Joint Undergraduate and Graduate Academic Board Meeting  
Agenda  

March 22, 2013  
11:30 to 12:30  
ADM 204

I. Roll Call  

UAB Members  

( ) Dave Fitzgerald (CBPP)  ( ) Ira Ortega (COE)  ( ) Christina Stuve (SA)  ( ) Adjunct vacancy  
( ) Paola Banchero (CAS)  ( ) Jeffrey Callahan (CTC)  ( ) Francisco Miranda (FS CAS)  ( ) USUAA vacancy  
( ) Mari Ippolito (CAS)  ( ) Utpal Dutta (SOE)  ( ) Alberta Harder (FSAL)  
( ) Barbara Harville (CAS)  ( ) Michael Hawfield (KPC)  ( ) Soren Orley (FSAL)  
( ) Len Smiley (CAS)  ( ) Kevin Keating (LIB)  ( ) FS at large vacancy  
( ) Lynn Senette (COH)  ( ) Joan O’Leary (Mat-su)  ( ) Kathrynn Hollis Buchanan(Kodiak)  
( ) Eileen Weatherby (COH)  ( ) Vacant (Adjunct)  

GAB Members  

( ) Arlene Schmuland  ( ) Peter Olsson  ( ) Zhaohui (Joey) Yang  
( ) Patricya Sandberg  ( ) Susan Garton  ( ) FSAL vacancy (CAS)  ( ) Ex-Officio Members:  
( ) Greg Protasel  ( ) Deb Russ  ( ) FSAL Vacancy  
( ) Yoshito Kanamori  ( ) Hsing-Wen Hu  ( ) Jaime Spatrisano  ( ) Scheduling & Publications

II. Approval of the Agenda (pg. 1)

III. New Business  
A. Draft Academic Program Suspension and Deletion Policies and Cover Memo Template (pg. 2-9)  
B. Memo Regarding Concentrations, Tracks, Options, and Emphasis (pg. 10)  
C. Curriculum Handbook Changes to Currency of the Curriculum (pg. 11)  
D. Feedback on Variations of Stacked Courses
Date: February 8, 2013

To: Graduate Academic Board
Undergraduate Academic Board

From: Susan Kalina, Vice Provost for Undergraduate Academic Affairs
David Yesner, Associate Dean, Graduate School
Megan Carlson, Assistant Vice Provost and Accreditation Liaison Officer
Lora Volden, University Registrar

Re: Draft Academic Program Suspension and Deletion Policies and Cover Memo Template

Currently, UAA has no formal policies on academic program suspension or deletions. Our offices need to be able to give guidance to programs considering suspensions or deletions. The attached draft policies are designed to provide this guidance and address accreditation and Board of Regents requirements.

Input from the Policy Advisory Committee, the academic deans, and community campus directors have been incorporated into this draft, and we are submitting it to the academic boards for consideration.

The policies are designed to apply to a variety of purposes for program suspension and deletion, such as addressing temporary circumstances, making major program revisions, or deleting programs which have been suspended for several years.

We look forward to receiving your feedback on the draft.
Academic Program Suspension and Deletion Policies

When planning to suspend or delete an academic program, a number of considerations must be addressed to comply with the policies of the University of Alaska (UA) and the Northwest Commission on Colleges and Universities (NWCCU). These considerations include, but are not limited to, the impact on students currently enrolled in the program, the impact on the community in which the program is offered, and the impact on other academic programs in the University of Alaska System.

Academic Program Suspension of Admissions

There are a variety of reasons why program faculty and academic deans/campus directors consider suspending admissions to an academic program. These may include, among others, temporary circumstances (e.g., insufficient faculty to meet substantial enrollment increases), planned major revisions to the program (e.g., deleting a track or changing the degree level), or potential program deletion (discussed in greater detail in the next section).

