Undergraduate Academic Board
Agenda

November 15, 2013
2:00-5:00
ADM 204

I. Roll
( ) Alberta Harder (FS)
( ) Soren Orley (FS)
( ) Francisco Miranda (CAS, Chair)
( ) Barbara Harville (CAS)
( ) Mari Ippolito (CAS)
( ) Len Smiley (CAS)
( ) Dave Fitzgerald (CBPP)
( ) Eileen Weatherby (COH)
( ) Irasema Ortega (COE)
( ) Jeffrey Callahan (CTC)
( ) Utpal Dutta (SOE)
( ) Michael Hawfield (KPC)
( ) Sheri Denison (Mat-su)
( ) Kathryn Hollis Buchanan (Kod)
( ) Christina Stuive (ADV)

Ex-Officio Members
( ) Susan Kalina
( ) Lora Volden
( ) Michael Worth

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

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

IV. Administrative Report
A. Vice Provost for Undergraduate Academic Affairs Susan Kalina
B. University Registrar Lora Volden

V. Chair’s Report
A. UAB Chair- Francisco Miranda
B. GERC

VI. Program/Course Action Request- Second Readings

VII. Program/Course Action Request- First Readings
Add AKNS A240 Alaska Native Cultural Orientation – Alutiiq/Sugpiaq (3 cr)(3+0)(pg. 5-8)
Add AKNS A292A Alaska Native Language Apprenticeship I (1-3 cr)(1-3+0)(pg. 9-12)
Add AKNS A292B Alaska Native Language Conversational Fluency Intensive (1-3 cr)(1-3+0)(pg. 13-16)
Add OEC, Alutiiq Language (pg. 17-19)
Chg CA A201 A la Carte Kitchen (4 cr)(2+8)(pg. 20-25)
Chg CA A202 Advanced Bakery (4 cr)(2+8/)(pg. 26-30)
Chg CA A224 Hospitality Service (3 cr)(1+6)(pg. 31-36)
Chg CA A225 Hospitality Concept Design (3 cr)(3+0)(pg. 37-41)
Chg CA A230 Foodservice Management (3 cr)(3+0)(pg. 42-46)
Add DH A398 Individual Research (1-4 cr)(0+3-12)(pg. 47-50)

VIII. Old Business

IX. New Business
   A.

X. Informational Items and Adjournment
I. Roll
(x) Alberta Harder (FS)  
(x) Soren Orley (FS)  
(x) Francisco Miranda (CAS, Chair)  
(x) Barbara Harville (CAS)  
(x) Mari Ippolito (CAS)  
(x) Len Smiley (CAS)

(x) Dave Fitzgerald (CBPP)  
(x) Eileen Weatherby (COH)  
(e) Irasema Ortega (COE)  
(x) Jeffrey Callahan (CTC)  
(x) Upal Dutta (SOE)  
(x) Kevin Keating (LIB)

(x) Michael Hawfield (KPC)  
(x) Sheri Denison (Mat-su)  
(x) Kathryn Hollis Buchanan (Kod)  
(e) Christina Stuive (ADV)

Ex-Officio Members
( ) Susan Kalina
( ) Lora Volden
( ) Michael Worth

II. Approval of the Agenda (pg.1)
Approved

III. Approval of Meeting Summary (pg. 2)
Approved

IV. Administrative Report
A. Vice Provost for Undergraduate Academic Affairs Susan Kalina

B. University Registrar Lora Volden
Spring schedule will be viewable on UAOnline Monday, October 28th
Priority registration begins November 8th
The term ‘undecided’ will be replaced with ‘exploratory’

V. Chair’s Report
A. UAB Chair- Francisco Miranda
Attended the GAB meeting this morning
The GAB has asked for volunteers from the UAB to join a joint sub-committee to review policies and procedures regarding stacked courses
Volunteers include: Upal Dutta, Christina Stuive

Asked for volunteers for a joint sub-committee regarding NWCCU credit hour audit
Volunteers include: Alberta Harder, Soren Orley, Susan Kalina (ex-officio), Lora Volden (ex-officio)

B. GERC

VI. Program/Course Action Request- Second Readings
Chg BS, Chemistry (pg. 3-14)
Unanimously Approved

VII. Program/Course Action Request- First Readings

VIII. Old Business

IX. New Business
A. Delete Course TECH 422 – Bachelor of Science, Technology (pg. 15)
Motion to approve this as a minor change.
Unanimously Approved
B. Federal Compliance Regulations related to Grading and Attendance (pg. 16)

Motion to approve the proposal regarding federal compliance regulations related to grading and attendance:
If a student never attended a course, in addition to assigning a grade of “NB” or “F,” faculty should enter a value of “0” in the “Attend Hours” column of UAOnline grading. The attend hours field will only need to be completed for those students who never participated in the course. This policy will go into effect for fall 2013.

Unanimously Approved

C. Motion to approve the proposal regarding credit-to-audit deadline:
Effective fall 2014, the deadline to change credit to audit will be the end of the add/drop period. A grade of “Audit” will not be included in attempted hours and therefore will not impact a student’s degree completion ratio related to financial aid. Allowing audits to occur after the add/drop period will require “audits” to count as attempted hours and could negatively impact students’ financial aid.

1 abstain
0 opposed
11 in favor
Approved

X. Informational Items and Adjournment
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
KO Kodiak College

1b. Division
AHUM Division of Humanities

1c. Department
AKNS

2. Course Prefix
AKNS

3. Course Number
A240

4. Previous Course Prefix & Number

5a. Credits/CEUs
3

5b. Contact Hours (Lecture + Lab)
(3+0)

6. Complete Course Title
Alaska Native Cultural Orientation - Alutiiq/Sugpiaq
AK Nat Cultr. Orient. Alutiiq

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:
☐ Prefix ☐ Course Number ☐ Credits ☐ Contact Hours ☐ Title ☐ Repeat Status
☐ Grading Basis ☐ Cross-Listed/Stacked ☐ Course Description ☐ Course Prerequisites
☐ Test Score Prerequisites ☐ Co-requisites ☐ Other Restrictions
☐ Class ☐ Level ☐ College ☐ Major ☐ Other
☐ (please specify)

9. Repeat Status No

# of Repeats

Max Credits

10. Grading Basis
☒ A-F ☐ P/NP ☐ NG

11. Implementation Date
semester/year
From: Fall/2014 To: /

12. ☐ Cross Listed with

☐ Stacked with

Cross-Listed Coordination Signature

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.
Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AKNS</td>
<td>courtesy coordination</td>
<td>10/11/13</td>
<td>Maria Williams</td>
</tr>
<tr>
<td>2. CAS</td>
<td>courtesy coordination</td>
<td>10/15/13</td>
<td>Patricia Linton</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): April Counceller
Initiator Signed Initials: __________ Date: __________

13b. Coordination Email
Date: 10/15/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
Date: 10/15/13

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

15. Course Description (suggested length 20 to 50 words)
Holistic introduction to the history, culture, arts, politics, and contemporary issues in the Alutiiq/Sugpiaq region, designed for professionals and educators working with Native community members and families. Enhances cross-cultural perspectives.

16a. Course Prerequisite(s) (list prefix and number)
none

16b. Test Score(s)

16c. Co-requisite(s) (concurrent enrollment required)
none

16d. Other Restriction(s)

16e. Registration Restriction(s) (non-codable)

17. ☐ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
Provides a holistic introduction and orientation to the Alaska Native community.

Initiator (faculty only)

April Counceller
Initiator (TYPE NAME)

☐ Approved ☐ Disapproved

Dean/Director of School/College Date

☐ Approved ☐ Disapproved

Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved ☐ Disapproved

Provost or Designee Date

☐ Approved ☐ Disapproved

Department Chairperson Date

☐ Approved ☐ Disapproved

Curriculum Committee Chairperson Date

☐ Approved ☐ Disapproved
I. **Initiation Date**

   Fall 2014

II. **Course Information**

   A. College: College of Arts and Sciences  
   B. Course Title: Alaska Native Cultural Orientation - Alutiiq/Sugpiaq  
   C. Course Subject/Number: AKNS A240  
   D. Credit Hours: 3.0 Credits  
   E. Contact Time: 3+0 Contact Time per credit  
   F. Grading Information: A-F  
   G. Course Description: Holistic introduction to the history, culture, arts, politics, and contemporary issues in the Alutiiq/Sugpiaq region, designed for professionals and educators working with Native community members and families. Enhances cross-cultural perspectives.  
   H. Course Fees: None.  
   I. Coordination: Faculty List Serve, Deans and Directors, Anchorage and extended campuses.  
   J. Registration Restrictions: None.

III. **Course Activities**

   This class incorporates small-group discussion, lectures, guest presentations, and off-campus tours of cultural sites of interest.

IV. **Course Evaluation**

   Grading basis is A-F. Grades will be based on these criteria:  
   A. Attendance and participation in class.  
   B. Reading, research, and writing assignments.  
   C. Group projects  
   D. Objective exams
V. **Course Level Justification**  
This class is appropriate at the 200-level because it requires previous college experience, independent study, and develops advanced skills.

VI. **Instructional Goals and Student Learning Outcomes**

### A. Instructional Goals.

**The instructor will:**

1. Engage students through lecture and presentation formats, bringing the subject matter to a level within their comprehension.

2. Empower students to participate in class discussion, facilitated debates, and various in-class activities and exercises that are designed to foster understanding of complex histories, layers of governance, and contemporary issues.

3. Challenge students to debate controversial issues surrounding Alaska Native people objectively.

4. Provide interaction with guest lecturers who provide a high level of expertise in their fields, such as Alaska Native history, education, and values, arts and cultural skills, elder knowledge, Alaska Native Corporations, traditional knowledge, and Alaska Tribal sovereignty issues, to foster student learning and mentorship.

### B. Student Learning Outcomes.

**Students will be able to:**

<table>
<thead>
<tr>
<th>Students will be able to:</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe and discuss current and historical Alaska Native topics, including education, subsistence, arts, policy, and contemporary issues.</td>
<td>Homework, essays, and exams, class discussions, class presentation(s).</td>
</tr>
<tr>
<td>2. Articulate critical events in regional and state history that have impacted the Alutiiq/Sugpiaq people.</td>
<td>Homework, essays, quizzes, in-class exercises, and journals</td>
</tr>
<tr>
<td>3. Demonstrate awareness of cultural, artistic, educational, and political leaders and experts in the Alutiiq/Sugpiaq community</td>
<td>In-class exercises, and discussions.</td>
</tr>
<tr>
<td>4. Demonstrate that they have attained a basic understanding of the layers of governance in the Alutiiq/Sugpiaq community, including tribes, municipalities, corporations, non-profits, and educational institutions.</td>
<td>Exams, projects, and discussions.</td>
</tr>
<tr>
<td>5. Identify and locate existing educational and reference resources (books, websites, multimedia) about Alutiiq/Sugpiaq people and class content.</td>
<td>Homework, class discussions, projects</td>
</tr>
</tbody>
</table>
VII. **Course Outline**

1. Introductory material about who the Alutiiq/Sugpiaq people are, their language, prehistory, and relationship to other Alaska Native groups;
2. Content about Cross-cultural communication, cultural values, working with Elders
3. Orientation to layers of Alutiiq/Sugpiaq region governance (including tribes, municipalities, corporations, non-profits, and educational institutions), and politics and contemporary issues facing the region;
4. Discuss history of Education (traditional, colonial, modern) and Native language (suppression and revitalization) in the region, in context of other Alaska Native experiences.
5. Information about traditional art forms and cultural skills (prehistoric, ethnographic and modern), and discussions of cultural continuity, heritage revitalization, and related issues.

VIII. **Suggested Texts**


IX. **Bibliography**


Alutiiq Museum website: [http://www.alutiiqmuseum.org](http://www.alutiiqmuseum.org)

Alutiiq Education website: [www.alutiiqeducation.org](http://www.alutiiqeducation.org)
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

Initiator (faculty only)  Date
April Counceller  Dean/Director of School/College  Date

Initiator (TYPE NAME)  Date
Disapproved  Undergraduate/Graduate Academic  Date
Approved  Board Chairperson

Initiator (faculty only)
April Counceller  Date
Approved  Provost or Designee  Date
Disapproved

1a. School or College  KO Kodiak College
1b. Division  AHUM Division of Humanities
1c. Department  AKNS

2. Course Prefix  AKNS
3. Course Number  A292A
4. Previous Course Prefix & Number  A294

5a. Credits/CEUs  1-3
5b. Contact Hours  (Lecture + Lab)  (1-3+0)

6. Complete Course Title
Alaska Native Language Apprenticeship I
AK. Nat. Lang. Apprenticeship

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

8. Type of Action:  ☑ Add  or  ☐ Change  or  ☐ Delete
If a change, mark appropriate boxes:
Prefix  ☑  Credits  ☐  Title  ☑  Grading Basis  ☐  Course Description  ☐
Test Score Prerequisites  ☑  Co-requisites  ☐  Registration Restrictions  ☐
Other Restrictions  ☐  Class  ☑  Level  ☐  College  ☑  Major  ☐
(please specify)

9. Repeat Status  ☑ Yes  # of Repeats  3  Max Credits  3

10. Grading Basis  ☑  A-F  ☐  P/NP  ☐  NG

11. Implementation Date  From:  Spring/2014  To:  /

12.  ☐ Cross Listed  with  Cross-Listed Coordination Signature

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

If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

Initiator Name (typed): April Counceller  Initiator Signed Initials:  Date:

13b. Coordination Email  Date: 10/15/13
submitted to Faculty Listserv:  (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  Date: 10/15/13

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

15. Course Description (suggested length 20 to 50 words)
Introductory language learning through apprenticeship with a fluent speaker of a specific Alaska Native language in an individual or small-group workshop format. Students will learn strategies and techniques of the Master-Apprentice Method and study intensively with a fluent speaker to increase oral fluency. Enhances cross-cultural perspectives.

16a. Course Prerequisite(s) (list prefix and number)

16b. Test Score(s)

16c. Co-requisite(s) (concurrent enrollment required)  none

16d. Other Restriction(s)
☐ College  ☑ Major  ☐ Class  ☐ Level

16e. Registration Restriction(s) (non-codable)  ☑

17.  ☐ Mark if course has fees

18.  ☐ Mark if course is a selected topic course

19. Justification for Action
Provides an opportunity for study of an Alaska Native language with a fluent speaker.
COURSE CONTENT GUIDE
University of Alaska Anchorage – Kodiak College
Alaska Native Studies: AKNS A292A: Alaska Native Language Apprenticeship

I. **Initiation Date**
   Spring 2014

II. **Course Information**
   A. **College:** College of Arts and Sciences
   B. **Course Title:** Alaska Native Language Apprenticeship
   C. **Course Subject/Number:** AKNS A292A
   D. **Credit Hours:** 1.0-3.0 Credits
   E. **Contact Time:** 3+0 Contact Time per credit
   F. **Grading Information:** A-F
   G. **Course Description:** Introductory language learning through apprenticeship with a fluent speaker of a specific Alaska Native language in an individual or small-group workshop format. Students will learn strategies and techniques of the Master-Apprentice Method and study intensively with a fluent speaker to increase oral fluency. Enhances cross-cultural perspectives.
   H. **Course Fees:** None.
   I. **Coordination:** Faculty List Serve, Deans and Directors, Anchorage and extended campuses.
   J. **Registration Restrictions:** Instructor permission.

III. **Course Activities**
   This class incorporates small-group training, intensive self-paced study with a topic area expert, and weekly consultation with the instructor of record.

IV. **Course Evaluation**
   Grading basis is A-F. Grades will be based on these criteria:
   A. Participation in initial training.
   B. Reading and writing assignments.
V. **Course Level Justification**
This class is appropriate at the 200-level because it requires previous college experience, independent study, and develops advanced skills.

VI. **Instructional Goals and Student Learning Outcomes**
A. **Instructional Goals.** The instructor will:
   1. Ensure students are prepared through training in the Master-Apprentice Method,
   2. Provide information about and demonstrations of the fluency assessment tools of the American Council on the Teaching of Foreign Languages (ACTFL) scale, including the Oral Proficiency Interview (OPI).
   3. Recruit fluent speakers willing to work regularly with students,
   4. Verify meeting of course requirements through tracking of student participation, meeting attendance, and fluency development.
   5. Develop approaches to heighten awareness of the diversity of Alaska Native languages and cultural practices.

B. **Student Learning Outcomes**

<table>
<thead>
<tr>
<th>Student will be able to:</th>
<th>Assessment Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe and explain the Master-Apprentice method, recording techniques, and study strategies for oral language learning</td>
<td>Objective exam, in class assignments</td>
</tr>
<tr>
<td>Demonstrate attainment of novice proficiency in understanding Alutiiq: comprehend common words, phrases, and sentences pertaining to the most common features of daily life.</td>
<td>Completion of weekly apprentice notebook entries, Oral Proficiency Interviews</td>
</tr>
<tr>
<td>Demonstrate attainment of elementary proficiency in speaking Alutiiq: use of correct grammar, pronunciation, and vocabulary appropriate to the novice level, memorized expressions, and personalized re-combinations of ideas pertaining to the most common aspects of daily life.</td>
<td>Oral Proficiency Interviews, exams</td>
</tr>
<tr>
<td>Discuss cultural context of topics addressed.</td>
<td>Objective exams, meeting notes, and apprentice notebook</td>
</tr>
</tbody>
</table>

VII. **Course Outline**
A. Training on the Master-Apprentice method, including working with Elders, making and editing audio and video recordings, and studying language from recordings.
B. Description of the ACTFL fluency scale and expectations of proficiency at the novice level: directed study of fluent speech, focused on comprehension of words, phrases, and sentences pertaining to the most common features of daily life.

C. Practice speaking the Native language at the novice level: directed practice of daily conversational speech through meetings and activities with a fluent speaker, focusing on production of memorized expressions and personalized re-combinations of ideas pertaining to the most common features of daily life.

D. Cultural knowledge of the regions in which the Native language is spoken and an awareness of the diversity of Alaska Native languages: basic understanding and appreciation of cross-cultural perspectives as they relate to Alaska Native languages.

VIII. Suggested Texts


IX. Bibliography


Various Alutiiq Museum audio recordings.
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
KO Kodiak College

1b. Division
AHUM Division of Humanities

1c. Department
AKNS

2. Course Prefix
AKNS

3. Course Number
A292B

4. Previous Course Prefix & Number

5a. Credits/CEUs
1-3

5b. Contact Hours
(Lecture + Lab)
(1-3+0)

6. Complete Course Title
Alaska Native Language Conversational Fluency Intensive
AK Nat Lang Fluency Intensive
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status Yes
☐ # of Repeats
3
☐ Max Credits
3

10. Grading Basis
☒ A-F
☐ P/NP
☐ NG

11. Implementation Date
semester/year
From: Spring/2014
To: / 

12. ☐ Cross Listed with
☐ Stacked with
Cross-Listed Coordination Signature

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.
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<td>2. CAS</td>
<td>courtesy coordination</td>
<td>10/15/13</td>
<td>Patricia Linton</td>
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Initiator Name (typed): April Counceller
Initiator Signed Initials: _______
Date:________________

13b. Coordination Email
Date: 10/15/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
Date: 10/15/13

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

15. Course Description (suggested length 20 to 50 words)
Intensive study of conversational speech in an Alaska Native language. This course designed to maximize intermediate and advanced level fluency development for students with previous coursework or life experience with an Alaska Native language.

16a. Course Prerequisite(s) (list prefix and number)
AKNS A 101 or Permission of Instructor

16b. Test Score(s)

16c. Co-requisite(s) (concurrent enrollment required)
none

16d. Other Restriction(s)
☐ College
☐ Major
☐ Class
☐ Level

16e. Registration Restriction(s) (non-codable)

17. ☐ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
Provides an opportunity for intensive conversational study of an Alaska Native language.

Initiator (faculty only) Date
April Counceller

Initiator (TYPE NAME)

☐ Approved
☐ Disapproved

Dean/Director of School/College
Date

☐ Approved
☐ Disapproved

Undergraduate/Graduate Academic
Board Chairperson
Date

☐ Approved
☐ Disapproved

Provost or Designee
Date

☐ Approved
☐ Disapproved

Department Chairperson
Date

☐ Approved
☐ Disapproved

Curriculum Committee Chairperson
Date

13
I. **Initiation Date**
   Spring 2015

II. **Course Information**

   A. College: College of Arts and Sciences
   B. Course Title: Alaska Native Language Conversational Fluency Intensive
   C. Course Subject/Number: AKNS A292B
   D. Credit Hours: 1.0-3.0 Credits
   E. Contact Time: 3+0 Contact Time per credit
   F. Grading Information: A-F
   G. Course Description: Intensive study of conversational speech in an Alaska Native language. This course is designed to maximize intermediate and advanced level fluency development for students with previous coursework or life experience with the language.
   H. Course Fees: None.
   I. Coordination: Faculty List Serve, Deans and Directors, Anchorage and extended campuses.
   J. Registration Restrictions: AKNS A101 or Instructor permission.

III. **Course Activities**

   This class incorporates small-group training, lecture, and immersion workshop activities designed to maintain target-language speech at the intermediate level and above.

IV. **Course Evaluation**

   Grading basis is A-F. Grades will be based on these criteria:
   A. Oral, reading and writing assignments.
   B. Attendance and participation.
   C. Oral proficiency exams.

V. **Course Level Justification**
This class is appropriate at the 200-level, as it requires previous college experience or experience with the Alaska Native language.

VI. Instructional Goals and Student Learning Outcomes

A. Instructional Goals. The instructor will:
   1. Ensure awareness of second language acquisition (SLA) methods by providing students with background information and training in SLA,
   2. Verify meeting of course requirements through tracking of student participation, meeting attendance, and fluency development.
   3. Implement approaches to facilitate development of students’ conversational proficiency in the target language.
   4. Measure student fluency achievement through Oral Proficiency Interviews (OPIs) using tools developed by the American Council on the teaching of Foreign Languages (ACTFL).

B. Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student will be able to:</th>
<th>Assessment Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe, explain, and demonstrate second language acquisition methods used to develop conversational proficiency.</td>
<td>Quizzes, objective exam</td>
</tr>
<tr>
<td>Summarize and demonstrate the Oral Proficiency Interview (OPI) process, including a description of the ACTFL oral proficiency scale.</td>
<td>Oral assignments, objective exam</td>
</tr>
<tr>
<td>Exhibit comprehension of the target language at the intermediate proficiency level, through appropriate responses to sentence-length statements, questions, and informal interactions.</td>
<td>Oral assignments, writing assignments, Oral Proficiency Interviews</td>
</tr>
<tr>
<td>Demonstrate intermediate proficiency in speaking the target language: use of correct grammar, pronunciation, and vocabulary appropriate to the intermediate level, including unique (not memorized) statements relating to daily life, family, education, and personal interest topics.</td>
<td>Oral Proficiency Interviews, in-class activities</td>
</tr>
</tbody>
</table>

VII. Course Outline

A. Training on second language acquisition (SLA) methods used in the course, including theoretical basis and research on SLA.
B. Intensive small group training in the target language, focusing particularly on conversational interactions at the intermediate and advanced level
C. Practice speaking the target language at the intermediate level: directed practice of daily conversational speech with other learners and fluent speakers
VIII.  **Suggested Texts**


IX.  **Bibliography**


1a. School or College
KO Kodiak College

1b. Department
AKNS

2. Complete Program Title/Prefix
Occupational Endorsement Certificate - Alutiiq Language / OEC-ALU

3. Type of Program
Choose one from the appropriate drop down menu:  
Undergraduate: or Graduate:  
Occupational Endorsement Certificate  
CHOOSE ONE

This program is a Gainful Employment Program:  
☑ Yes  or  ☐ No

4. Type of Action:

PROGRAM
☑ Add
☐ Change
☐ Delete

PREFIX
☐ Add
☐ Change
☐ Inactivate

5. Implementation Date (semester/year)
From: FALL/2014  
To:       / 

6a. Coordination with Affected Units
Department, School, or College: AKNS
Initiator Name (typed): April Counceller  
Initiator Signed Initials: _________  Date:________________

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu)  
Date: 10/15/13

6c. Coordination with Library Liaison  
Date: 10/15/13

7. Title and Program Description - Please attach the following:
☑ Cover Memo  ☑ Catalog Copy in Word using the track changes function

8. Justification for Action
To provide occupational credential for jobs requiring Alutiiq language proficiency.

Initiator (faculty only)  
Date

Initiator (TYPE NAME)  
Date

☑ Approved  ☐ Disapproved  Dean/Director of School/College  Date

☑ Approved  ☐ Disapproved  Undergraduate/Graduate Academic Board Chair  Date

☑ Approved  ☐ Disapproved  Provost or Designee  Date
The Occupational Endorsement Certificate in Alutiiq Language is available only at Kodiak College.

Overview
Students can earn an Alaska Native Studies (AKNS) Occupational Endorsement Certificate (OEC) in Alutiiq Language (also known as Sugpiaq) on their transcript through Kodiak College. This transcripted certificate is available to any student who receives grades of C or higher in the 16-credit series of courses. Attainment of the OEC in Alutiiq Language will provide knowledge, resources, and skills appropriate for a variety of entry-level jobs that use the Alutiiq language. Taken together, the courses introduce students to conversational speech and basic Alutiiq writing, reading, and grammar, as well as contextual information about Alaskan language relationships, language endangerment, and language revitalization. Students who earn this OEC will be able to certify a level of Intermediate speech ability according to the American Council on the Teaching of Foreign Languages (ACTFL) scale through completion of an oral proficiency assessment. The style of Alutiiq taught in this program is Kodiak Island Alutiiq.

