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)    [ ] Vacant (USUAA)
[ ] Jackie Cason (CAS)    [ ] Robin Hanson (LIB)    [ ] John Duffy (Adjunct)
[ ] Clayton Trotter (CBPP)    [ ] Kathrynn 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. 1-3)

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

IV. Administrative Reports
   A. Vice Provost for Academic Affairs, Susan Kalina
      i. Accreditation Self-Study Update

   B. Interim University Registrar, Lindsey Chadwell
      i. Dates & Deadlines

V. Chair’s Report
   A. UAB Chair, Carrie King

   B. GERC Chair, Sandy Pence

VI. New Business
   A. Changes to UAB deadlines

VII. Policy Related Issues
   A.

VIII. Program/Course Action Request- Second Readings
   Chg EE.A314: Electromagnetics
   Chg EE.A324: Electromagnetics II
IX. Program/Course Action Request- First Readings

Chg  EDEC A403: Mathematics and Science in Early Childhood

Chg  BA A375: Statistics for Business and Economics

Chg  GEO A246: Geomatics Computations II

Chg  GIS A467: Image Analysis

Chg  CHEM-BS: Bachelor of Science in Chemistry

Chg  CEA403: Arctic Engineering

Chg  MBIO A468: Geomicrobiology

Add  PM A423: Stakeholder Engagement and Collaboration
Add  PM A424: Advanced Project Risk Management
Chg  PM A430: Systems Engineering Fundamentals
Add  PM A432: Advanced Project Controls
Add  PM A450: Advanced Information Technology Project Management

Chg  PHYS A211: General Physics I
Chg  PHYS A212: General Physics II
Add  PHYS A214: Waves, Thermodynamics, and Electricity
Add  PHYS A214L: Waves, Thermodynamics, and Electricity Laboratory

Chg  CCNA-OECERT: Occupational Endorsement Certificate in Cisco Certified Network Associate (CCNA)

Chg  CNTC-AAS: Associate of Applied Science in Computer and Networking Technology
Chg  VETT-OECERT: Occupational Endorsement Certificate in Veterinary Assisting

Chg  MATH A314: Linear Algebra
Chg  MATH A420: Historical Mathematics

Chg  PSY A111: Introduction to Psychology

Chg  HIST A121: East Asian Civilization I
Chg  HIST A122: East Asian Civilization II
Chg  HIST A131: History of the United States I
Chg  HIST A132: History of the United States II
Chg  HIST A431: America: Colonies and Revolution
Add  HIST A454: United States History in the New Gilded Age, 1980s to the Present

X. Informational Items and Adjournment
   A. Next meeting: 8/24/18 in ADM 204
   B. DSST Credit Award Changes – Corporate Finance (pg. 6)
   C. DSST Credit Award Changes – Business Ethics (pg. 7)
   D. Non-Credit COH - AHEC Scholars Program (pg. 8-10)
   E. Non-Credit COH - Cancer (Multiple Seminar Titles) (pg. 11-13)
   F. Non-Credit COH - Interprofessional Education Grand Rounds (pg. 14-16)
   G. Non-Credit COH - Rural Immersion Institute of the North (pg. 17-19)
   H. Non-Credit COH - Substance Abuse (Multiple Seminar Titles) (pg. 20-22)
April 20, 2018
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] Utpal Dutta (CoEng)  [X] Erik Hirschmann (Mat-su)
[X] Sandy Pence (FS)  [X] Troy Payne (COH)  [- ] Vacant (PWSC)
[E] Luke Grabarek (FS)  [X] Yvonne Chase (COH)  [X] Bettina Kipp Lavea (SA)
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[X] Hilary Seitz (COE)  [X] Casey Rudkin (KPC)

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. 3-4)

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

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

VI. New Business
   A. Election of New Chair
      Yvonne Chase was appointed as UAB Chair for 2018-2019

VII. Policy Related Issues
   A. 

VIII. Program/Course Action Request- Second Readings
   Chg  PSCI-BA: Bachelor of Arts in Political Science
   Chg  BIOS-BA: Bachelor of Arts in Biological Sciences
   Chg  AWEL-OECERT: Occupational Endorsement Certificate in Advanced Welding
Chg  WLD-OECERT: Occupational Endorsement Certificate in Welding
Approved 2nd read. Forward to Faculty Senate.

