Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500). See http://www.uaf.edu/ufacgov/faculty-senate/curriculum/course-degree-procedures/ for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL
(Attach copy of syllabus)

SUBMITTED BY:

<table>
<thead>
<tr>
<th>Department</th>
<th>Indigenous Community and Tribal Programs: TM</th>
<th>College/School</th>
<th>CRCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Kevin M Illingworth, JD</td>
<td>Phone</td>
<td>X5710</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:kevin.i@alaska.edu">kevin.i@alaska.edu</a></td>
<td>Faculty Contact</td>
<td>Kevin M Illingworth, JD</td>
</tr>
</tbody>
</table>

1. ACTION DESIRED
(CHECK ONE):

- Trial Course
- New Course [X]

2. COURSE IDENTIFICATION:

- Dept: TM
- Course #: 139
- No. of Credits: 2
- This is an introductory course with no prerequisites

3. PROPOSED COURSE TITLE:

- Elected Officials Management for Rural Utilities

4. To be CROSS LISTED?

- Yes
- No [X]
- If yes, Dept.
- Course #

NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED?

- Yes
- No [X]
- If yes, Dept.
- Course #

How will the two course levels differ from each other? How will each be taught at the appropriate level?

* Use only one Format 1 form for the stacked course (not one for each level of the course) and attach syllabi. Stacked course applications are reviewed by the Undergraduate Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi (undergraduate and graduate versions) will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e., is there undergraduate and graduate level content being offered?); 2) are undergraduates being overtaxed?; 3) are graduate students being understated? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online – see URL at top of this page.

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 (Effective AY2015-16 if approved by 3/31/2015; otherwise AY2016-17)

- Sp 16

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
  - 3
  - 4
  - 5
  - 6 weeks to full semester

- OTHER FORMAT (specify)
  - Intensive, distance

- Mode of delivery (specify lecture, field trips, labs, etc)
  - Lecture
9. CONTACT HOURS PER WEEK:

<table>
<thead>
<tr>
<th>LECTURE</th>
<th>LAB</th>
<th>PRACTICUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>hours/weeks</td>
<td>hours/week</td>
<td>hours/week</td>
</tr>
</tbody>
</table>

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 internships = 1 credit. This must match with the syllabus. See http://www.usf.edu/ua/curriculum/course-degrees-procedures-guidelines-for-computer-science/ for more information on number of credits.

OTHER HOURS (specify type) | 32 hours over 5 days with audio follow-up

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:

**FISH F487 W, O** Fisheries Management

3 Credits Offered Spring

Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)

**TM 139** Elected Officials Management for Rural Utilities

2 credits As Demand Warrants

Water and wastewater utilities provide critical services to rural Alaska communities. Officials elected to city or tribal councils play a vital role in helping to manage those services. Elected officials have a direct impact on the ability of the utility to operate successfully, be sustainable, and qualify for grants. This course covers a broad range of topics essential to council members and the city or tribal staffs who work with them to operate, maintain, and manage small rural water and wastewater utilities. Prerequisites: Recommended students begin the series of utility classes with TM 139 Introduction to Utility Management.

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

| H = Humanities | S = Social Sciences |

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form.

YES: [ ] NO: [ ]

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6  W = Writing Intensive, Format 7  X = Baccalaureate Core

11.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog. and flagged in Banner.

YES [ ] NO X [ ]

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 for credit, what is the maximum number of credit hours that may be earned for this course?

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. Note: Changing the grading system for a course later on constitutes a Major Course Change – Format 2 form.

LETTER: [ ] PASS/FAIL: X [ ]
RESTRICTIONS ON ENROLLMENT (if any)
14. PREREQUISITES None
These will be required before the student is allowed to enroll in the course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES $0
Has a memo been submitted through your dean to the Provost for fee approval? Yes/No

17. PREVIOUS HISTORY
Has the course been offered as special topics or trial course previously? Yes/No
If yes, give semester, year, course #, etc.: TM 193 Special Topics, Sp 15

18. ESTIMATED IMPACT
WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
None, this course will be offered either using State of Alaska Division of Regional Affairs employees as adjunct faculty at no cost to the University.

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 library collections utilized in intensive course

20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?
Tribal Management supports this course, the State of Alaska DCED supplies instructors who teach the course in as part of their job requirements

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.
This class will provide the positive impact of providing course credit for a high quality academic course, provided by the State of Alaska required as a condition of employment. This course will bring new students into the University, many of whom are local utility managers and would not be taking classes otherwise.
No negative impacts are expected.