Student Learning Outcomes
Students completing this certificate are prepared to:
• Demonstrate Intermediate Alutiiq language speaking ability according to the ACTFL oral proficiency scale.
• Read and write words and sentences in Alutiiq.
• Identify, locate, and use available Alutiiq language resources and reference materials.
• Teach simple Alutiiq conversational lessons to beginning learners
• Discuss the cultural context of the Alutiiq language, including topics of dialect, related languages, language endangerment, and language revitalization.

These outcomes will provide basic Alutiiq language job skills in careers related to language and cultural education, language revitalization, culture & arts programs, and tourism.

Admission Requirements
Complete the admission requirements for Occupational Endorsement Certificates found in Chapter 7, Academic Standards and Regulations.

Advising
Advising for this program is available from the Kodiak College Alaska Native Studies faculty at (907) 486-1276.
Certification Graduation Requirements
1. Satisfy General University Requirements for Occupational Endorsement Certificates found in Chapter 10 of the UAA 2012-2013 Catalog.

2. Complete each of the following courses with a grade of C or higher:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKNS A101E</td>
<td>Alutiiq Language I</td>
<td>4</td>
</tr>
<tr>
<td>AKNS A102E</td>
<td>Alutiiq Language II</td>
<td>4</td>
</tr>
<tr>
<td>AKNS A109D</td>
<td>Alutiiq Orthography</td>
<td>4</td>
</tr>
<tr>
<td>AKNS A292B</td>
<td>AK Native Conversational Fluency Intensive</td>
<td>1</td>
</tr>
</tbody>
</table>

And (choose one of the following):

3. A total of 16 credits are required for the occupational endorsement certificate.

4. Completion of the Alutiiq Conversational Fluency Intensive course (AKNS A292B) with a C or higher requires a minimum of Intermediate level conversational proficiency, based on the American Council on Teaching of a Foreign Language (ACTFL) oral proficiency assessment conducted at the conclusion of the course. Students who do not attain Intermediate speaking ability may retake the course until successful.

Faculty
April G.L. Counceller, Assistant Professor, agcounsell@kodiak.alaska.edu
November 8, 2013

Cover Memo

To: UAA – Undergraduate Academic Board (UAB)
From: Dr. Amy Green, Assoc. Professor, CTC/CA&HRM
RE: Culinary Arts/Hospitality Restaurant Management Curriculum package

Please accept the Culinary Arts/Hospitality Restaurant Management curriculum for review by the UAB. Minor changes to curriculum are being submitted for review as a result of the Department’s periodic review process. This action resulted in various changes to course numbers, course descriptions, pre-requisites, registration restrictions, suggested text/bibliographies, learning outcomes and catalog copy.

Please contact Amy Green if you have questions or concerns at amgreen5@uaa.alaska.edu or 907-786-1290.
### Course Action Request
#### University of Alaska Anchorage

 Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>CT CTC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1b. Division</td>
<td>ACAH Div of Culinary Arts Hosp</td>
</tr>
<tr>
<td>1c. Department</td>
<td>Culinary Arts, Hospitality, Dietetics &amp; Nutrition</td>
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<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Course Number</td>
<td>A201</td>
</tr>
<tr>
<td>4. Previous Course Prefix &amp; Number</td>
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</tr>
<tr>
<td>5a. Credits/CEUs</td>
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<tr>
<td>5b. Contact Hours</td>
<td>(2+8)</td>
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</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
<th>A la Carte Kitchen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviated Title for Transcript (30 character)</td>
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<table>
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<th>7. Type of Course</th>
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<tr>
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<tr>
<td></td>
<td>☑ Non-credit</td>
</tr>
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<td>☑ CEU</td>
</tr>
<tr>
<td></td>
<td>☐ Professional Development</td>
</tr>
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</table>

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

| If a change, mark appropriate boxes: | |

| ☑ Prefix | ☑ Credits | ☑ Title | ☑ Repeat Status |
| ☑ Grading Basis | ☑ Course Description | ☑ Test Score Prerequisites | ☑ Other Restrictions |
| ☑ Course Prerequisites | | | |
| ☑ Cross-Listed/Stacked | | | |
| ☑ Co-requisites | | | |
| ☑ Registration Restrictions | | | |
| ☑ General Education Requirement | | | |

<table>
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<th>9. Repeat Status choose one</th>
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| 10. Grading Basis | ☒ A-F | ☑ P/NP | ☑ NG |

<table>
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<th>semester/year</th>
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<td>To: 1/9999</td>
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<tr>
<th>12. ☐ Cross Listed with</th>
<th>☑ Stacked with</th>
<th>Cross-Listed Coordination Signature</th>
</tr>
</thead>
</table>

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

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

#### Impacted Program/Course

| 1. AAS Culinary Arts (required) | August 23, 2013 | Tim Doebler/Amy Green |
| 2. BA Hospitality Restaurant Management (required) | August 23, 2013 | Tim Doebler/Amy Green |
| 3. | | |

**Initiator Name (typed): Amy Green**  **Initiator Signed Initials:_________**  **Date:______________**

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
<th>Date: 9/8/13</th>
<th>submitted to Faculty Listserv: (<a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a>)</th>
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<th>14. General Education Requirement</th>
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<tr>
<td>Mark appropriate box:</td>
<td>Oral Communication</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
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| 15. Course Description (suggested length 20 to 50 words) | Emphasizes cooking techniques, ingredients, and professionalism in a commercial kitchen. |

<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number or test code and score)</th>
<th>CA A 103 and CA A111 with a C or higher</th>
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<table>
<thead>
<tr>
<th>16b. Co-requisite(s) (concurrent enrollment required)</th>
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</table>

<table>
<thead>
<tr>
<th>16c. Other Restriction(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ College</td>
<td>☑ Major</td>
</tr>
</tbody>
</table>

| 16d. Registration Restriction(s) (non-codable) | Valid Serv Safe certification Must have instructor approval to repeat course |

| 17. ☑ Mark if course has fees | 18. ☐ Mark if course is a selected topic course |

### 19. Justification for Action
Periodic curriculum revision resulted in changes to course description, course content, course pre-requisites based on programmatic assessment data collected.

**Initiator (faculty only) Amy Green**  **Initiator (TYPE NAME)_________**  **Date:__________**

<table>
<thead>
<tr>
<th>☑ Approved</th>
<th>☐ Disapproved</th>
<th>Dean/Director of School/College</th>
<th>Date:__________</th>
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<table>
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<th>☑ Approved</th>
<th>☐ Disapproved</th>
<th>Undergraduate/Graduate Academic Board Chair</th>
<th>Date:__________</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>☑ Approved</th>
<th>☐ Disapproved</th>
<th>Provost or Designee</th>
<th>Date:__________</th>
</tr>
</thead>
</table>

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21
I. Initiation Date: August 15, 2013

II. Course Information
A. College: Culinary Arts, Hospitality, Dietetics & Nutrition Community and Technical College
B. Course Title: A la Carte Kitchen
C. Course Subject/Number: CA A201
D. Credit Hours: 4.0 Credits
E. Contact Time: 2+8 Contact Time
F. Grading Information: A-F
G. Course Description: Emphasizes cooking techniques, ingredients, and professionalism in a commerical kitchen.
H. Status of course relative to degree or certificate program: Applies to the AAS in Culinary Arts and BA in Hospitality Restaurant Management
I. Lab Fees: Yes
J. Coordination: UAA Listserv/Extended Sites
K. Course Prerequisites: CA A103 and CA A111 with a C or higher
L. Registration Restrictions: Valid Serv Safe certification; Must have instructor approval to repeat course

III. Course Activities
Students will design menus, plan, prepare, and present advanced culinary products for sale in Lucy’s Restaurant (classroom laboratory). Course will be conducted as hands-on training experience with student learning from directed instruction, demonstration and application of a la minute food preparation on an a la carte kitchen line. Additional methods of instruction may include lectures, demonstrations from industry professionals, and audio visual resources.

IV. Evaluation
Course will be graded A-F. Evaluation procedures are at the discretion of the instructor and will be discussed at the first class meeting of the semester. Students will be evaluated on class projects, homework assignments, laboratory skills, progress throughout semester, attendance and participation.
V. Course Outline

1.0 Safety
1.1 Laboratory safety features and rules
1.2 Facility safety features and rules
1.3 Campus safety features and rules
1.4 Hazardous Materials
   1.4.1 Right to Know information
   1.4.2 MSDS Information

2.0 Sanitation
2.1 Personal sanitation
2.2 Classroom sanitation
2.3 Facility sanitation

3.0 A la Carte Kitchen Operations
3.1 Station set-up/break down
3.2 Mise en place
3.3 Order of operations
3.4 Timing
3.5 Working menu

4.0 Menu Development
4.1 Recipe development and testing
4.2 Station production spread sheets
4.3 Inventory spread sheets
4.4 Recipe costing
4.5 Recipe structure

5.0 A la Carte cooking principles
5.1 A la minute style
5.2 Portion control
5.3 Cooking techniques-temperature control/doneness
5.4 Plating and presentation

6.0 Production
6.1 Cooking to order
6.2 Station rotations: sous chef, expeditor, hot/cold pantry, vegetable, sauté, grill, food preparation

7.0 Management Skills
7.1 Costing
7.2 Inventory and stock rotation
7.3 Purchasing
7.4 Equipment and technology
7.5 Professionalism and communication skills
VI. Instructional Goals:
Student will be able to apply principles, skills, and techniques fundamental to a la carte food service and demonstrate the techniques and skills previously learned in an actual a la carte restaurant setting. Student will demonstrate accurate cooking methods and the application of ingredients used in contemporary and classical cuisines. Student will understand planning and ordering for production, station organization, preparation, plating, and timing in a commercial foodservice setting.

VII. Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Student will be able to:</th>
<th>Assessment Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate safe and sanitary laboratory practices/procedures.</td>
<td>Teacher observation</td>
</tr>
<tr>
<td></td>
<td>Practical tests</td>
</tr>
<tr>
<td></td>
<td>Written exam</td>
</tr>
<tr>
<td>Identify and fabricate food ingredients necessary for a la carte menu production.</td>
<td>Teacher observation</td>
</tr>
<tr>
<td></td>
<td>Class participation</td>
</tr>
<tr>
<td></td>
<td>Practical tests</td>
</tr>
<tr>
<td></td>
<td>Written exam</td>
</tr>
<tr>
<td>Apply skills and techniques necessary for all stations in a commercial kitchen line.</td>
<td>Teacher observation</td>
</tr>
<tr>
<td></td>
<td>Class participation</td>
</tr>
<tr>
<td></td>
<td>Practical tests</td>
</tr>
<tr>
<td></td>
<td>Written exam</td>
</tr>
<tr>
<td>Solve real and hypothetical line production challenges.</td>
<td>Teacher observation</td>
</tr>
<tr>
<td></td>
<td>Class participation</td>
</tr>
<tr>
<td></td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td>Practical tests</td>
</tr>
<tr>
<td>Design menu concepts and calculate costs.</td>
<td>Teacher observation</td>
</tr>
<tr>
<td></td>
<td>Class participation</td>
</tr>
<tr>
<td></td>
<td>Practical tests</td>
</tr>
<tr>
<td></td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td>Notebook project</td>
</tr>
<tr>
<td>Utilize various spread sheet formats to plan production and order goods.</td>
<td>Teacher observation</td>
</tr>
<tr>
<td></td>
<td>Class participation</td>
</tr>
<tr>
<td></td>
<td>Practical tests</td>
</tr>
<tr>
<td></td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td>Notebook project</td>
</tr>
<tr>
<td>Apply prior learning in sanitation, nutrition, cost control, and purchasing of food production.</td>
<td>Teacher observation</td>
</tr>
<tr>
<td></td>
<td>Class participation</td>
</tr>
<tr>
<td></td>
<td>Written exam</td>
</tr>
</tbody>
</table>
VIII. Suggested Text


IX. Bibliography and Resources


1a. School or College: CT CTC
1b. Division: ACAH Div of Culinary Arts Hosp
1c. Department: Culinary Arts, Hospitality, Dietetics & Nutrition

2. Course Prefix: CA
3. Course Number: A202
4. Previous Course Prefix & Number: N/A
5a. Credits/CEUs: 4.0 credits
5b. Contact Hours: (Lecture + Lab) (2+8)

6. Complete Course Title: Advanced Bakery
Abbreviated Title for Transcript: Advanced Bakery

7. Type of Course: Academic

8. Type of Action: Change

9. Repeat Status: 0

10. Grading Basis: A-F

11. Implementation Date: From: 1/2014 To: /9999

12. Cross Listed with:

13a. Impacted Courses or Programs:

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Culinary Arts (required)</td>
<td>August 23, 2013</td>
<td>Tim Doebler/Amy Green</td>
</tr>
<tr>
<td>BA Hospitality Restaurant Management (required)</td>
<td>August 23, 2013</td>
<td>Tim Doebler/Amy Green</td>
</tr>
</tbody>
</table>

13b. Coordination Email: Date: 9/8/13 submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison: Date: 

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

15. Course Description: (suggested length 20 to 50 words)
Explores advanced bakery, pastry, confectionary, and presentation techniques in a commerical bakery environment. Emphasizes production processes, service, portion controls, safety, and sanitation in a commercial bakery.

16a. Course Prerequisite(s) (list prefix and number or test code and score)
CA A103 and CA A111 with a C or higher

16b. Co-requisite(s) (concurrent enrollment required)
None

16c. Other Restriction(s)
- College: Major
- Class: Level

16d. Registration Restriction(s) (non-codable)
Valid Serv Safe certification Must have instructor approval to repeat course

17. Mark if course has fees

18. Mark if course is a selected topic course

19. Justification for Action:
Periodic curriculum revision resulted in changes to course description and course content based on programmatic assessment data collected.

Initiator (faculty only) Amy Green
Initiator (TYPE NAME) Date

Approved
Disapproved

Approved
Disapproved

Approved
Disapproved

Approved
Disapproved
I. Initiation Date: August 15, 2013

II. Course Information
A. College: Culinary Arts, Hospitality, Dietetics & Nutrition Community and Technical College
B. Course Title: Advanced Bakery
C. Course Subject/Number: CA A202
D. Credit Hours: 4.0 Credits
E. Contact Time: 2+8 Contact Time
F. Grading Information: A-F
G. Course Description: Explores advanced bakery, pastry, confectionary, and presentation techniques in a commercial bakery environment. Emphasizes production processes, service, portion controls, safety, and sanitation in a commercial bakery.
H. Status of course relative to degree or certificate program: Applies to the AAS in Culinary Arts and BA in Hospitality Restaurant Management
I. Lab Fees: Yes
J. Coordination: UAA Listserv/Extended Sites
K. Course Prerequisites: CA A103 and CA A111 with a C or higher
L. Registration Restrictions: Valid Serv Safe certification; Must have instructor approval to repeat course

III. Course Activities
Students will design, plan, prepare, and present advanced bakery products and confections for sale in Lucy’s Restaurant (classroom laboratory). Additional methods of instruction may include lectures, demonstrations from industry professionals, and multimedia resources.

IV. Evaluation
Course will be graded A-F. Evaluation procedures are at the discretion of the instructor and will be discussed at the first class meeting of the semester. Students will be evaluated on class projects, homework assignments, laboratory skills, progress throughout semester, attendance and participation.
V. Course Outline

1.0 Safety
   1.1 Laboratory safety features and rules.
   1.2 Building safety features and rules.
   1.3 Campus safety features and rules
   1.4 Hazardous Materials
      1.4.1 Right to Know information
      1.4.2 MSDS Information

2.0 Sanitation
   2.1 Personal sanitation
   2.2 Classroom sanitation
   2.3 Facility sanitation

3.0 Basic Syrups, Creams, and Sauces
   3.1 Sugar cooking
   3.2 Basic creams
   3.3 Dessert sauces

4.0 Pastry Basics
   4.1 Pate Brisee and short pastry
   4.2 Puff pastry
   4.3 Éclair paste
   4.4 Strudel and phyllo
   4.5 Baked meringues
   4.6 Tarts and tartlets
   4.7 Special pastries

5.0 Cake Mixing, Baking, and Decorating
   5.1 Mixing
   5.2 Cake formula balance
   5.3 Scaling, panning and baking
   5.4 Formulas
   5.5 Icings
   5.6 Assembling and icing cakes
   5.7 Basic decorating techniques
   5.8 Planning and assembly of specialty cakes
   5.9 Wedding cake design and decoration

6.0 Custards, Mousses and Souffles
   6.1 Custards
   6.2 Bavarians and mousses
   6.3 Souffles
   6.4 Churned frozen desserts
   6.5 Still frozen desserts
7.0 Chocolate
7.1 Handling chocolate
7.2 Molding chocolate
7.3 Chocolate decorations
7.4 Chocolate confections