IX.  Program/Course Action Request - First Readings

Chg  STAT A200: Elementary Statistics
Waive 1st, approve 2nd read. Forward to Faculty Senate.

Chg  BA A375: Statistics for Business and Economics
No faculty initiator

Chg  IPIN-AAS: Associate of Applied Science in Industrial Process Instrumentation

Chg  ET A246: Electronic Industrial Instrumentation

Chg  PETR-UGCERT: Undergraduate Certificate in Petroleum Technology

Chg  PTEC-AAS: Associate of Applied Science in Process Technology
Waive 1st, approve 2nd read. Forward to Faculty Senate.

Chg  GEO A246: Geomatics Computations II

Chg  GIS A467: Image Analysis
No faculty initiator

Chg  PSYC-BA: Bachelor of Arts in Psychology

Chg  PSYC-BS: Bachelor of Science in Psychology
Waive 1st, approve 2nd read. Forward to Faculty Senate.

Chg  EE A314: Electromagnetics

Chg  EE A324: Electromagnetics II
Accepted as first read.

Chg  EE A203: Fundamentals of Electrical Engineering I

Chg  EE A333: Electronic Devices

Add  EE A447: Power Electronics

Chg  ME A306: Dynamics of Systems

Chg  ME A308: Instrumentation and Measurement

Chg  ME A456: Renewable Energy Systems Engineering
Waive 1st, approve 2nd read. Forward to Faculty Senate.

X.  Informational Items and Adjournment
   A.  Next meeting: 4/27/18 in ADM 204
April 6, 2018

To: UAB Chair (Carrie King)  
    Bogdan Hoanca, Interim Dean, CBPP

From: John Nofsinger, Ph.D., Chair, CBPP Program Curriculum Committee

The new American Council on Education (ACE) recommendations for DSST examination credit states that credit should be given for lower division finance courses. Therefore, the existing policy for granting DSST examination credit for the upper division BA A325 Corporate Finance course may be inappropriate.

Thus, the CBPP will no longer allow students to get credit for BA A325 from the DSST examination. There is no longer an UAA process for getting credit by examination for BA A325. Students passing the DSST exam for finance will receive credit for a lower division finance elective.  

This policy has been approved by the finance faculty and the CBPP Program Curriculum Committee.
[fac] DSST Credit Award Change - Business Ethics
1 message

Stephanie Bauer <slbauer@alaska.edu>  Mon, Apr 23, 2018 at 3:25 PM
To: uaa_faculty_dl@lists.uaa.alaska.edu

Dear colleagues,

Following the revised American Council on Education (ACE) recommendation, the Philosophy Department supports a change in the credit granted for DSST 475 (Business Ethics) from upper-division to "PHIL 200-level elective" (3 credits).

Please feel free to contact me at slbauer@alaska.edu with any questions about this change.

Best wishes,
Stephanie

Stephanie Bauer, Ph.D.
Associate Professor and Chair
Department of Philosophy
University of Alaska Anchorage
(907)786-4677

UAA_Faculty_DL mailing list
UAA_Faculty_DL@lists.uaa.alaska.edu
https://lists.uaa.alaska.edu/mailman/listinfo/uaa_faculty_dl
December 21, 2017

University of Alaska Anchorage
Non-Credit and CEU
Curriculum Form

Date: April 11, 2018

Required for all Non-credit Professional Development/Training, Personal Enrichment, University Access/College Success, and CEU Courses (Personal Enrichment offerings only need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title: AHEC Scholars Program

2. Category and PREFIX: (Select one of the following)

☐ PEN - Personal Enrichment (Art, culture, music, fitness, languages, gardening, etc.)
☐ PDT - Professional Development and Training (professionally oriented offerings, workforce credentials, workshops, conferences, etc.)
☑ UCS - University Access and College Success (Youth Camps, writing, math, reading, ESL, test prep, etc.)

3. Submitted by:

Gloria Burnett 
Faculty or Designee

College of Health/UAA Main Campus 
College/Campus

4. Type of Activity: (Select one of the following)

☐ Summer Camp (youth programs)
☐ Bridging Program (students advance between two education institutions)
☐ Workshop (participants engage in intensive group discussion on a specific subject)
☐ Seminar (small group setting facilitated by an instructor)
☐ Conference (formal meeting setting to discuss professional topic)
☐ Class (one or more gatherings of students who are taught together)
☐ Webinar (conducted over the internet)
☑ Other Enrichment Program

5. Type of offering:

☐ CEU: CEU courses are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential...
December 21, 2017

learning where the student’s investigation and discovery are largely independent. Fractional CEUS may be awarded. Participants may receive a certificate of completion from the offering unit.

☐ Non-Credit: Non-credit courses are offered as professional development/training, continuing education, or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). Participants may receive a certificate of attendance or participation from the offering unit, except for personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may also check the below:

☐ CE-eligible event by participant choice: These courses meet the standards of an outside agency and participants may request Continuing Education credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method: (brief paragraph)

The AHEC Scholars Program is designed for current health profession students. It offers additional training and team-based experiential learning in rural and personal enrichment with certificate of attendance or participation/professional development/training non-credit and CEU proposals are required to complete the following:

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance, and the department should have the opportunity to respond. List the name of the person with whom you coordinated, note any issues that came up, and how they were resolved.)

______________________________  ☑ Not Applicable
Name of Coordination POC

8. Recommended Minimum Instructor Qualifications: Bachelor’s degree in health related field

9. Suggested Texts or Materials, if any: NA

10. If CEU Offering, Indicate Number of CEUs: NA

Contact Hours ___ (Directed Learning) and/or ___ (Laboratory/Experiential Learning)

11. If CEU Offering, Complete the Following Table:
December 21, 2017

Upon completion of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcomes and Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Learning Outcomes</td>
</tr>
<tr>
<td>Add more rows as needed</td>
</tr>
</tbody>
</table>

Approvals: (By signing, the dean/director has confirmed that appropriate consultation with faculty and coordination across units as needed has occurred.) The dean/director is the final approval. Other than Personal Enrichment offerings, all non-credit/CEU proposals must be submitted from the dean/director to the Office of Academic Affairs. After review, the Office of Academic Affairs shall inform the dean/director of any issues that it believes need to be addressed. If everything is in order, the Office of Academic Affairs will send an informational item to the Governance Office.

Dean or Director  Date

Academic Affairs  Date
December 21, 2017

University of Alaska Anchorage
Non-Credit and CEU
Curriculum Form

Date: April 11, 2018

Required for all Non-credit Professional Development/Training, Personal Enrichment, University Access/College Success, and CEU Courses (Personal Enrichment offerings only need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title: Cancer (Multiple Seminar Titles)

2. Category and PREFIX: (Select one of the following)

    - [ ] PEN - Personal Enrichment (Art, culture, music, fitness, languages, gardening, etc.)
    - [X] PDT - Professional Development and Training (professionally oriented offerings, workforce credentials, workshops, conferences, etc.)
    - [ ] UCS - University Access and College Success (Youth Camps, writing, math, reading, ESL, test prep, etc.)