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 one of a mandatory occupational licensing required of all rural utility business managers. This course was created at the request of the State of Alaska, Division of Community and Regional Affairs as part of the Rural Utility Business Administration training program. This course will be added to the existing OE in Rural Utility Business Management.
APPROVALS: Add additional signature lines as needed.

[Signatures and dates]

Offerings above the level of approved programs must be approved in advance by the Provost.

[Signature and date]

Signature of Provost (if above level of approved programs)

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

[Signatures and dates]

Signature, Chair:
Faculty Senate Review Committee: __Curriculum Review __GAAC
__Core Review __SADAC

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

[Signatures and dates]
ATTACH COMPLETE SYLLABUS (as part of this application). This list is online at: http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:
   ☐ Title, ☐ number, ☐ credits, ☐ prerequisites, ☐ location, ☐ meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:
   ☐ Name, ☐ office location, ☐ office hours, ☐ telephone, ☐ email address.

3. Course readings/materials:
   ☐ Course textbook title, ☐ author, ☐ edition/publisher.
   ☐ Supplementary readings (indicate whether ☐ required or ☐ recommended) and ☐ any supplies required.

4. Course description:
   ☐ Content of the course and how it fits into the broader curriculum;
   ☐ Expected proficiencies required to undertake the course, if applicable.
   ☐ Inclusion of catalog description is strongly recommended, and
   ☐ Description in syllabus must be consistent with catalog course description.

5. ☐ Course Goals (general), and (see #6)

6. ☐ Student Learning Outcomes (more specific)

7. Instructional methods:
   ☐ Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:
   ☐ A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say “lab”. Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:
   ☐ Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:
    ☐ Specify how students will be evaluated, ☐ what factors will be included, ☐ their relative value, and ☐ how they will be tabulated into grades (on a curve, absolute scores, etc.) ☐ Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C": http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf

11. Support Services:
    ☐ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been updated. http://www.uaf.edu/disability/ The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

    ☐ State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

Note: Optional Title IX syllabus statement may be used. See http://www.uaf.edu/oeo/eeo-statement/

07/28/2015
TM 139 Elected Officials Management for Rural Utilities
2 credits
Instructor: Fred Broerman
State of Alaska, Division of Regional Affairs, BNC Building, Suite 210B
460 Ridgecrest Drive, PO Box 348, Bethel AK 99559
Office Hours: 8:00 a.m. – 4:30 p.m.
Phone: (907)-543-3475 ext. 230 Fax: (907)-543-4152
Email: fred.broerman@alaska.gov

Class Schedule:
February 23 – 27, 2015, 8 am to 5 pm, KUC Room 118, Bethel, AK.
32 hours of class over 5 days with follow-up audio session; dates TBA

Course Readings

Introduction
Rural utilities management courses include students with a wide range of experience and from all age groups. Your own life experience is considered vital to this course and you are expected to participate by sharing this background and your perspectives in class. One important feature of this and other rural utility management courses is getting to know fellow class participants and their communities and developing a network of utility staff peers to share knowledge, learn new approaches, and improve the management of your community’s water and wastewater utilities.

Course Description
Water and wastewater utilities provide critical services to rural Alaska communities. Officials elected to city or tribal councils play a vital role in helping to manage those services. Elected officials have a direct impact on the ability of the utility to operate successfully, be sustainable, and qualify for grants. This course covers a broad range of topics essential to council members and the city or tribal staffs who work with them to operate, maintain, and manage small rural water and wastewater utilities.

Prerequisites:
None, although student may want to begin series of utility classes with TM 130 Introduction to Utility Management.

Course Goals The goals of this course are for students to:
(1) identify the roles and responsibilities of elected officials in managing water and wastewater utilities.
(2) knowingly apply the necessary tools and resources to make sound decisions on behalf of their community regarding the long-term management and sustainability of those utilities.
Student Learning Outcomes

Planning and Sustainability
- Students will plan the operation of a water and wastewater utility to span the full design life of the water plant facility and infrastructures.
- Students will explore setting rates for utility user fees and demonstrate how to keep things “in the black”
- Students will analyze the importance of tracking government finances.
- Students will develop standard operating procedures (SOPs) for financial transactions and other administrative tasks.
- Students will identify the information which should be contained in monthly financial reports.
- Students will read, draft, and modify budgets.

Distinguishing Government Entities
- Students will compare and contrast the roles and responsibilities of federal, state, municipal, organized and unorganized boroughs, school districts, and tribal governments.
- Students will distinguish the roles and funding streams for different of government entities operating in rural Alaskan communities.

