

## FOR MORE INFORMATION, CONTACT:

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A G E N D A  
 UAF FACULTY SENATE MEETING #93  
 Monday, March 6, 2000  
 1:30 p.m. - 3:40 p.m.  
 Wood Center Ballroom

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|------|-----|---|--------|
| 1:30 | I   | Call to Order - Ron Gatterdam<br>A. Roll Call<br>B. Approval of Minutes to Meeting #92<br>C. Adoption of Agenda (**Need approval to add items III. B. and VI. F. to the agenda)   | 5 Min. |
| 1:35 | II  | Status of Chancellor's Office Actions<br>A. Motions Approved: none<br>B. Motion Modified & returned to Committee:<br>1. Motion to amend the policy on Dual Enrollment.<br>C. Motions Pending:<br>1. Motion to approve the Unit Criteria for ANLC.<br>2. Motion that UAF Regulations shall apply in the faculty review process.<br>3. Motion to approve an MA. in Rural Development. (A request for a 90 day extension was approved by the Administrative Committee) | 5 Min. |
| 1:40 | III | A. Remarks by Provost P. Reichardt UA   |        |

	G	Nominations for President-Elect	5 Mn.
2: 50	VI	Committee Reports	15 Mn.
	A.	Curricular Affairs - C. Basham (Attachment 93/8)	
	B.	Faculty & Scholarly Affairs - N. Swazo (Attachment 93/9)	
	C.	Graduate & Professional Curricular Affairs - J. Gardner (Attachment 93/10)	
	D.	Core Review - J. Brown	
	E.	Curriculum Review - S. Bandopadhyay	
	F.	Developmental Studies - J. Weber (Handout)	
	G.	Faculty Appeals & Oversight - T. Maginnis (Attachment 93/11)	
	H.	Faculty Development, Assessment & Improvement - D. White (Attachment 93/12)	
	I.	Graduate School Advisory Committee - L. Duffy	
	J.	Legislative & Fiscal Affairs -	
	K.	Ad Hoc Committees	
3: 05		***BREAK***	10 Mn
3: 15	VIII	Public Comments/Questions	5 Mn.
3: 20	IX	Discussion Items	15 Mn.
	A.	Mission Statement (Attachment 93/13)	
3: 35	X	Members' Comments/Questions	5 Mn.
3: 40	XI	Adjournment	

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ATTACHMENT 93/1  
 UAF FACULTY SENATE #93  
 MARCH 6, 2000  
 SUBMITTED BY CURRICULAR AFFAIRS

NOTION:  
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The UAF Faculty Senate moves to approve a Certificate and A. A. S. degree concentration in Emergency Medical Services (EMS) which includes eight new courses.

EFFECTIVE: Fall 2000 or  
 Upon Board of Regents' Approval

RATIONALE: See full program proposal #57-65 on file in the Governance Office, 312 Signers' Hall.

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SUBMITTED BY COLLEGE OF RURAL ALASKA  
 (Submitted by Emergency Services)

57. NEW COURSE: EMS 180 - Paramedicine I (7+2+15) 8 credits; offered Alternating Semesters; effective Fall 2000 or upon BOR approval.
58. NEW COURSE: EMS 182 - Paramedicine II (6+4+15) 8 credits; offered Alternating Semesters; effective Fall 2000 or upon BOR approval.
59. NEW COURSE: EMS 186 - Clinical Rotation I (0+8+4) 4 credits; offered Alternating Semesters; effective Fall 2000 or upon BOR approval.



be to obtain a minimum score of 80% on the National Registry Exam and an 80% employment rate.

A survey of the large fire departments throughout Alaska was conducted which shows a need to hire 20 to 25 paramedics within two to five years and 50 to 73 paramedics within five to ten years. Although the health industry was not surveyed, it is expected that their needs for licensed paramedics will be similar. A student survey showed 60 interested in enrollment. The majority of the 196 licensed paramedics within Alaska have received their paramedic training in the state through the Alaska State Paramedic Training Program.



it's head. Removing this clause would reaffirm the democratic process of Department head election, and remove suspicion of improper electioneering from the deans/directors.

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CAPS = Additions  
 [[ ]] = Deletions

The following is a description of the role and duties of the department head, and procedures for the election of department heads at the University of Alaska Fairbanks. The size and composition of departments and programs are defined by each individual college and school.