3. Submitted by:

    Pat Sammartino, Education Network Manager
    Faculty or Designee
    UAA - College of Health - Alaska Center for Rural Health and Health Workforce
    College/Campus

4. Type of Activity: (Select one of the following)

    - [ ] Summer Camp (youth programs)
    - Bridging Program (students advance between two education institutions)
    - [X] Workshop (participants engage in intensive group discussion on a specific subject)
    - [X] Seminar (small group setting facilitated by an instructor)
    - Conference (formal meeting setting to discuss professional topic)
    - Class (one or more gatherings of students who are taught together)
    - [X] Webinar (conducted over the internet)
    - Other ____________

5. Type of offering:

    - [ ] CEU: CEU courses are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential
learning where the student's investigation and discovery are largely independent. Fractional CEUs may be awarded. Participants may receive a certificate of completion from the offering unit.

☑ Non-Credit: Non-credit courses are offered as professional development/training, continuing education, or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). Participants may receive a certificate of attendance or participation from the offering unit, except for personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may also check the below:

☑ CE-eligible event by participant choice: These courses meet the standards of an outside agency and participants may request Continuing Education credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method: (brief paragraph)

Health Professionals will be provided training opportunities on reducing the risks of Cancer. This may include information on early detection, the latest testing options for HPV. To provide access for all providers there will be deliver in multiple locations and in various formats.

 PERSONAL ENRICHMENT WITH CERTIFICATE OF ATTENDANCE OR PARTICIPATION/PROFESSIONAL DEVELOPMENT/TRAINING NON-CREDIT AND CEU PROPOSALS ARE REQUIRED TO COMPLETE THE FOLLOWING:

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance, and the department should have the opportunity to respond. List the name of the person with whom you coordinated, note any issues that came up, and how they were resolved.)

__________________________________________________________
Name of Coordination POC

☑ Not Applicable

8. Recommended Minimum Instructor Qualifications: Minimum BS Degree

9. Suggested Texts or Materials, if any:

10. If CEU Offering, Indicate Number of CEUs: NA

Contact Hours ______ (Directed Learning) and/or ______ (Laboratory/Experiential Learning)

11. If CEU Offering, Complete the Following Table:
December 21, 2017

Upon completion of this course, the student will be able to:

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[Signatures and dates]

Dean or Director  Date  Academic Affairs  Date
December 21, 2017

University of Alaska Anchorage
Non-Credit and CEU
Curriculum Form

Date: April 11, 2018

Required for all Non-credit Professional Development/Training, Personal Enrichment, University Access/College Success, and CEU Courses (Personal Enrichment offerings only need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title: Interprofessional Education Grand Rounds

2. Category and PREFIX: (Select one of the following)

☐ PEN - Personal Enrichment (Art, culture, music, fitness, languages, gardening, etc.)
☐ PDT - Professional Development and Training (professionally oriented offerings, workforce credentials, workshops, conferences, etc.)
☑ UCS - University Access and College Success (Youth Camps, writing, math, reading, ESL, test prep, etc.)

3. Submitted by:

Gloria Burnett
Faculty or Designee

College of Health/UAA Main Campus
College/Campus

4. Type of Activity: (Select one of the following)

☐ Summer Camp (youth programs)
☐ Bridging Program (students advance between two education institutions)
☑ Workshop (participants engage in intensive group discussion on a specific subject)
☐ Seminar (small group setting facilitated by an instructor)
☐ Conference (formal meeting setting to discuss professional topic)
☐ Class (one or more gatherings of students who are taught together)
☐ Webinar (conducted over the internet)
☐ Other

5. Type of offering:

☐ CEU: CEU courses are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential
December 21, 2017

learning where the student's investigation and discovery are largely independent. Fractional CEUS may be awarded. Participants may receive a certificate of completion from the offering unit.

☐ Non-Credit: Non-credit courses are offered as professional development/training, continuing education, or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). Participants may receive a certificate of attendance or participation from the offering unit, except for personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may also check the below:

☐ CE-eligible event by participant choice: These courses meet the standards of an outside agency and participants may request Continuing Education credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method:
(brief paragraph)

The Interprofessional Education Grand Rounds are facilitated discussion based events which explore case studies on a variety of health topics.

