Submit originals and one copy and electronic copy to Governance/Faculty Senate Office.

See http://www.uaf.edu/uafgov/faculty/cd for a complete description of the rules governing curriculum & course changes.

CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL

<table>
<thead>
<tr>
<th>SUBMITTED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Prepared by</strong></td>
</tr>
<tr>
<td><strong>Email Contact</strong></td>
</tr>
</tbody>
</table>

1. **COURSE IDENTIFICATION:**

   Dept: OSH  
   Course #: 120  
   No. of Credits: 3

   **COURSE TITLE:**  OSH 120- Safety Program Management and Recordkeeping

2. **ACTION DESIRED:**

<table>
<thead>
<tr>
<th>Change Course</th>
<th>Drop Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

   **NUMBER**  | **TITLE** | **DESCRIPTION** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **PREQUISITES**  | **TITLE** | **FREQUENCY OF OFFERING** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **CREDITS (including credit distribution)**  
   X  COURSE CLASSIFICATION

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

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)
   Lecture

   **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.)

<table>
<thead>
<tr>
<th>H - Humanities</th>
<th>N - Natural Science</th>
<th>S - Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

5. **COURSE REPEATABILITY:**

   Is this course repeatable for credit?  
   YES  NO  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

   CREDITS
OSH F120 Safety Program Management and Recordkeeping

2 Credits       Offered Spring

The role of safety in the business community. Emphasis on philosophy of safety and health efforts by management. Examines the role of the safety manager and the types of and need for accurate recordkeeping. Special fees apply. Prerequisites: OSH F110. (2+0)

OSH F120 Safety Program Management and Recordkeeping

23 Credits       Offered Spring

The role of safety in the business community. Emphasis on philosophy of safety and health efforts by management. Examines the role of the safety manager and the types of and need for accurate recordkeeping. Special fees apply. Prerequisites: OSH F110. (3+0)

8. IS THIS COURSE CURRENTLY CROSS-LISTED?

YES/NO  N

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. GRADING SYSTEM:

LETTER:  X  PASS/FAIL:  

(Requires written notification of each department and dean involved. Attach a copy of written notification.)
10. **ESTIMATED IMPACT**  
*WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.*  
No impact on budget, space or facilities. The course is already regularly taught at UAF. The course is taught regularly by adjunct faculty on self-support basis.

11. **LIBRARY COLLECTIONS**  
Have you contacted the library collection development officer (ffk1j@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.

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.*  
N/A

**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.

The OSH-120 course is currently a 2 credit course. The materials to be covered in this course will require additional hours beyond the 2 credits. Feedback from instructors and students has indicated that the course would warrant the hours to complete properly.
## APPROVALS:

**Signature, Chair, Program/Department of:**

**Date:** 10/8/2008

**Industry and Service Technologies**

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

**Date:**

**Signature, Director, College/School of: TVC/CRC**

**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.

---

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

**Signature, Chair, UAF Faculty Senate Curriculum Review Committee**

**Date:**

---

**ADDITIONAL SIGNATURES: (If required)**

**Signature, Chair, Program/Department of:**

**Date:**

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

**Date:**

**Signature, Dean, College/School of:**


**APPROVALS:**

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date 10/8/2008</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature, Chair, College/School Curricula Council for:</th>
<th>Date 10/17/08</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature, Director, College/School of: TVC/CRCSD</th>
<th>Date 10/17/08</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature, Dean, College/School of:</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Provost (if applicable)</th>
<th>Date</th>
</tr>
</thead>
</table>

**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.**

<table>
<thead>
<tr>
<th>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</th>
<th>Date</th>
</tr>
</thead>
</table>

**ADDITIONAL SIGNATURES: (If required)**

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature, Chair, College/School Curricula Council for:</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature, Dean, College/School of:</th>
<th>Date</th>
</tr>
</thead>
</table>
APPROVALS:

As per Attached

Signature, Chair, Program/Department of: [Signature]

Date 10/8/2008

As per Attached

Signature, Chair, College/School Curriculum Council for: [Signature]

Date

As per Attached

Signature, Director, College/School of: TVC/CRC

Date

Pete Fanning for CRC

Date 10/20/08

Signature, Dean, College/School of: CRC

Date

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

ADDITIONAL SIGNATURES: (If required)

Signature, Chair, Program/Department of:

Date

Signature, Chair, College/School Curriculum Council for:

Date

Signature, Dean, College/School of:

Date
ATTACH COMPLETE SYLLABUS (as part of this application).
Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide
http://www.uaf.edu/uafgov/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 (eg: 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.”
OSH F120
Safety Program Management
and Recordkeeping
3 Credits

Instructor: TBA

Course: OSH F120, Safety Program Management and Recordkeeping
(Prerequisite: OSH 110)

Class day and time: 3 hours per week (Lecture format)

Classroom/Building: TVC Downtown Center, Rm 113

Course Description:
The role of safety in the business community. Emphasis on philosophy of safety and health efforts by management. Examines the role of the safety manager and the types of and need for accurate recordkeeping. Special fees apply. Prerequisites: OSH F110. (3+0)

Course Objectives:
- To provide the student an overview of the safety field and general information for entering the safety profession.
- Students will learn the role of the safety professional in the business community and the fundamentals of safety management within a business organization.
- Students will study concepts related to the history of the safety industry.
- Students will learn the skills needed in the profession of safety manager, and the safety professional's roles and responsibilities in industry.
- Students will learn the requirements of specific safety programs including written programs, standard operating procedures, safety manuals and recordkeeping requirements.

Instructor Details
TBA
Adjunct Professor

Instructor's Phone Number:
Instructor’s E-Mail:
Office Hours: By appointment

Materials Needed for Course

All Students need to purchase:
- 3 ring binder (notebook)
- Multiple section dividers for 3 ring binders

Instructional Methods
A combination of lecture, discussion, demonstration and practice will be used in the classroom.

Grading Policy
Final grades will be based on a weighted percentage as follows:

<table>
<thead>
<tr>
<th>Grade Weighting</th>
<th>Grade Schedule</th>
</tr>
</thead>
</table>
Attendance 10% ‘A’ 90-100%
Participation 10% ‘B’ 80-89%
Assignments 20% ‘C’ 70-79%
Quizzes & Midterm 40% ‘D’ 60-69%
Final Exam 20% ‘F’ < 60%

◊ Attendance & Participation
   Much of the learning occurs in the classroom and Blackboard setting and cannot be made up by
   reading the textbook. Class participation is essential to your learning and attendance will be
taken. Your participation grade is based on the quality (not frequency) of your contribution.
   Those receiving high grades in class participation will be those who are prepared for class and
   readily participate in class discussions to include Blackboard discussions. If you miss a class, it is
   your responsibility to find out what was discussed and any announcements or assignments given
   in your absence.

◊ Make-up Tests
   Test dates will be announced at least one class session before and will occur during normal class
time. If you are not available to take a test, (except for the final) a make-up test date can be
   scheduled with prior approval.

◊ Assignments
   Take pride in your written work. I expect all homework and reports to be neat, legible, and in a
   standard format. If sketches or drawings are done by hand, use graph paper and a straight edge.
   It’s a good idea to show your work regarding math problems. If you need help learning to use a
   computer, let me know, a lot is available through TVC. These are essential skills required in the
   work place, and should be presented here.

◊ Facility Accessibility
   Students are welcome to use the facility for homework and Internet access outside of normal class
   hours on a limited basis. Assistance outside regular class hours can be arranged before or after
   class, or at other times by arrangement with the instructor.

