or a web address to the student outcomes.
- All course Curriculum Action Requests and Course Content Guides (new and revised)
- Coordination Form (1 form per program or discipline)
- The initiator is also required to send an email to uaa-faculty@uaa.alaska.edu summarizing the program proposal
- Four-Year Course Offering Plan for the Program

The following, which are required by Academic Affairs, may or may not be reviewed by the academic boards

- Resource Implication Form
- Library Resource Form (one form per program or discipline)
- Programs must have a comprehensive plan for assessment of student outcomes that includes the gathering of direct and indirect measures of accomplishment, analysis of that data, recommendations and action for continuous program improvement. Changes to student learning outcomes should be reflected in the program assessment plan.

Note:

The school/college presenting a program change is expected to provide double-sided copies of the program to the Governance Office for presentation to UAB/GAB, plus the original CAR(s) and all attachments

Section 5c – Proposal Requirements New Programs and Major Program Changes

- The school/college must discuss revision of an existing program with the Office of Academic Affairs before the curriculum proposal is presented to UAB/GAB for review.
- Program Curriculum Action Request
- Complete catalog copy
 - Standard format suggested for program catalog descriptions:
 - Department Name
 - Contact information, location, web address
 - General discipline information
 - Overview and career information
 - Honors
 - Accreditation
 - Research possibilities
 - Degree or Certificate program name and description. Include student outcomes for the program or web address to the student outcomes.
 - Admission Requirements
 - Preparation
 - Pre-major
 - Major
 - Advising
 - Academic Progress requirements
 - Degree requirements
 - General University
 - GER
 - Major degree requirements
 - Other graduation requirements
 - Faculty
- All course Curriculum Action Requests and Course Content Guides (new and revised)
- Coordination Form (1 form per program or discipline)
- The initiator is also required to send an email to uaa-faculty@uaa.alaska.edu summarizing the program proposal and to coordinate personally with departments that are affected by the proposal. (See Coordinated with Affected Units on page 32 for further information).
- Four-Year Course Offering Plan for the Program

The following, which are required by Academic Affairs for all new programs and major revisions, may or may not be reviewed by the academic boards

- A cover letter summarizing the proposal
- Board of Regents Summary Form which stands alone, is of two pages or less and conforms to the format approved by the Statewide Academic Council. See Office of Academic Affairs for content and template.
- The Dean's office, in consultation with the initiating faculty, prepares a budget and complete fiscal plan which projects all revenue and expenses for the implementation and continued operation of the program, documents both student and community demand and projects enrollments and graduates over a 5 year period.
- Resource Implication Form and description of new or modified facilities, equipment, technology or services that are needed to implement the program. Indicate any commitments obtained for providing these.
- Library Resource Form (one form per program or discipline).

- Initiating faculty, department chair and dean collaborate in presenting projected Faculty assignments and qualifications.
- The academic department prepares an assessment plan for Student Outcomes.
- The academic department, in consultation with the dean, the Director of Risk Management, and legal counsel, prepare a risk management plan where required.
- A prospectus, containing the underlined items above, is prepared for review by the Statewide Academic Council, the Regents and the Northwest Commission on Colleges and Universities. The prospectus addresses the Regents' reporting requirements for new programs and the Commission's requirements for substantive changes. Directions for the preparation of a prospectus, and models are available from the Office of Academic Affairs.
- Approval to Admit Form – for program admission prior to catalog publication.

Note:

The school/college presenting a program change is expected to provide double-sided copies of the program to the Governance Office for presentation to UAB/GAB, plus the original CAR(s) and all attachments

For links to examples of Program Approval Documentation see Appendix B

Section 5c – Proposal Requirements

Policy Additions and Changes

New or revised academic policies are proposed to the academic boards. Proposals should include:

- Proposed policy language
- Documents in which proposed language will be inserted (catalog, curriculum handbook, etc.)
- Proposed implementation date