PERSONAL ENRICHMENT WITH CERTIFICATE OF ATTENDANCE OR PARTICIPATION/PROFESSIONAL DEVELOPMENT/TRAINING NON-CREDIT AND CEU PROPOSALS ARE REQUIRED TO COMPLETE THE FOLLOWING:

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance, and the department should have the opportunity to respond. List the name of the person with whom you coordinated, note any issues that came up, and how they were resolved.)

_________________________________________ ☐ Not Applicable

Name of Coordination POC

8. Recommended Minimum Instructor Qualifications: Bachelor's degree in health related field

9. Suggested Texts or Materials, if any: NA

10. If CEU Offering, Indicate Number of CEUs: NA

Contact Hours ___ (Directed Learning) and/or ___ (Laboratory/Experiential Learning)

11. If CEU Offering, Complete the Following Table:
December 21, 2017

Upon completion of this course, the student will be able to:

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[Signatures and dates]

Dean or Director  Date

Academic Affairs  Date
December 21, 2017

University of Alaska Anchorage
Non-Credit and CEU
Curriculum Form

Date: April 11, 2018

Required for all Non-credit Professional Development/Training, Personal Enrichment, University Access/College Success, and CEU Courses (Personal Enrichment offerings only need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title: Rural Immersion Institute of the North

2. Category and PREFIX: (Select one of the following)
   - PEN - Personal Enrichment (Art, culture, music, fitness, languages, gardening, etc.)
   - PDT - Professional Development and Training (professionally oriented offerings, workforce credentials, workshops, conferences, etc.)
   - UCS - University Access and College Success (Youth Camps, writing, math, reading, ESL, test prep, etc.)

3. Submitted by:
   - Gloria Burnett
   - College of Health/UAA Main Campus
   - Faculty or Designee
   - College/Campus

4. Type of Activity: (Select one of the following)
   - Summer Camp (youth programs)
   - Bridging Program (students advance between two education institutions)
   - Workshop (participants engage in intensive group discussion on a specific subject)
   - Seminar (small group setting facilitated by an instructor)
   - Conference (formal meeting setting to discuss professional topic)
   - Class (one or more gatherings of students who are taught together)
   - Webinar (conducted over the internet)
   - Other Immersion Program

5. Type of offering:
   - CEU: CEU courses are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential
December 21, 2017

learning where the student's investigation and discovery are largely independent. Fractional CEUs may be awarded. Participants may receive a certificate of completion from the offering unit.

- [x] Non-Credit: Non-credit courses are offered as professional development/training, continuing education, or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). Participants may receive a certificate of attendance or participation from the offering unit, except for personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may also check the below:

- [ ] CE-eligible event by participant choice: These courses meet the standards of an outside agency and participants may request Continuing Education credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method:
(brief paragraph)

The Rural Immersion Institute of the North program is designed to expose health majors to a rural and/or underserved healthcare experience. Students gain practical experience with Certificate of Attendance or Participation/Professional Development/Training Non-Credit and CEU proposals are required to complete the following:

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance, and the department should have the opportunity to respond. List the name of the person with whom you coordinated, note any issues that came up, and how they were resolved.)

______________________________  [x] Not Applicable
Name of Coordination POC

8. Recommended Minimum Instructor Qualifications: Bachelor's degree in health related

9. Suggested Texts or Materials, if any: NA

10. If CEU Offering, Indicate Number of CEUs: NA

Contact Hours ___ (Directed Learning) and/or ____ (Laboratory/Experiential Learning)

11. If CEU Offering, Complete the Following Table:
December 21, 2017

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**Approvals:** (By signing, the dean/director has confirmed that appropriate consultation with faculty and coordination across units as needed has occurred.) The dean/director is the final approval. Other than Personal Enrichment offerings, all non-credit/CEU proposals must be submitted from the dean/director to the Office of Academic Affairs. After review, the Office of Academic Affairs shall inform the dean/director of any issues that it believes need to be addressed. If everything is in order, the Office of Academic Affairs will send an informational item to the Governance Office.