## I ROLE OF THE DEPARTMENT HEAD

- A. The department head is the administrative and academic officer of the department and as such has the primary responsibility and authority for: (1) leadership in developing high quality academic programs which fulfill department, college, and university objectives; (2) leadership in the implementation of college and university policies and programs at the department level; (3) leadership in developing resource requests and an appropriate departmental budget; and (4) service on the college/school executive committee.
- B. The department head is first a faculty member. The department head is primarily a teacher-scholar serving as a leader of his/her department colleagues. The department head is a role model for faculty responsibility.
- C. The department head is responsible for providing mechanisms and processes for members' participation in discussion and decision making within the department. All members of the department should be informed of these mechanisms and processes. Regular meetings should be held for purposes of communicating information, discussing issues, and making decisions on department matters.
- D. The department head is expected to communicate faculty perspectives and concerns to the administration and other segments of the community as appropriate. The department head is the primary spokesperson for the faculty of the department. The department head will also convey administration views and concerns to the faculty.

## II DUTIES OF THE DEPARTMENT HEAD

The department head is responsible, either directly or by delegation, for performance of at least the specific duties enumerated below (the duties are not prioritized) WHICH SHALL BE PERFORMED IN ACCORDANCE WITH THE EXTANT COLLECTIVE BARGAINING AGREEMENTS ON THE ROLE AND STATUS OF DEPARTMENT HEADS .

- A. Academic Programs
1. Initiate, plan, oversee implementation of, and review the preparation and offering of the academic program after appropriate involvement of members of the department and consultation with the dean.

2. Ensure interdepartmental coordination and cooperation.
3. Take leading role in ensuring academic program quality.
4. Ensure reports are prepared as needed. Ensure that course schedule are prepared in a timely manner.
5. Ensure catalog is current.
6. Supervise departmental office and ensure that files and records are maintained.
7. Keep the dean informed of departmental and faculty activities. Act as a liaison with the University community.

B. Personnel

1. Coordinate and evaluate professional activities of all members of the department, to include providing guidance to faculty concerning expectations regarding promotion and tenure. [[ Provide periodic evaluation of faculty performance in accordance with UAF promotion and tenure policy.]] Request and obtain faculty activity reports as appropriate to this process.

D. Budget, Inventory, Facilities, Etc.

1. Initiate resource and budget requests with justifications.
2. Maintain fiscal control of departmental budgets.



4. If no nominee receives a simple majority of the votes, a run-off election of the top two nominees shall be held immediately under the same procedures outlined above. The deadline for accepting ballots for the run-off election will be the last working day prior to April 15.
5. [[If ratified by the Dean,]] Official appointment of the elected department head will be made by the dean by May 15.

E. Term of Elected Department Head

A department head shall serve for a term of two years, beginning July 1, following his/her election. The department head may continue in the position indefinitely by a simple majority of the voting faculty of the department, [[and the ratification of the Dean.]]

F. [[Non Ratification of Election, Grievance,]] DEPARTMENT HEAD DISPUTES, Vacancies, AND Recall

[[1. In the event a dean does not ratify the department's election of a department head, the dean shall discuss the reasons in writing with the department and hold another election no later than May 1. In the event an impasse develops, final authority to appoint an acting department head for one year shall rest with the Provost.]]

[[2.]] 1. If an action of the department head is appealed by a simple majority of the eligible voting members of the department and the issue cannot be resolved within the department, the matter shall be referred to the dean for



expertise. The 695 courses are trial courses which typically become part of the standard graduate program. The 697 courses are often tutorials where a distance student commutes part of the semester or classes at the 400 level which students take as 697 courses by including independent research and class presentations. Such customized approaches to the education of students make distance delivery possible and make it possible to offer students graduate education in efficient and effective ways.

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ATTACHMENT 93/6  
UAF FACULTY SENATE #93  
MARCH 6, 2000  
SUBMITTED BY GRADUATE SCHOOL ADVISORY COMMITTEE

NOTION:  
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The UAF Faculty Senate moves to amend the policy on Admission Requirements (page 32, 1999-2000 UAF catalog) for graduate degrees as follows:

CAPS = Additions  
[[ ]] = Deletions

2. Transcripts--If you've attended other colleges and/or universities, you must request official transcripts from [[each]] THE college or university [[you attended.]] THAT GRANTED THE BACHELOR'S DEGREE. [[The]] OFFICIAL transcripts should be sent to the Office of Admission by the schools. [[Transcripts will not be accepted if you submit them]] OTHER TRANSCRIPTS MAY ALSO BE REQUIRED IF THE DEPARTMENT WANTS TO USE SPECIFIC, SPECIALIZED UNDERGRADUATE COURSES TO DEMONSTRATE COMPETENCY TO UNDERTAKE GRADUATE LEVEL COURSES.

EFFECTIVE: Immediately

RATIONALE: Current policy creates a nightmare for students who have taken college courses from various institutions in addition to the bachelor's degree, such as special interest courses or recency credits to maintain teacher certification. Often students can not get these transcripts despite repeated efforts and their graduate programs at risk. UAF should require transcripts only from those institutions which awarded the baccalaureate degree or which awarded courses which are prerequisites or foundation knowledge for UAF graduate programs.