Community Roles and Relationships
- Students will define the elected official’s relationship with his constituents, city administrative staff, and fellow elected officials.
- Students will define these terms: code of ethics, micro-managing, role modeling, cronyism, nepotism and poling.
- Students will identify resources for getting help with drafting and modifying personnel and hiring policies.

Meeting and Elections
- Students will analyze public meeting protocol and parliamentary procedure.
- Students will identify the appropriate use of Ordinances and Resolutions.
- Students will demonstrate how ordinances and resolutions are executed by a governing body.
- Students will define protocols for canvassing election results and selecting officers.
- Students will describe the State of Alaska posting requirements for meetings.
- Students will discuss the Alaska Open Meetings Act.
- Students will define the difference between regular, special and emergency meetings, and executive sessions.

Instructional Methods
The course is delivered in-person for 32 hours over five days, with an audio conference two to four weeks later to review action plans. Short lectures will be provided, interspersed with small group exercises created to reinforce concepts and generate discussions. Students will participate in class and individual exercises daily.

Course Policies
You must attend class, be on time, read the course materials, participate in class discussions and exercises, and do any assigned homework. Homework in most cases will include reading course materials independently.

Students need to notify the instructor in advance of any planned absences or delays.

Evaluation
Students will be evaluated on attendance, participation, class exercises, tests, and an Action Plan drafted for
their own community. There will be a final test consisting of 50 multiple choice, fill-in and true and false questions. The test will be closed-book. After returning home from the five-day intensive class, students will draft an action plan for utilities management based on their own community. A follow-up audio conference to discuss action plans will be held two to four weeks after the five-day class.

Final grades will be determined as follows

<table>
<thead>
<tr>
<th>Points</th>
<th>Category</th>
<th>Final Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Attendance</td>
<td>Pass: 70 points or more earned</td>
</tr>
<tr>
<td>5</td>
<td>Participation</td>
<td>Fail: 69 points or less earned</td>
</tr>
<tr>
<td>35</td>
<td>Class exercises</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Final Test</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Action Plans</td>
<td></td>
</tr>
</tbody>
</table>

**Support Services**

Students are afforded all support services available to UAF KuC students including but not limited to: consortium library in Yupiit Piciryarait Cultural center, computer lab and writing center (by appointment) with weekday, evening, and weekend hours, financial aid and wellness coordinator counseling.

**UAOnline** [http://uaonline.alaska.edu](http://uaonline.alaska.edu)

Your resource for transcripts, accounts, and other personal information.

**Rural Student Services** [http://www.uaf.edu/ruralss](http://www.uaf.edu/ruralss)

Rural Student Services (RSS) is an academic advising department with over 35 years of experience in working with students from all over Alaska. We are here to assist you in achieving student success by linking you to current information pertinent to your education, lifestyle, and goals. We can help you with: Academic Requirements, Registration for Classes, Finding Financial Aid, Explaining Housing Options, Declaring a Major, Career Exploration. Call 1-888-478-1452 or e-mail us at fyrss@uaf.edu

**Information Technology**

If you are having problems with a UAF account, you will need to contact the UAF help desk. Call 1.800.478.4667

**Disability Services**

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. The Tribal Management Program will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

*The University of Alaska Board of Regents has clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you report to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident. Your choices for reporting include: 1) You may access confidential counseling by contacting the UAF Health & Counseling Center at 474-7043; 2) You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at 474-6600; 3) You may file a criminal complaint by contacting the University Police Department at 474-7721.*
Elected Officials Management for Rural Utilities

Course Outline:

<table>
<thead>
<tr>
<th>Day One</th>
<th>Day Two</th>
<th>Day Three</th>
<th>Day Four</th>
<th>Day Five</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Time to Class</td>
<td>Start at 8:00 a.m.</td>
<td>Lesson 2 (4 hours)</td>
<td>Lesson 4 (4 hours)</td>
<td>Lesson 6 (4 hours)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Roles and Responsibilities of Governing Body</td>
<td>Ordinances and Resolutions</td>
<td>Financial Management</td>
</tr>
<tr>
<td>Lesson 1</td>
<td>Lesson 3 (4 hours)</td>
<td>Lesson 5 (4 hours)</td>
<td>Lesson 7 (4 hours)</td>
<td>Travel Time to Home</td>
</tr>
<tr>
<td>Overview of Government</td>
<td>Meetings</td>
<td>Policies and Procedures</td>
<td>Sustainability</td>
<td></td>
</tr>
<tr>
<td>Pre-Test</td>
<td>LUNCH 12:00 p.m. – 1:00 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjourn for the day at 5:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>