[Signatures and dates]

Dean or Director  Date  Academic Affairs  Date
December 21, 2017

University of Alaska Anchorage
Non-Credit and CEU
Curriculum Form

Date: April 11, 2018

Required for all Non-credit Professional Development/Training, Personal Enrichment, University Access/College Success, and CEU Courses (Personal Enrichment offerings only need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title: Substance Abuse (Multiple Seminar Titles)

2. Category and PREFIX: (Select one of the following)

   - PEN - Personal Enrichment (Art, culture, music, fitness, languages, gardening, etc.)
   - PDT - Professional Development and Training (professionally oriented offerings, workforce credentials, workshops, conferences, etc.)
   - UCS - University Access and College Success (Youth Camps, writing, math, reading, ESL, test prep, etc.)

3. Submitted by:
   - Pat Sammartino, Education Network Manager
   - Faculty or Designee
   - College/Campus

4. Type of Activity: (Select one of the following)

   - Summer Camp (youth programs)
   - Bridging Program (students advance between two education institutions)
   - Workshop (participants engage in intensive group discussion on a specific subject)
   - Seminar (small group setting facilitated by an instructor)
   - Conference (formal meeting setting to discuss professional topic)
   - Class (one or more gatherings of students who are taught together)
   - Webinar (conducted over the internet)
   - Other

5. Type of offering:

   - CEU: CEU courses are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential
December 21, 2017

learning where the student’s investigation and discovery are largely independent. Fractional
CEUS may be awarded. Participants may receive a certificate of completion from the
offering unit.

☑️ Non-Credit: Non-credit courses are offered as professional
development/training, continuing education, or community interest instruction. Not
applicable to any degree or certificate requirements (even by petition). Participants may
receive a certificate of attendance or participation from the offering unit, except for
personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may
also check the below:

☑️ CE-eligible event by participant choice: These courses meet the
standards of an outside agency and participants may request Continuing Education
credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method:
(brief paragraph)

Medical and Behavioral Health Professionals will be provided training opportunities
to help identify and treat the effects of Substance abuse in their patients and clients.

PERSONAL ENRICHMENT WITH CERTIFICATE OF ATTENDANCE OR
PARTICIPATION/PROFESSIONAL DEVELOPMENT/TRAINING NON-CREDIT AND CEU
PROPOSALS ARE REQUIRED TO COMPLETE THE FOLLOWING:

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside
the offering unit, coordination with the appropriate department must occur in advance, and
the department should have the opportunity to respond. List the name of the person with
whom you coordinated, note any issues that came up, and how they were resolved.)

__________________________
Name of Coordination POC

☑️ Not Applicable

8. Recommended Minimum Instructor Qualifications: Minimum BS Degree

9. Suggested Texts or Materials, if any:

10. If CEU Offering, Indicate Number of CEUs: NA

Contact Hours ___ (Directed Learning) and/or ___ (Laboratory/Experiential Learning)

11. If CEU Offering, Complete the Following Table:
December 21, 2017

Upon completion of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

*Add more rows as needed*

**Approvals:** (By signing, the dean/director has confirmed that appropriate consultation with faculty and coordination across units as needed has occurred.) The dean/director is the final approval. Other than Personal Enrichment offerings, all non-credit/CEU proposals must be submitted from the dean/director to the Office of Academic Affairs. After review, the Office of Academic Affairs shall inform the dean/director of any issues that it believes need to be addressed. If everything is in order, the Office of Academic Affairs will send an informational item to the Governance Office.

Dean or Director  Date  Academic Affairs  Date

4-19-18