TRIAL COURSE OR NEW COURSE PROPOSAL

**SUBMITTED BY:**

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<tr>
<th>Department</th>
<th>Civil and Environmental Eng.</th>
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<tbody>
<tr>
<td>Prepared by</td>
<td>Robert Perkins</td>
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<tr>
<td>Email Contact</td>
<td><a href="mailto:raperkins@alaska.edu">raperkins@alaska.edu</a></td>
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<tr>
<td>College/School</td>
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<td>CEM</td>
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<tr>
<td>Phone</td>
<td>474 7694</td>
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<tr>
<td>Faculty Contact</td>
<td>Robert Perkins</td>
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1. **ACTION DESIRED**
   (CHECK ONE):
   - [ ] Trial Course
   - [X] New Course

2. **COURSE IDENTIFICATION**
   - Dept: CE
   - Course #: F657C
   - No. of Credits: 1

   Justify upper/lower division status & number of credits:
   - Course is intended for professional students who are college graduates. Credits are based on contact minutes and content. They are roughly one-third of a regular three-credit graduate course.

3. **PROPOSED COURSE TITLE:**
   - Leading and Developing Cross-functional Teams

4. **To be CROSS LISTED?**
   - YES/NO: No
   - If yes, Dept: 
   - Course #:

   (Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. **To be STACKED?**
   - YES/NO: No
   - If yes, Dept: 
   - Course #:

6. **FREQUENCY OF OFFERING:**
   - As demand warrants
   - Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

7. **SEMESTER & YEAR OF FIRST OFFERING** (if approved)
   - As demand warrants

8. **COURSE FORMAT:**
   - Note: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

   **COURSE FORMAT:**
   - (check all that apply)
   - 1
   - 2
   - X
   - 3
   - 4
   - 5
   - 6 weeks to full semester

   **OTHER FORMAT**
   - (specify)
   - Two 2 hour and 15 minute lectures per week for three weeks delivered face-to-face or via video conferencing.

   **Mode of delivery**
   - (specify lecture, field trips, labs, etc)
   - Lectures

9. **CONTACT HOURS PER WEEK:**
   - 4.5 LECTION hours/weeks
   - LAB hours /week
   - PRACTICUM hours /week

   **Note:** # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See [http://www.uaf.edu/uafgov/faculty/cd/credits.html](http://www.uaf.edu/uafgov/faculty/cd/credits.html) for more information on number of credits.

   **OTHER HOURS** (specify type)
   - N/A
CE F657C, Leading and Developing Cross-functional Teams, 1 credit
The project team can be composed of people within one functional department, such as construction, or it can consist of members from many different departments such as design, right-of-way, geotech and environmental. Sometimes teams include separate entities, such as utilities and railroads. Having cross-functional team members meet timeline and quality expectations can be difficult. This course will compliment project management and help you establish buy-in, shared expectations, and team communication.

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)
- H = Humanities
- S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core?
- YES
- NO

If YES, check which core requirements it could be used to fulfill:
- O = Oral Intensive, Format 6
- W = Writing Intensive, Format 7
- Natural Science, Format 8

12. COURSE REPEATABILITY:
- Is this course repeatable for credit? YES  NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

13. GRADING SYSTEM: Specify only one.
- LETTER: X
- PASS/FAIL: 

14. PREREQUISITES
- None

RECOMMENDED
- Admission to the Graduate Certificate in Construction Management program

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES

Has a memo been submitted through your dean to the Provost & VCAS for fee approval?

Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously?

- Yes

If yes, give semester, year, course #, etc.:
January 2010, CE 693

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

These courses were approved by the Board of Regents for special tuition and are expected to be self-supporting

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and
services available for the proposed course?  If so, give date of contact and resolution.  If not, explain why not.

No  x  Yes  

No library involvement

20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)
The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.
This course follows the New Degree Program Request which examined the growth in the CEE department. No additional positive or negative impacts from this course are likely.

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

This course is part of a UAF CEE outreach to package our graduate classes in a way that is convenient to students and their employers. This outreach was formalized in a New Degree Program Request for a Graduate Certificate in Construction Management which was approved by the UA Board of Regents in September 2009. The courses in this program grew out of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors, that indicated that courses of about one credit's intensity were best. The classes are being taught by UAF faculty, emeritus faculty, or appropriate adjuncts approved by the CEE faculty and Chair. All classes feature an assessment process: tests, reports, presentations, and/or graded homework.

APPROVALS:

Date
Signature, Chair, Program/Department of:

Date
Signature, Chair, College/School Curriculum Council for:

Date
Signature, Dean, College/School of:

Date
Signature of Provost (if applicable)
Offerings above the level of approved programs must be approved in advance by the Provost.

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<th>ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE</th>
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<tr>
<td>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</td>
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ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

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Meeting Time/Location:
Meets Tuesday and Thursday in the UAF Center for Distance Education conference room, corner of University and Davis Rd. 3PM to 5:15 PM.

Prerequisites:
None. Recommended: College degree in engineering or science or any college degree with construction experience

Instructor:
Keli Hite McGee, M.A. Professional Communication
Office Location: Duckering 245
Office Hours: After class or as arranged
(907) 456-6066
hites@mac.com

Course textbook:
There is no required textbook. There will be paper handouts and/or electronic references. Students will be required to download computer programs from web.

Course Description:
The project team can be composed of people within one functional department, such as construction, or it can consist of members from many different departments such as design, right-of-way, geotech and environmental. Sometimes teams include separate entities, such as utilities and railroads. Having cross-functional team members meet timeline and quality expectations can be difficult. This course will compliment project management and help you establish buy-in, shared expectations, and team communication.

Course goals/student learning outcomes:
Participants will be able to increase the effectiveness of functional teams by identifying strategies to:
1. Build trust
2. Clarify team purpose
3. Develop goals & priorities
4. Match strengths with roles
5. Teach effective problem solving
6. Establish team communication norms
7. Contract for accountability

Instructional methods:
This course is taught in two (or three) locations by video conferencing.

Course calendar/outline:

Class 1,
Build trust
Clarify team purpose

Class 2,
Develop goals & priorities

Class 3,
Match strengths with roles

Class 4,
Teach effective problem solving

Class 5,
Establish team communication norms
Class 6.
Contract for accountability
Review
Questions and Evaluation

**Course policies:**

Attendance: Attendance at all classes is recommended. Timely submission of assignments is encouraged; late work may be accepted, if prior arrangement is made.

Changes: The instructor with reasonable notice may make changes to this syllabus and the above outline.

Cheating: Accepting or giving unauthorized help on graded work is cheating. A student caught cheating will be given an “F” in the course. Discussing with other students “how to do” homework and project assignments is authorized. Copying or plagiarizing other students' homework or assignments is not authorized.

Plagiarism: Plagiarism is stealing from the original author. Copying assignments and exams is stealing from fellow students, as well as misrepresenting (lying) to the instructor.

**Evaluation:**

Grades will be awarded based on the instructor’s subjective evaluation of the student’s attainment of the course goals. Input to that evaluation will include: Class attendance and participation, 10%, quiz, 20%, assignments 30%, project 40%.

**Support Services:**

The instructor is available after class for consultations and by email at any time.

**Disabilities Services:**

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. State that you will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities.