November 17, 2017
2:00-5:00pm
Physical location: ADM 204
Audio Conference: 786-6755, Passcode: 284572
Link to Live Skype Meeting

I. Roll
[ ] Carrie King, Chair (FS) [ ] Utpal Dutta (CoEng) [ ] Erik Hirschmann (Mat-su)
[ ] Sandy Pence (FS) [ ] Troy Payne (COH) [ ] Vacant (PWSC)
[ ] Luke Grabarek (FS) [ ] Yvonne Chase (COH) [ ] Bettina Kipp Lavea (SA)
[ ] Barbara Harville (FS, CAS) [ ] Darrin Marshall (CTC) [ ] Ian Minnock (USUAA)
[ ] Jackie Cason (CAS) [ ] Robin Hanson (LIB) [ ] John Duffy (Adjunct)
[ ] Vacant (CBPP) [ ] Kathryn Hollis-Buchanan (Kod)
[ ] Hilary Seitz (COE) [ ] Casey Rudkin (KPC)

Ex-Officio Members
[ ] Susan Kalina, Vice Provost for Academic Affairs
[ ] Lindsey Chadwell, Interim Registrar

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

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

IV. Administrative Reports
   A. Vice Provost for Academic Affairs, Susan Kalina
      i. Self-Study Update
   
   B. Interim University Registrar, Lindsey Chadwell
      i.

V. Chair's Report
   A. UAB Chair, Carrie King
   
   B. GERC Chair, Sandy Pence

VI. Policy Related Issues
   A. Proposed Revision on Policy Additions and Changes (pg. 5-6)

VII. Program/Course Action Request- Second Readings

VIII. Program/Course Action Request- First Readings
   Chg PSY A111 General Psychology
   Chg BIOL A103 Introductory Biology Laboratory
   Chg BIOL A271 Principles of Ecology
IX. New Business
   A.

X. Informational Items and Adjournment
   A. Next meeting: 12/8/17 in ADM 204
November 10, 2017
2:00-5:00pm
Physical location: ADM 204
Audio Conference: 786-6755, Passcode: 284572
Link to Live Skype Meeting

I. Roll
[X] Carrie King, Chair (FS)
[X] Sandy Pence (FS)
[X] Luke Grabarek (FS)
[X] Barbara Harville (FS, CAS)
[X] Jackie Cason (CAS)
[X] Hilary Seitz (COE)
[X] Utpal Dutta (CoEng)
[X] Troy Payne (COH)
[X] Yvonne Chase (COH)
[X] Darrin Marshall (CTC)
[X] Robin Hanson (LIB)
[X] Carrie King, Chair (FS)
[X] Sandy Pence (FS)
[X] Luke Grabarek (FS)
[X] Barbara Harville (FS, CAS)
[X] Jackie Cason (CAS)
[X] Hilary Seitz (COE)
[X] Utpal Dutta (CoEng)
[X] Troy Payne (COH)
[X] Yvonne Chase (COH)
[X] Darrin Marshall (CTC)
[X] Robin Hanson (LIB)

Ex-Officio Members
[X] Susan Kalina, Vice Provost for Academic Affairs
[X] Lindsey Chadwell, Interim Registrar

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

III. Review of Meeting Summary (pg. 3-5)

IV. Administrative Reports
A. Vice Provost for Academic Affairs, Susan Kalina
   i. Self-Study Update
   ii. Message to Deans & Directors in help with change in system to writing courses.
   The system is not registering PRPE/ENGL A### as a prerequisite for WRTG.
   Registrars office is working on fixing this. Faculty members will need to issue
   overrides for student in the interim.
   iii. Meeting with chairs of Professional Advisors Committee

B. Interim University Registrar, Lindsey Chadwell
   i. 

V. Chair's Report
A. UAB Chair, Carrie King
   • Meeting with chairs of Professional Advisors Council
   • Curriculum Handbook was approved at GAB this morning and will go forward to
   Faculty Senate in December

B. GERC Chair, Sandy Pence

VI. Policy Related Issues
A. BA/BS Degree Definitions in Catalog (pg. 6-7)
   Accepted as replacement of previous version

