CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL

SUBMITTED BY:
Department: Anthropology
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College/School: Liberal Arts
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1. COURSE IDENTIFICATION:
Dept: ANTH
Course #: F626
No. of Credits: 3

COURSE TITLE

2. ACTION DESIRED:
Change Course: x
Drop Course: 

NUMBER
PREQUISITES
CREDITS (including credit distribution)
CROSS-LISTED
STACKED (400/600)
OTHER (please specify)

3. 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 one)
1 2 3 4 5 x 6 weeks to full semester
OTHER FORMAT (specify)
Mode of delivery (specify lecture, field trips, labs, etc)

4. 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
N = Natural Science
S = Social Sciences
X

Will this course be used to fulfill a requirement for the baccalaureate core? YES X 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

5. COURSE REPEATABILITY:
Is this course repeatable for credit? YES X 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? TIMES

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

6. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits
ANTH F626 3 Credits
Bioarchaeology
Stacked with ANTH F426
Innovative methods for studying past interactions between biological and cultural factors, as revealed through human and faunal skeletal and plant remains. From these data sources, health, diet, social organization and interactions and life histories of past populations, as well as the environments in which they lived, are reconstructed and examined. (Prerequisites: Graduate standing or permission of instructor. Recommended: ANTH 625, ANTH 415. Next offered: 2007-08.) (3+4).
7. **COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES:** (Underline new wording strike through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.) **PLEASE SUBMIT NEW COURSE SYLLABUS.** For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.

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8. **IS THIS COURSE CURRENTLY CROSS-LISTED?**

Yes/No: No
If Yes, Dept: 
Number: 
(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. **GRADING SYSTEM:**

Letter: X
Pass/Fail: 

10. **ESTIMATED IMPACT**

What impact, if any, will this have on budget, facilities/spaces, faculty, etc.

None

11. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (fkdj@uaf.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: 

12. **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)

None

13. **POSITIVE AND NEGATIVE IMPACTS**

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

None
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. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

We are offering this course in Spring 2009 and it will be offered every other year thereafter, odd-numbered years. We are only requesting that the catalog be changed to advertise the course as offered Spring in even-numbered years.

APPROVALS:

[Signature, Chair, Program/Department of: ANTHROPOLOGY]  Date: 9/26/08

[Signature, Chair, College/School Curriculum Council for: CLA]  Date: 10/22/08

[Signature, Dean, College/School of:]  Date: 10/23/08

Signature of Provost (if applicable)

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

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

[Signature, Chair, UAF Faculty Senate Curriculum Review Committee]  Date: [Blank]
### ADDITIONAL SIGNATURES: (If required)

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ATTACH COMPLETE SYLLABUS (as part of this application).

Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide http://www.uaf.edu/utgov/faculty/cd/syllabus.html. The department and campus wide 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 change will 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 ☐ Student Learning Outcomes (more specific)

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

7. 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.

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

9. 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.)

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

11. 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."