8.0 Decorative Work
8.1 Marzipan
8.2 Nougatine
8.3 Pastillage
8.4 Boiling syrups
8.5 Spun sugar and caramel decorations
8.6 Poured and casting sugar
8.7 Pulled and blown sugar

9.0 Management Skills
9.1 Costing
9.2 Inventory and stock rotation
9.3 Purchasing
9.4 Equipment and technology

10.0 Menu Development and Presentation
10.1 Portion control
10.2 Plating and presentation
10.3 Buffet topography
10.4 Dietary considerations

VI. **Instructional Goals:**
Student will be able to apply principles, skills, and techniques fundamental to an advanced commercial bakery operation. Student will demonstrate appropriate cooking methods and ingredients used in a professional bakery and understand the planning and ordering for production, station organization, preparation, plating and timing for dessert production.
VII. Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Student will be able to:</th>
<th>Assessment Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply advanced bakery skills in recipe and menu development.</td>
<td>Written assignments</td>
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<tr>
<td></td>
<td>Performance analysis</td>
</tr>
<tr>
<td></td>
<td>Instructor observation</td>
</tr>
<tr>
<td>Utilize advanced bakery vocabulary and applications.</td>
<td>Written assignments</td>
</tr>
<tr>
<td></td>
<td>Oral quizzes</td>
</tr>
<tr>
<td>Prepare advanced bakery products and decorative pieces.</td>
<td>Written evaluations</td>
</tr>
<tr>
<td></td>
<td>Performance analysis</td>
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<tr>
<td>Demonstrate safe and sanitary laboratory practices/procedures.</td>
<td>Instructor observation</td>
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<tr>
<td></td>
<td>Practical tests</td>
</tr>
<tr>
<td></td>
<td>Written exam</td>
</tr>
<tr>
<td>Develop products comparable to industry standards.</td>
<td>Written evaluations</td>
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<tr>
<td></td>
<td>Performance analysis</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Perform management tasks, including inventory, costing, par stocks, portion control and plating</td>
<td>Written assignments</td>
</tr>
<tr>
<td></td>
<td>Written exams</td>
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</table>

VIII. Suggested Text

IX. Bibliography and Resources


## Course Action Request

### University of Alaska Anchorage

#### Proposal to Initiate, Add, Change, or Delete a Course

### 1. School or College

- **CT CTC**

### 2. Course Prefix

- **CA**

### 3. Course Number

- **A224**

### 4. Previous Course Prefix & Number

- **N/A**

### 5. Credits/CEUs

- **3.0 credits**

### 6. Contact Hours

- **(1+6)**

### 7. Complete Course Title

- **Hospitality Service**

### 8. Type of Course

- **Academic**

### 9. Repeat Status

- **# of Repeats: 0**
- **Max Credits: 3.0**

### 10. Grading Basis

- **A-F**
- **P/NP**
- **NG**

### 11. Implementation Date

- **From: 1/2014**
- **To: 9/9999**

### 12. Cross Listed

- **None**

### 13. Coordination with Library Liaison

- **Date:**

### 14. General Education Requirement

- **Check appropriate boxes:**
  - Oral Communication
  - Written Communication
  - Quantitative Skills
  - Humanities
  - Fine Arts
  - Social Sciences
  - Natural Sciences
  - Integrative Capstone

### 15. Course Description

- **Suggested length 20 to 50 words**

- Focuses on hands-on instruction of dining room service and management. Students will understand and demonstrate duties of front-of-the-house service to include: server, greeter, busser, steward, and cashier. Reviews the process of merchandising food, beverages and services. Examines the use of table topography, glassware, china, linen and serviceware in a professional restaurant operation.

### 16. Course Prerequisite(s)

- **CA A201 with a C or higher**

### 17. Mark if course has fees

- **Checked**

### 18. Mark if course is a selected topic course

- **Unchecked**

### 19. Justification for Action

- **Periodic curriculum revision resulted in changes to course description, course content, registration restrictions based on programmatic assessment data collected.**
<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
<th>Dean/Director of School/College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Green</td>
<td></td>
<td>Approved</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<table>
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<tr>
<th>Department Chair</th>
<th>Date</th>
<th>Undergraduate/Graduate Academic</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>College/School Curriculum Committee Chair</th>
<th>Date</th>
<th>Provost or Designee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td>disapproved</td>
<td></td>
<td>Disapproved</td>
<td></td>
</tr>
</tbody>
</table>
UNIVERSITY OF ALASKA ANCHORAGE
COURSE CONTENT GUIDE

I. Initiation Date: August 15, 2013

II. Course Information
A. College: Culinary Arts, Hospitality, Dietetics & Nutrition
   Community and Technical College
B. Course Title: Hospitality Service
C. Course Subject/Number: CA A224
D. Credit Hours: 3.0 Credits
E. Contact Time: 1+6 Contact Time
F. Grading Information: A-F
G. Course Description: Focuses on the hands-on instruction of dining room
   service and management. Student will understand
   and demonstrate duties of front-of-the-house
   service to include: server, greeter, busser, and
   cashier. Reviews the process of merchandising
   foods, beverages and services as well as table
   topography, glassware, china and service ware
   in a professional restaurant operation.
H. Status of course relative to
degree or certificate program: Applies to the AAS in Culinary Arts and BA in
   Hospitality Restaurant Management
I. Lab Fees: Yes
J. Coordination: UAA Listserv/Extended Sites
K. Course Prerequisites: CA A201 with a C or higher
L. Registration Restrictions: Valid Serv Safe certification; Must have instructor
   approval to repeat course

III. Course Activities
Course lectures will be conducted on-campus. Reading of assigned information, lectures,
laboratory duties, discussions, multimedia, and site tours will comprise the course
activities.

IV. Evaluation
Course will be graded A-F. Evaluation procedures are at the discretion of the instructor
and will be discussed at the first class meeting of the semester. Students will be
evaluated on class projects, homework assignments, exams, progress throughout the
semester, attendance and participation.
V. **Course Outline**

1.0 Safety
   1.1 Classroom safety features and rules
   1.2 Facility safety features and rules
   1.3 Campus safety features and rules
   1.4 Hazardous Materials
      1.41 Right to Know Information
      1.42 MSDS information

2.0 Types of Service
   2.1 Table service
   2.2 Buffet and catering
   2.3 Quick service
   2.4 Institutional

3.0 Dining Room Organization and Personnel
   3.1 Servers
   3.2 Greeter
   3.3 Busser
   3.4 Cashier
   3.5 Steward

4.0 Types of Table Service
   4.1 Contemporary/Bistro
   4.2 Continental
   4.3 Russian
   4.4 Table side service

5.0 Menu Terminology

6.0 Table Topography
   6.1 Glassware
   6.2 Chinaware
   6.3 Flatware
   6.4 Linen

7.0 Beverage Service
   7.1 Fundamentals of wine service
   7.2 Legal liability in alcohol service
   7.3 Non-alcoholic beverages
8.0 Technology and Cashiering
  8.1 Cash handling skills
  8.2 Report reconciliations
  8.3 Technology

9.0 Safety and Sanitation
  9.1 Safety strategies in the dining room laboratory
  9.2 Personal hygiene
  9.3 Sanitation
  9.4 Accident prevention

10.0 Understanding the Principles of Service
  10.1 Problem solving
  10.2 Customer service skills
  10.3 Management and operations
  10.4 Timing in the order of operations

VI. Instructional Goals:
Student will be able to demonstrate the theories of dining room management, service, and operations.

VII. Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Student will be able to:</th>
<th>Assessment Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify types of dining room service.</td>
<td>Discussion, Exam</td>
</tr>
<tr>
<td>Demonstrate organization of dining room personnel.</td>
<td>Discussion, Exam</td>
</tr>
<tr>
<td>Demonstrate proficiency in various dining room personnel roles.</td>
<td>Discussion, Exam, Instructor observation</td>
</tr>
<tr>
<td>Demonstrate proficient management and communication skills.</td>
<td>Discussion, Exam, Instructor observation</td>
</tr>
<tr>
<td>Apply the components of table topography and service equipment.</td>
<td>Discussion, Exam, Instructor observation</td>
</tr>
</tbody>
</table>
VIII. Suggested Text

IX. Bibliography and Resources


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

1a. School or College
   CT CTC

1b. Division
   ACAH Div of Culinary Arts Hosp

1c. Department
   Culinary Arts, Hospitality, Dietetics & Nutrition

2. Course Prefix
   CA

3. Course Number
   A225

4. Previous Course Prefix & Number
   N/A

5a. Credits/CEUs
   3.0 credits

5b. Contact Hours
   (Lecture + Lab) (3+0)

6. Complete Course Title
   Hospitality Concept Design

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

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

9. Repeat Status choose one
   # of Repeats 0 Max Credits 3.0

10. Grading Basis
    ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date
    semester/year
    From: 1/2014 To: 9999

12. ☐ Cross Listed with

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.
    Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

   Impacted Program/Course | Date of Coordination | Chair/Coordinator Contacted
   -------------------------|----------------------|-----------------------------
   1. AAS Culinary Arts (required) | August 23, 2013 | Tim Doebler/Amy Green
   2. BA Hospitality Restaurant Management (required) | August 23, 2013 | Tim Doebler/Amy Green
   3. ☐

13b. Coordination Email
    Date: 9/8/13
    submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
    Date: __________

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

15. Course Description (suggested length 20 to 50 words)
    Examines concept development and business planning for professional foodservice facilities. Explores menu planning and pricing, operating, budgeting, and production models in foodservice management. Explores trends in technology, human resource management and financing.