B. Proposed Revision on Policy Additions and Changes (8-9)
VII. Program/Course Action Request - Second Readings

VIII. Program/Course Action Request - First Readings

Chg ENGL A311 Writing and Rhetoric in Public Life
Chg PSY A345 Abnormal Psychology
Chg INBS-MINOR: Minor in International Business
Chg DMS A101 Introduction to Sonography
Chg DMS A109 OB and Gyn Sonography I
Chg DMS A205 Principles and Instrumentation II
Chg DMS A392 Pathophysiology Seminar
Chg DMS A395 Clinical Practicum III
Chg DGMS-AAS: Associate of Applied Science in Diagnostic Medical Sonography

Approved, forward to Faculty Senate

Del Automotive Brakes, Suspension, Alignment Occupational Endorsement Certificate (pg. 10)
Del Automotive Electrical Occupational Endorsement Certificate (pg. 11)
Del Commercial HVAC Systems Occupational Endorsement Certificate (pg. 12)
Del Residential & Light Commercial Air Conditioning & Refrigeration Occupational Endorsement Certificate (pg. 13)
Del Sustainable Energy Occupational Endorsement Certificate (pg. 14)

Approved, forward to Faculty Senate

IX. New Business

A.

X. Informational Items and Adjournment

A. Next meeting: 11/17/17 in ADM 204
B. CIS A280 Change in lab/lecture hrs by memo
Current Language

Section 8 - Policy Additions and Changes
New or revised academic policies are proposed to the UAB/GAB. If approved they will be forwarded by the Governance Office to the UAA Faculty Senate, then to the OAA, and finally to the Chancellor’s Office. UAA Proposals should include:
1. Proposed policy language (include catalog copy in Word using the track changes function if policy is revised).
2. Documents in which proposed language will be inserted (catalog, curriculum handbook, etc.).
3. Proposed implementation date.
Upon recommendation of the Provost, the Chancellor reviews and acts on academic policies.
Section 8 - Policy Additions and Changes

New or revised academic policies, including procedures, guidelines, handbooks, and CIM fields and balloon instructions, are proposed to the UAB/GAB. When approved or disapproved, the Governance Office forwards them to the UAA Faculty Senate, then to the OAA, and finally to the Chancellor’s Office. Initiators of new or changes to policy are encouraged to coordinate with stakeholders, e.g. impacted program faculty and students, and consult with appropriate offices, e.g. OAA, early in the development and review process. New and changes to policy proposals to be reviewed by the UAB/GAB require a cover letter and the proposed policy language.

1. In the cover letter, address the following as applicable:
   a. Need and/or issue that the proposed policy addresses
   b. Rational for the proposed policy
      i. Other solutions considered
      ii. Practices by peer and aspirational institutions
      iii. Related studies published in the literature
      iv. Coordination with stakeholders and administration, feedback, and related changes made to the proposed policy
   c. Governing policies (e.g. NWCCU Policy, BOR Policy, and UAA Policy)
      i. Conflicts with governing policies and plan to address the conflict
      ii. Redundancy with any current policies
   d. Current and foreseeable impacted practices
   e. Plan to implement the policy
      i. Communication
      ii. Training
      iii. If new, where the policy will appear
      iv. Body or office responsible for administering the policy
      v. Anticipated exceptions to the policy and the plan for granting exceptions
   f. Resources required (personnel, space, etc.)
   g. Implementation date
   h. Other considerations

2. Proposed new or changes to policy language
   a. Use language consistent with existing, especially governing, policies
   b. For changes to existing policy, include the policy language changes in a copy of the Word document using the Track Changes function
   c. For new policy, include the document(s) or links to documents in which the proposed language will be inserted (catalog, curriculum handbook, etc.)

New and changes to policy proposals, including the cover letter and policy language, must be sent to the Governance Office at least 5 working days before being considered by GAB. All new and changes to policy proposals require a first and second reading by the GAB.

A coordination email must be sent to the Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) at least 10 working days before being presented at GAB and in the same academic year as the presentation to the GAB. The coordination email must contain the following information:

1. Proposed new or change to policy title:
2. Policy language (If a change to current policy, a Word document using the Track Changes function):
3. Where the policy currently appears or will appear:
4. Implementation date:
5. Board(s) to review the policy: UAB/GAB
6. Initiator to whom feedback and questions should be directed:
7. Optional suggested other considerations (Rational, identified stakeholders, impact, etc.):