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ATTACHMENT 93/7  
UAF FACULTY SENATE #93  
MARCH 6, 2000  
SUBMITTED BY GRADUATE & PROFESSIONAL CURRICULAR AFFAIRS

NOTION:  
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Department heads are requested to submit to Graduate and Professional Curricular Affairs a request to add GRE/GMAT scores as a requirement for admission to their graduate program descriptions in the UAF catalog.

EFFECTIVE: Immediately  
Upon Chancellor Approval

RATIONALE: A motion was approved to delete GRE/GMAT scores from the University requirements for admission to graduate study if the applicants have an undergraduate GPA of at least 3.0. This motion will give departments that want to require GRE scores for all applicants regardless of GPA the opportunity to bypass the normal paperwork required for changes to the University catalog.

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ATTACHMENT 93/8  
UAF FACULTY SENATE #93  
MARCH 6, 2000

Curricular Affairs Committee Minutes  
February 21, 2000

Present: Sukumar Bandopadhyay, Carol Barnhardt, Ron Illingworth, Judy Shepherd, Ann Tremarello, Gayle Gregory, Wanda Martin, Chris Hartman, Dave Woodall, Dolly Garza, Janice Reynolds, Katrina Klassen, Charlotte Basham (chair)

Guest: Mike McGowan, Associate Professor, Fire Science

1. Mike McGowan presented a proposal for Emergency Medical Services (EMS) Certificate and A. A. S Degree Concentrations. This proposal has been approved by CRA Curriculum Committee, the Dean of CRA, and the Faculty Senate Curriculum Review Committee. The Curricular Affairs Committee objects to the requirement that students must earn a B or better in each of the courses required for the major. Mike stated that this requirement was put in to make the program comparable to one offered in Anchorage as well as to maintain high standards. Committee members felt this was an unnecessary departure from university policy, and that standards could be enforced by having students pass the national registry exam. Mike agreed to delete that requirement from the program and we approved it going forward with that change.

2. Ann Tremarello presented a second draft of a prerequisite check to be sent out to departments. She also presented a sample of a report generated by Banner for 16 Engineering courses this spring. We approved the document and agreed that it would go out with a cover memo explaining the purpose of the review.

3. We approve the BT degree demonstration of competency for Christian Beks brought forward by Wanda Martin. The BT committee is delaying approval for the third student in this batch until further information is obtained.

4. Ann Tremarello distributed a chart showing the uses of the GPA (as requested by Ron Gatterdam). This led to discussion of whether or not there should be a system wide GPA. It was pointed out that as long as the MAU's are separately accredited they should maintain separate systems for calculating student grades. Currently, credits taken from other MAU's in the UA system are transferred in on the same basis as credits from any other institution, that is, the grades do not transfer.

5. A letter from Ron Gatterdam to President Hamilton regarding distance delivery had been circulated to committee members. It will be on the agenda at our next meeting, March 6.

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ATTACHMENT 93/9  
UAF FACULTY SENATE #93  
MARCH 6, 2000

Faculty & Scholarly Activities Committee Report  
submitted by Norm Swazo

The Faculty & Scholarly Affairs Committee met in joint conference with members of the Legislative and Fiscal Affairs Committee on Friday February 11. Present were Norm Swazo, Barry Mortenson, Dennis Stephens, Kevin Wnker, and Eduard Zilberkant.

The Committee reviewed and unanimously passed a motion to amend the UAF Faculty Senate Bylaws (see agenda).

No other business was conducted and the Committee adjourned.

Norm Swazo has subsequently received notice from the research faculty that they have conducted a vote to consider themselves a unit with the purpose of developing unit criteria. They are to have some discussion currently with deans/directors about their participation in the current round of Faculty Senate elections.

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ATTACHMENT 93/10  
UAF FACULTY SENATE #93  
MARCH 6, 2000

Graduate and Professional Curricular Affairs Committee  
Meeting of February 14, 2000

Present: James Gardner (Chair), Renee Manfredi, Hari Kumar Sankaran, Vikas Sonwalkar, Dennis Stephens, and a graduate student representative for Hilary Fletcher.

The committee began reviewing the proposal for creation of the MA degree in Cross-cultural studies. It was determined that the committee wishes to discuss this proposal with a representative and will make arrangements for this meeting.

The committee began reviewing the merits of stacked courses and the possible dilution of graduate courses with undergraduate course work. The group decided that they will solicit input from department chairs on the uses of stacked courses in various programs.

No other business was discussed and the committee adjourned.

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ATTACHMENT 93/11  
UAF FACULTY SENATE #93  
MARCH 6, 2000

Minutes for Faculty Appeals & Oversight Committee

Meeting Friday February 18th 2000

Attending Members: Tara Maginnis (Chair), Norm Swazo, Godwin



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Again, I look forward to receiving your reaction or any suggested changes that would further improve a precise description of UAF's mission.