

UAB Motions for Faculty Senate: April 1, 2011

Motion # 041111-06

1. UAB recommends the following revision to the Curriculum Handbook (Page 43) to clarify the intent of Box 13a on the CAR (Impacted Courses and Programs).

Do NOT complete Box 13a for new courses.

The intent of Box 13a is twofold:

1. To provide a list of all courses, programs, college requirements, and catalog copy that contain reference to the course under revision in the current UAA catalog. This includes the initiating department.
2. To document coordination* with impacted programs and departments.

If the course revision impacts the program catalog copy of the initiating department, a Program/Prefix Action Request must be completed and submitted with track-changed catalog copy. The current catalog copy in Word is available on the Governance website (www.uaa.alaska.edu/governance)

In order to find courses and programs impacted by this revision, use the .pdf file provided on the Office of the Registrar's website (<http://uaa.alaska.edu/records/catalogs/catalogs.cfm>). Open the link to the latest catalog and use the find function in Adobe to search for the course prefix and number. **You should fill out a line of the table for every program, course, or college requirement that the revised course appears in.**

Three or fewer lines (impacts) can be recorded directly into the table on the CAR. **More than three requires the creation of a separate coordination spreadsheet** is required listing the impacted programs or courses, the specific impact (e.g. program requirement, program selective**, credits required, prerequisite, corequisite, registration restriction), current catalog page, type and date of coordination, and the name of the department chair/coordinator contacted. An example of the Box13a. spreadsheet can be found on the Governance website at <http://uaa.alaska.edu/governance/coordination/index.cfm>.

Courtesy Coordination

Sometimes coordination with a department or program must occur even though there is no impact in the catalog. The department initiating the proposal is responsible for coordinating with each impacted program chair/coordinator, even if the impact is not found in the catalog. The term *courtesy coordination* can be used to document this type of situation. Type *courtesy coordination* in the table in the catalog page number field.

Items that are NOT entered into Box 13a.

- Do not enter the page number for the revised course itself into the table (e.g., CIS A330 course details and description are listed on page 349 of the catalog. If you are changing CIS A330 you do not have to list this impact and page number).

- You do not have to list impacts to classes that the revised class is stacked or cross listed with if you have already completed Box 12.

* Coordination is the requirement that all initiators of curriculum actions identify and notify all academic units that may be affected by the curriculum change of the precise nature of their proposal. Coordination is always expected between and among affected department chairs/coordinators and deans in Anchorage, as well as directors of community campuses.

** *program selective* - A credit course within a group of courses from which a student is required to select.

Example of Box 13a (Coordination and Courtesy Coordination)

CIS A330 (Database Management Systems)

Impacted Program/Course	Catalog Page(s) Impacted	Date of Coordination	Chair/Coordinator Contacted
BBA, Global Logistics and Supply Chain Management	132	3/25/2011	Philip Price
AAS, Business Computer Information Systems	132	3/25/2011	Minnie Yen
BBA, Management Information Systems	134	3/25/2011	Minnie Yen
Minor, Computer Information Systems	135	3/25/2011	Minnie Yen
CIS A360	350	3/25/2011	Minnie Yen
CIS A410	350	3/25/2011	Minnie Yen
CIS A430	350	3/25/2011	Minnie Yen
BA, BS Computer Science	98-99 (Courtesy Coordination)	3/25/2011	Sam Thiru

Motion # 040111-07

2. UAB recommends the following revision to the Curriculum Handbook (Page 45) to clarify the information required in Box 16a of the CAR (Course Prerequisites).

Identifies prerequisites which must be achieved prior to enrolling in a course. The prerequisite course (listed with prefix and number in alpha-numerical order) must be successfully completed prior to taking the course. Course prerequisites should be grouped using parenthesis and brackets similar to how you would group mathematical expressions. See the examples below.

Unless a minimum grade is specified for a prerequisite class, any grade value (*including I, F, and W*) will mark the class as satisfying the prerequisite if prerequisite checking has been turned on. For instance, if a student withdrew from a class and received a W, that student would be identified by Banner as having fulfilled any prerequisite requirement for the class they withdrew from. It is always assumed that faculty may waive the prerequisite or the minimum grade requirement.

A course prerequisite which **may** be taken concurrently must also be included in this box using the additional language "or concurrent enrollment." This differs from a corequisite which should be placed in Box 16c. See the section on Box 16c for detailed information about corequisites.

Prerequisite examples:

ECON A429 (Business Forecasting)

{ CIS A110, BA A273, and [BA A377 or ECON A321]} with minimum grade of C]

EDFN A303 (Foundations of Teaching and Learning)

[EDFN A301 or concurrent enrollment] and [EDSE A212 or PSY A245]

EE A324 (Electromagnetics II)

[EE A314 or PHYS A314] and MATH A302

ENGL A311 (Advanced Composition)

[ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214] with minimum grade of C

FIRE A214 (Fire Protection Systems)

FIRE A101 and FIRE A105 and FIRE A121 and [MATH A105 or MATH A107 or MATH A108 or MATH A109 or MATH A172 or MATH A200 or MATH A201 or MATH A272]

SWK A342 (Human Behavior in the Social Environment)

PSY A150 and [BIOL A102 or BIOL A111 or BIOL A112 or BIOL A115 or BIOL A116 or LSIS A102 or LSIS A201]