Steps for Program Suspension (see Diagram 1)

1. **Program Suspension:** Academic dean/campus director submits a memo to the provost requesting suspension of admission. Requests for suspension should indicate the implementation date, reason for the suspension, planned duration, and identification of impacts on other UAA programs or departments. By the conclusion of the fifth year of suspension, programs must reinstate admission, request extension of suspension, or initiate the deletion process.
   a. For programs offered on a community campus, the applicable academic dean or campus director (as determined by the UAA Catalog chapter in which the program is published) should be notified prior to the suspension of the program. For programs offered on multiple campuses, each applicable dean or campus director should be notified prior to suspension of the program.

2. **UA System and Accreditation Notification:** Following the approval of program suspension by the provost, Academic Affairs will notify the Statewide Academic Council (SAC) and Northwest Commission on Colleges and Universities (NWCCU). Program suspensions require notification to these bodies, not approval.

3. **Administrative Logistics:** The following are non-curricular considerations for program deletion.
   a. The provost has final approval authority for program suspensions. Once approved by the provost, the request is forwarded to the registrar to formally suspend admissions. The chancellor is notified of the action before notification goes to SAC and the NWCCU.
   b. Personnel implications will be addressed in accordance with applicable collective bargaining agreements and personnel policies and regulations. Program funds will be assigned to other department, college, or institutional priorities through established processes.

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3 Decisions to limit enrollment or admission to a program are administrative decisions that do not require completion of this approval process.
4 In addition to addressing the potential impact of a program suspension on related academic units, this coordination provides an opportunity for the academic deans and campus directors to identify areas in which the units may work together to support the program planned for suspension.
Diagram 1: UAA Degree and Certificate Suspension Approval Process

Suspension Initiated by Faculty and/or College/School Academic Dean/Campus Director

Consult With Office of Academic Affairs

College/School Dean/Director

Coordination with Affected College/School Dean/Director for Programs Offered on Multiple Campuses & Community Campus Programs

OAA/Provost Approval

Notification

Programs Offered on One Campus

Northwest Commission on Colleges and Universities

Statewide Academic Council

Chancellor

Registrar
Academic Program Deletion

Program deletions may be initiated for a number of reasons. These may include, among others, low enrollment, few graduates, or changing job markets. After a period of suspension, and in conjunction with evidence collected from within and outside the institution, a decision can be made to modify, eliminate, or supersede the existing program with one more relevant. Considerations should include the impact on students currently enrolled in the program, on directly related employment sectors, and on other related departments within the university.

Steps for Program Deletion (see Diagram 2)

1. **Program Suspension:** Following the process described in the Program Suspension Policy, the academic dean/campus director submits a memo to the provost requesting suspension of admissions into the program, to ensure that no new students are admitted into the program until the final determination is made. Requests for suspension should indicate the implementation date, reason for the suspension, planned duration, and identification of impacts on other UAA programs or departments. By the conclusion of the fifth year of suspension, the deletion process must be initiated.
   a. For programs offered on a community campus, the applicable academic dean or campus director (as determined by the UAA Catalog chapter in which the program is published) should be notified prior to the suspension of the program. For programs offered on multiple campuses, each applicable dean or campus director should be notified prior to suspension of the program.

2. **Consultation with Academic Affairs:** To initiate the program deletion process, consultation with OAA must occur. This consultation will include a discussion of the process and an overview of the templates required for program deletion. OAA may waive or modify this requirement where appropriate, such as a program which has been suspended for more than five years with no currently enrolled majors.
   a. The process will address the rationale for the proposed deletion, the demand for the program, the impact and implications on academic departments in UAA and other Major Academic Units (MAUs), impacts on external stakeholders, the financial status of the program, and potential options to resolve the concerns which led to the proposed deletion.
   b. If the decision is to delete the program, programs must accommodate all currently admitted students with a completion plan that meets each student’s catalog deadlines and requirements. This completion plan should outline the timeframe and priorities for resources to accommodate completion of students impacted by the proposed program deletion.
   c. Proposals to delete programs offered on multiple campuses or through collaborative arrangements between two or more academic units should be coordinated with the academic deans and campus directors of the relevant program as is appropriate to their situations.

3. **Development of Proposal to Delete or Modify Program:** This proposal should be developed using the established curriculum approval process. If the department decides to modify the existing program, or to supersede it with a new program, the curriculum is developed as a program change so that deletion of the existing program and initiation of its replacement are approved simultaneously.