16a. Course Prerequisite(s) (list prefix and number or test code and score)
    CA A201 with a grade of C or higher

16b. Co-requisite(s) (concurrent enrollment required)
    None

16c. Other Restriction(s)
    ☐ College ☒ Major ☐ Class ☐ Level

16d. Registration Restriction(s) (non-codable)
    Must have instructor approval to repeat course

17. ☐ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
    Periodic curriculum revision resulted in changes to course description and course content based on programmatic assessment data collected.

__________________________________________________     ___________
Initiator (faculty only)         Date
Amy Green

Initiator Signed Initials: __________
Date: __________

__________________________________________________________
Dean/Director of School/College                        Date

__________________________________________________________
Department Chair               Date

__________________________________________________________
College/School Curriculum Committee Chair              Date

__________________________________________________________
Provost or Designee                   Date
I. Initiation Date: August 15, 2013

II. Course Information
A. College: Culinary Arts, Hospitality, Dietetics & Nutrition Community and Technical College
B. Course Title: Hospitality Concept Design
C. Course Subject/Number: CA A225
D. Credit Hours: 3.0 Credits
E. Contact Time: 3+0 Contact Time
F. Grading Information: A-F
G. Course Description: Examines concept development and business planning for professional foodservice facilities. Explores menu planning and pricing, operating, budgeting, and production models in foodservice management. Explores trends in technology, human resource management and financing.
H. Status of course relative to degree or certificate program: Applies to the AAS in Culinary Arts and BA in Hospitality Restaurant Management
I. Lab Fees: No
J. Coordination: UAA Listserv/Extended Sites
K. Course Prerequisites: CA A201 with a C or higher
L. Registration Restrictions: Must have instructor approval to repeat course

III. Course Activities
Course activities will include reading of assigned information, completion of text workbook, lectures, discussions, multimedia, guest speakers and site tours.

IV. Evaluation
Course will be graded A-F. Evaluation procedures are at the discretion of the instructor and will be discussed at the first class meeting of the semester. Students will be evaluated on class projects, homework assignments, exams, progress throughout semester, attendance and participation.
V. Course Outline

1.0 Safety
1.1 Classroom safety features and rules
1.2 Facility safety features and rules
1.3 Campus safety features and rules
1.4 Hazardous Materials
   1.4.1 Right to Know Information
   1.4.2 MSDS information

2.0 Introduction to Foodservice Operation Planning
2.1 Goals and objectives
2.2 Concepts
2.3 The planning process
2.4 Marketing
2.5 Sequence of hospitality concept and facility development

3.0 Facility Planning
3.1 Mission statement
3.2 Planning decisions
3.3 Square footage and equipment determination
3.4 Construction and planning team

4.0 Menu Planning
4.1 Planning and costing
4.2 Pricing profitability
4.3 Product mix and analysis
4.4 Writing, layout and design

5.0 Operation Location and Design
5.1 Location criteria
5.2 Market feasibility studies
5.3 Design criteria

6.0 Business Plan
6.1 Business description
6.2 Financial statements
6.3 Market analysis
6.4 Concept, menu and pricing

7.0 Human Resources
7.1 Organizing, recruiting and staffing
7.2 Forecasting labor needs
7.3 Job descriptions and scheduling
7.4 Training and staff development
8.0 Food Purchasing Systems
8.1 Quality standards
8.2 Product specifications
8.3 Inventory determination and control

9.0 Restaurant Operations and Control
9.1 Food and beverage cost controls
9.2 Labor costs
9.3 Cash handling

10.0 Restaurant Technology
10.1 Back-of-the-house technology
10.2 Front-of-the-house technology
10.3 Internet, websites, and social media

VI. Instructional Goals:
Student will be able to apply theories of concept development, facility design and business plans of professional foodservice operations.

VII. Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Student will be able to:</th>
<th>Assessment Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify goals and objectives of business concept planning in development of professional foodservice operations.</td>
<td>Discussion Exam</td>
</tr>
<tr>
<td>Explain components and methods of menu pricing, planning, and design.</td>
<td>Discussion Exam</td>
</tr>
<tr>
<td>Analyze and forecast management and human resource needs.</td>
<td>Discussion Exam</td>
</tr>
<tr>
<td>Identify design and equipment needs of a foodservice operation.</td>
<td>Discussion Exam</td>
</tr>
<tr>
<td>Prepare a business plan and market study for foodservice operations.</td>
<td>Final Project and Presentation</td>
</tr>
</tbody>
</table>
VIII. Suggested Text

IX. Bibliography and Resources


### Course Action Request

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

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>CT CTC</th>
<th>1b. Division</th>
<th>ACAH Div of Culinary Arts Hosp</th>
<th>1c. Department</th>
<th>Culinary Arts, Hospitality, Dietetics &amp; Nutrition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Course Prefix</td>
<td>CA</td>
<td>3. Course Number</td>
<td>A230</td>
<td>4. Previous Course Prefix &amp; Number</td>
<td>N/A</td>
</tr>
<tr>
<td>5a. Credits/CEUs</td>
<td>3.0 credits</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5b. Contact Hours</td>
<td>(3+0)</td>
<td></td>
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</tr>
</tbody>
</table>

### Complete Course Title

**Foodservice Management**  
Abbreviated Title for Transcript (30 character)

### Type of Course

- Academic
- Preparatory/Development
- Non-credit
- CEU
- Professional Development

### Type of Action

- Add
- Change
- Delete

### Repeat Status

- Choose one:  
  - # of Repeats 0  
  - Max Credits 3.0

### Grading Basis

- A-F
- P/NP
- NG

### Implementation Date

- Semester/year

### Cross Listed

- with
- Stacked with

### General Education Requirement

- Oral Communication  
- Written Communication  
- Quantitative Skills  
- Humanities  
- Fine Arts  
- Social Sciences  
- Natural Sciences  
- Integrative Capstone

### Course Description

Covers supervisory and management responsibilities within hospitality foodservice operations. Emphasis on communication, problem solving, leadership, human resource planning, training, motivating and organizational skills. Labor costs, cost control and the legal environment are also examined.

### Course Prerequisite(s) (list prefix and number or test code and score)

None

### Co-requisite(s) (concurrent enrollment required)

Must have instructor approval to repeat course

### Registration Restriction(s) (non-codable)

Mark if course is a selected topic course

### Justification for Action

Periodic curriculum revision resulted in changes to course description and course content based on programmatic assessment data collected.

---

**Initiator Name (typed): Amy Green**  
Initiator Signed Initials: ___________  
Date: ___________

**Coordination Email**: Date: 9/8/13  
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

**Coordination with Library Liaison**: Date: ___________

**Initiator (faculty only)**

- Approved
- Disapproved

**Initiator (TYPE NAME)**

- Approved
- Disapproved

**Department Chair**

- Approved
- Disapproved

**College/School Curriculum Committee Chair**

- Approved
- Disapproved

**Provost or Designee**

- Approved
- Disapproved

---

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I. Initiation Date: August 15, 2013

II. Course Information
   A. College: Culinary Arts, Hospitality, Dietetics & Nutrition Community and Technical College
   B. Course Title: Foodservice Management
   C. Course Subject/Number: CA A230
   D. Credit Hours: 3.0 Credits
   E. Contact Time: 3+0 Contact Time
   F. Grading Information: A-F
   G. Course Description: Covers supervisory and management responsibilities within hospitality foodservice operations. Emphasis on communication, problem solving, leadership, human resource planning, training, motivating and organizational skills. Labor costs, cost control and the legal environment are also examined.
   H. Status of course relative to degree or certificate program: Applies to the AAS in Culinary Arts and BA in Hospitality Restaurant Management
   I. Lab Fees: No
   J. Coordination: UAA Listserv/Extended Sites
   K. Course Prerequisites: None
   L. Registration Restrictions: Must have instructor approval to repeat course

III. Course Activities
    Reading of assigned information, completion of text workbook, lectures, discussions, and multimedia will comprise the course activities.

