May 8, 2017

To: Deans and Community Campus Directors

Fr: Samuel Gingerich, Provost and Executive Vice Chancellor

Cc: Carrie King, Chair, Undergraduate Academic Board  
   Anthony Paris, Chair, Graduate Academic Board  
   Monique Marron, Coordinator, Governance  
   Susan Kalina, Vice Provost, Academic Affairs  
   Lindsey Chadwell, Interim Registrar  
   UAA Faculty  
   UAA Staff

Re: Electronic Curriculum Workflow

The recent implementation of an electronic curriculum management system has resulted in efficiencies of time and effort for faculty, staff and administrators. However, this transition has not been as smooth for the community campuses. Some of this has to do with limitations of the system itself.

The following outlines how the workflow will be implemented for courses and programs delivered on community campuses:

- Courses and programs delivered on the Anchorage campus and also on one or more community campus route from the faculty initiator to the Anchorage department chair, then to the Anchorage college curriculum committee.

- Recognizing that community campus directors have responsibility for resource allocation within their units, courses and programs delivered solely on one community campus route from the faculty initiator, through the community campus director for a resource review, then to the Anchorage college curriculum committee.

- Because the system cannot move from one community campus to another, courses and programs delivered on more than one community campus, but not the Anchorage campus, will route through a designated director. The designated director will provide the other director(s) the opportunity to weigh in on the resource question as it relates to their campus(es). The curriculum will route from the faculty initiator to the designated community campus director for a resource review, then to the Anchorage college curriculum committee.

In all cases, it is expected that appropriate consultation and coordination has occurred among program faculty and by relevant committees, before curriculum is moved forward to the next approval level. At each level, the “approver” should confirm that consultation and coordination has occurred.

OAA will follow up with the community campuses to assist in implementing these processes.