4. **UA System and Accreditation Approval:** Following the internal curriculum approval process, Academic Affairs will work with program faculty to submit program deletions for approval by the Statewide Academic Council (SAC), Board of Regents, and Northwest Commission on Colleges and Universities (NWCCU).
   a. Note: Authority to approve deletion of Occupational Endorsement Certificates and Workforce Credentials is delegated to the chancellor, and does not require action by SAC or the Board of

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5 In addition to addressing the potential impact of a program suspension on related academic units, this coordination provides an opportunity for the academic deans and campus directors to identify areas in which the units may work together to support the program planned for suspension.

6 See the Curriculum Handbook on the Governance site [http://www.uaa.alaska.edu/governance/](http://www.uaa.alaska.edu/governance/)
Regents. These program deletions should be submitted to SAC for notification purposes and to the NWCCU for final approval.

5. **Administrative Logistics:** The following are non-curricular considerations for program deletion.

   a. **Program Deletion from Banner:** When the program is deleted in Banner, students may no longer remain enrolled in the program, and the degree or certificate cannot be awarded. This administrative deletion will be postponed until there are no enrolled students in the major through graduation or expiration of admissions. Once approved by the NWCCU, the registrar will be notified to formally delete the program.

   b. **Personnel and Budget:** Personnel implications will be addressed in accordance with applicable collective bargaining agreements and personnel policies and regulations. Program funds will be assigned to other department, college, or institutional priorities through established processes.

   c. **Decisions Relative to Departments and Divisions:** This policy applies exclusively to academic programs. Decisions relative to departments and divisions will be managed within the college and institution through established processes.

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7 University Policy P10.04.020
Diagram 2: UAA Degree and Certificate Deletion Approval Process

Deletion Initiated by Faculty and/or College/School Dean/Director

Program Suspension
(See suspension approval process for greater detail)

Consult With Office of Academic Affairs

Develop Proposal Based on Relevant Considerations

Department Curriculum Committee/Chair

College/School Curriculum Committee

College/School Dean/Director

Governance Office

Undergraduate Academic Board (UAB)  Faculty Senate  Graduate Academic Board (GAB)

OAA/Provost

Chancellor

Statewide Academic Council

UA President

Board of Regents*

Northwest Commission on Colleges and Universities  Notification

Office of the Registrar

Accommodation for Existing Students

Impact on Other Departments and Colleges

Input from External Stakeholders

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

**Academic Program:** A specific degree, certificate, or minor approved by the Board of Regents (BOR) and/or the Northwest Commission on Colleges and Universities (NWCCU), such as a Bachelor of Arts in English. Program levels include occupational endorsement certificates, undergraduate certificates, associate degrees, baccalaureate degrees, post-baccalaureate certificates, graduate certificates, master’s degrees, and doctoral degrees.

In some cases, a portion of an academic program (such as one of two tracks) may be suspended or deleted while other portions of the program remain available.

**Program Suspension:** While decisions relative to the program are made, admissions to the program are suspended. There are a variety of reasons for suspension. These may include, among others, temporary circumstances (e.g., insufficient faculty to meet substantial enrollment increases), planned major revisions to the program (e.g., deleting a track or changing the degree level), or potential program deletion. Program suspension requires notification to the Statewide Academic Council (SAC) and NWCCU.

**Program Deletion:** Program is scheduled for deletion, a teach-out process will be developed and communicated to majors, and the program will remain in the catalog until the teach-out process is complete. When program deletion is final, the program is no longer listed as an academic program, and no students may graduate or remain enrolled in the program. Program deletion requires approval by BOR and NWCCU.

**Approval:** The relevant decision making authority grants approval for the requested program action. The action cannot proceed until this approval has been received.

**Notification:** The relevant individual or body is notified of the approved program action. The body being notified does not have decision making authority over the action.
To: (Undergraduate or Graduate) Academic Board
From: Faculty Initiator, Department
Date: Re: Proposed Deletion of (Program Name and Degree or Certificate Level)

Please briefly address each of the following items. Please mark “not applicable” for any items which do not apply to the program. This cover memo should be no longer than one page.