IV. Evaluation
    Course will be graded A-F. Evaluation procedures are at the discretion of the instructor and will be discussed at the first class meeting of the semester. Students will be evaluated on class projects, homework assignments, exams, progress throughout semester, attendance and participation.
V. **Course Outline**

1.0 Safety

1.1 Classroom safety features and rules
1.2 Facility safety features and rules
1.3 Campus safety features and rules
1.4 Hazardous Materials
   1.4.1 Right to Know Information
   1.4.2 MSDS information

2.0 Responsibilities of a Supervisor

2.1 Functions and obligations
2.2 Theories of human resource management
2.3 Managerial skills
2.4 Leadership styles

3.0 Workplace Diversity

3.1 Cross cultural interaction
3.2 Managing diversity issues

4.0 Communication in the Workplace

4.1 Understanding the communication process
4.2 Obstacles to communication
4.3 Effective communication strategies

5.0 Creation of a Positive Work Climate

5.1 Employee expectations and needs
5.2 Theories of motivation
5.3 Development of employees

6.0 Development of Job Expectations

6.1 Creation of a job description
6.2 Performance standards
6.3 Analyzing job performance
6.4 Effective job reviews

7.0 Recruiting and Selecting Applicants

7.1 The Labor market
7.2 Legal aspects of recruitment
7.3 Applications and interviews

8.0 Employee Training and Development

8.1 Development of training programs
8.2 Employee orientations
8.3 Overcoming obstacles to learning and training
9.0 Employee Discipline
9.1 Approaches to employee discipline
9.2 Legal factors in discipline consideration
9.3 Terminations
9.4 Job harassment

10.0 Planning, Organizing and Controlling Management Functions
10.1 The planning process
10.2 Forecasting labor needs
10.3 Employee scheduling
10.4 Controlling labor costs
10.5 Technology in the workplace

11.0 Problem Solving and Delegating
11.1 Components of problem solving
11.2 Successful delegation

VI. Instructional Goals:
Students will be able to demonstrate theories learned in hospitality human resource management.

VII. Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Student will be able to:</th>
<th>Assessment Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify traits of a successful manager/leader.</td>
<td>Discussion Quiz Exam</td>
</tr>
<tr>
<td>Define the basic principles of management.</td>
<td>Discussion Quiz Exam</td>
</tr>
<tr>
<td>Explain and identify various leadership styles and theories.</td>
<td>Discussion Quiz Exam</td>
</tr>
<tr>
<td>Describe the purpose and methods of communication in management.</td>
<td>Case Study Assignments Exam</td>
</tr>
<tr>
<td>Research and apply management theories.</td>
<td>Final Project Exam</td>
</tr>
</tbody>
</table>
VIII. Suggested Text

IX. Bibliography and Resources


## Course Action Request

**University of Alaska Anchorage**

Proposal to Initiate, Add, Change, or Delete a Course

---

### 1a. School or College
- CH College of Health

### 1b. Division
- AHLS Division of Health & Safety

### 1c. Department
- Dental Programs

### 2. Course Prefix
- DH

### 3. Course Number
- A398

### 4. Previous Course Prefix & Number
- None

### 5a. Credits/CEUs
- 1-4

### 5b. Contact Hours
- (Lecture + Lab) (0+3-12)

### 6. Complete Course Title
- Individual Research

### 7. Type of Course
- **☑** Academic

### 8. Type of Action:  
- **☑** Add

### 9. Repeat Status
- Yes
- # of Repeats: 3
- Max Credits: 4

### 10. Grading Basis
- **☑** A-F
- **☐** P/NP
- **☐** NG

### 11. Implementation Date
- From: Sp/2014
- To: 99/9999

### 12. Cross Listed with
- na/

### 13a. Impacted Courses or Programs

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
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<td>1.</td>
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<td>2.</td>
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<tr>
<td></td>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Sandra Pence  
Initiator Signed Initials: __________  
Date: __________

### 13b. Coordination Email
- Date: 10/22/2013
- Submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

### 13c. Coordination with Library Liaison
- Date: 10/22/2013

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

### 15. Course Description (suggested length 20 to 50 words)
Engages students in research related to dentistry. Involves activities such as literature search and review, experimental design, specimen collection, research techniques, data collection and analysis, and manuscript preparation and submission. Specific activities are dependent on the type and stage of research at the time of course enrollment.

### 16a. Course Prerequisite(s) (list prefix and number or test code and score)
(ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214)

### 16b. Co-requisite(s) (concurrent enrollment required)
- None

### 16c. Other Restriction(s)
- College  
- Major  
- Class  
- Level

### 16d. Registration Restriction(s) (non-codable)
- Junior standing; Departmental approval

### 17. Mark if course has fees
- **☐**

### 18. Mark if course is a selected topic course
- **☐**

### 19. Justification for Action
Research increases knowledge and impacts disciplines. Students should have the opportunity to engage in research. This course supports UAA’s mission to discover and disseminate knowledge.

---

Initiator (faculty only)

Initiator (TYPE NAME)

Initiator (faculty only)

Sandra Pence  
Initiator Signed Initials: __________  
Date: __________

---

Approved  
Disapproved

Dean/Director of School/College  
Date

Approved  
Disapproved

Undergraduate/Graduate Academic  
Date

Approved  
Disapproved

Board Chair  
Date

Approved  
Disapproved

Provost or Designee  
Date

---

47
College of Health
Dental Hygiene Program

DH A398 Individual Research
1-4 credits

I. Course Description
Engages students in research related to dentistry. Involves activities such as literature search and review, experimental design, specimen collection, research techniques, data collection and analysis, and manuscript preparation and submission. Specific activities are dependent on the type and stage of research at the time of course enrollment.

II. Course Design
A. Designed for dental professionals and dental programs students interested in dental research.
B. Credits: 1-4; Contact hours: 0+3-12 (3 per credit)
C. Total student involvement time: 45-180 hours (45 hours/semester per credit)
D. DH A398 is an elective.
E. This course does not have fees.
F. This course may be taught in any time frame, but not less than 1 week per credit.
G. This is a new course.
H. This course is coordinated with UAA faculty listserve.
I. This course is a 300-level course because it requires knowledge of dentistry and develops research skills.

III. Course Activities
This course will be conducted in lab, field, and/or clinical settings.

IV. Course Prerequisites and Registration Restrictions
Course Prerequisites: (ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214)
Registration Restriction: Junior standing; Departmental approval.

V. Course Evaluation
A. Grades will be A-F.
B. Evaluation methods, while at the discretion of the faculty member teaching the course, are based on the successful completion of the research/project tasks established by the faculty mentor at the beginning of the class.
VI. **Course Curriculum**

There is no fixed or formal outline for this course. Course content will depend on the type of research being done. Students and their faculty mentors will develop a contract outlining specific tasks to be performed by the student researcher at the beginning of the semester. Both the student and faculty mentor will meet regularly through the semester to discuss relevant issues as they arise in the course of the project. A sample outline is below, and courses might include one or more of the following topics:

1.0 Literature search and review.
2.0 Conceptualization and development of research hypothesis.
3.0 Grant writing.
4.0 Training and review of laboratory and/or field research protocols and techniques.
5.0 Development of experimental design.
6.0 Experimental testing of working null hypothesis and data collection.
7.0 Statistical analysis of data and application of results to hypothesis.
8.0 Drafting manuscript that describes research results and significance to the discipline.
9.0 Presentation of research findings as a seminar/poster to the dental programs department and/or manuscript submission to an appropriate professional journal.

VII. **Suggested Text**

None

VIII. **Bibliography**


Other source material relevant and appropriate to the research project in which students are engaged.
IX. Instructional Goal, Student Learning Outcomes, and Assessment Measures

A. Instructional Goals:
   1. Mentor students in the research process.
   2. Promote critical thinking, speaking, and writing skills in dental research.

B. Student Learning Outcomes/Assessment Measures:

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Students will:</th>
<th>Assessment Measures</th>
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<tbody>
<tr>
<td>One or more of the following will be used:</td>
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| 1. Participate actively in research-related tasks e.g. review literature, write grant proposal, assist in experimental design, perform experimental techniques, collect/analyze data, and prepare manuscripts. | Faculty mentoring Reflection papers Research paper |
| 2. Relate the relevancy of the research project to clinical dentistry. | Faculty mentoring Oral presentations |
| 3. Demonstrate the ability to think, read, and write critically. | Faculty mentoring Reflection papers Oral presentations |