Program Background: How long has the program been offered? If admission is currently suspended, please indicate the length of the suspension.

Justification for Program Deletion: Why is this program deletion proposed? Some examples might include enrollment trends, employment data, or shifting priorities within the department, school, or college.

Impact on Other Programs: How will the deletion affect other UA programs? Please include the GERs, programs on other campuses, and programs whose requirements include courses offered within the program proposed for deletion. How have you coordinated with those departments?

Impact on Students:1 How many students are currently enrolled (admitted to the program and taking classes)? How many students are currently admitted (admitted to the program but not currently taking classes)? How does the department plan to accommodate those students?

Impact on Stakeholders: Describe any input received from relevant stakeholders, such as industry advisory groups or communities served.

Plans for Program Deletion: What is the planned timeline for the deletion? Will the deleted program be replaced by a new or modified program?

This cover memo should accompany the Program Action Request (PAR) form submitted to curriculum bodies for program deletions. Catalog copy does not need to be submitted with program deletions.

This template is intended to meet the needs of the UAA curriculum bodies. Initiating faculty should contact Academic Affairs for assistance with the forms and approval processes for the Board of Regents and Northwest Commission on Colleges and Universities.

1 Please contact the Office of the Registrar (786-1560) for assistance identifying these data.
February 15, 2013

To: Undergraduate Curriculum Board, Graduate Curriculum Board, College Curriculum Boards
From: Lora Volden, University Registrar

Re: Concentrations, Tracks, Options, and Emphasis

Issue
Overtime more and more departments have added a concentration, track, option, or emphasis to their programs of study. Additionally, several programs have expressed the desire to indicate these on student transcripts and/or diplomas. In order to respond to the faculty, the Registrar’s Office first needs to better understand how these different terms are being applied at UAA.

Since currently we are unable to determine standard definitions or accepted requirements for these terms, I am asking the UAB, GAB, and the college curriculum committees for information about how they determine the appropriateness of one term over another. In addition to the decision making criteria of the particular boards and committees, I will appreciate any information you can gather from the different programs within your college.

What I need
I would appreciate feedback on the following:

- Is there a standard definition you have for
  - Concentration
  - Track
  - Option
  - Emphasis
- When do you use each? Is there certain criteria you look at?
- Are there implications associated with these terms that are tied to department accreditation?
- What else should we know that we aren’t asking?

If you have information on this that you would like to share I ask that you email me or if you prefer I would be happy to come to a future college curriculum meeting to listen and take notes. I would appreciate having this information before the end of this term (April 26).

Thank you in advance for your time.
Here are my suggestions about language for the Curriculum Handbook regarding currency of the curriculum.

This is the present (Nov 5, 2012) language in “Section 1 – Introduction” to the curriculum handbook.

- The work of the academic boards is part of the normal and continuous cycle of curricular planning, monitoring, and improvement. It is emphasized that although the curricular products of the faculty reviewed and approved by the board are useful for purposes of external review, they are primarily intended to promote and maintain excellence in teaching, learning, and research.

Recommend this minor revision:

“The work of the academic boards is part of the normal and continuous cycle of curricular planning, monitoring and improvement. It is emphasized that although the curricular products of the faculty reviewed and approved by the boards are useful for external review, they are primarily intended to promote and maintain excellence, and to reflect current practices in teaching, learning, and research.”

Editorial comment: Assessment and curriculum changes and currency should be linked or related in the CH. For the CH, I think that this should be addressed directly in the Basis for Academic Board Review that begins on p.1.

Suggest adding:

“7. Changes resulting from the program’s response to academic assessment processes. Please refer to the current Academic Assessment Handbook for additional guidance regarding these activities.”

Then also suggest adding this about keeping curriculum current:

“8. Changes made to maintain the currency and vitality of the curriculum. It is recommended that no individual course be allowed to age more than 10 years without review and update by the program faculty. However, it is understood that all programs will differ with respect to the frequency of need for update and/or revisions.”

Jeff