Grading System and Grade Point Average Computation

All course grades are letter grades unless otherwise specified in the class schedule. Grades appearing on
academic records are:
A An honor grade, indicates originality and independent work, a thorough mastery of the subject and
   the satisfactory completion of more work than is regularly required.
B Indicates outstanding ability above the average level of performance.
C Indicates a satisfactory or average level of performance.
D The lowest passing grade indicates work of below-average quality and performance.
F Indicates failure. All F grades, including those earned in pass/fail courses, are included in the GPA
   calculations.
P Pass--The pass grade indicates satisfactory completion of course requirements at either the
   undergraduate or the graduate level. A pass grade does not affect your GPA but credits earned with
   pass grades may meet degree requirements and may be used as a measure of satisfactory progress.
   Satisfactory performance is the equivalent of a C grade or better in undergraduate course work and
   B grade or better in graduate courses. The entire class must be graded pass/fail and the grading
   system is noted in the class schedule.
Cr Indicates credit was given under the credit-no-credit option.
DF Deferred--This designation is used for courses such as thesis and special projects, which require
   more than one semester to complete. It indicates that course requirements cannot be completed by
   the end of the semester. Credit may be withheld without penalty until the course requirements are
   met within an approved time.
AU Audit--A registration status indicating that you have enrolled for informational instruction only. No
   academic credit is granted. You may be given a W if you fail to attend a course you are auditing.
W Withdrawn--Indicates withdrawal from a course after the first two weeks of a semester.
I Incomplete--Indicates that you have not been able to complete the course during the scheduled
   course time. When the I grade is given, the instructor will include a statement of the work required
   of you to complete the course and the time limit you have to complete the work. The maximum
   allowed time is one year. At the end of the defined time limit, the instructor may issue a grade
based on the work turned in. If the instructor does not change the I grade, it becomes permanent at
the end of one year. The I grade is not computed in your GPA. You cannot graduate with an I grade
in any required course.

NB  No Basis--Instructors may award a No Basis (NB) grade if there insufficient student progress and/or
attendance for evaluation to occur. No credit is given, nor is “NB” calculated in the GPA. This is a
permanent grade and may not be used to substitute for the Incomplete (I). It can't be removed by
later completing outstanding work.

Test Policy
1) If you miss a scheduled test, you have one week from the date of the test to make it up.
   a) If the test is not made up within that time, you will receive a zero for that test.
2) It is the student’s responsibility to make up missed tests and class assignments; the
   instructor is not obligated to inform the student of a missed test or assignment.
3) Students will normally be given a weeks notice of a test.
   a) The instructor reserves the right to give a test at any time and without notice.
4) For the final exam, you will have the entire lecture period (3 hours) to take the exam.
   a) If you are unable to take the final on the date it is scheduled, you will have one week to re-
      schedule and take a make-up test.
   b) Should you fail to take the final exam within the one-week time-period you will receive a
      zero grade for the final.

Support Services
The following services are available to all students: The Writing Center (8th floor, Gruening, 474-5314)
and the Math Lab (305 Chapman), both of which provide excellent advice, tutoring and assistance; and/or
Office of Student Support Services (508 Gruening, 474-6844). Also available is the Student Assistance
Center at TVCC which offers many services such as: academic advising, placement testing, career
assessment, career counseling, computer support, math labs, tutors/tutoring, and a writing center. The
center is located at 604 Barnette St. and is open M-F from 8am-5pm. For more info contact the center at
455-2800.

Disabilities Services: The Office of Disability Services, 203 WHIT, 474-7043, implements the Americans
with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course
materials. The TVC Office of Student Assistance can also help you if you have any of these concerns.
Contact them at 455-2800 if you need help.

EMERGENCY PROCEDURES
1. Evacuation procedures -- go over in class
2. Emergency ambulance -- from any available telephone, get an outside line, then "911."
Campus Police -- phone "474-7721" In an “Emergency” dial “911”

Student Behavior
This is a mature learning atmosphere. Behave in a mature, responsible and cheerful manner
toward the instructor and all class members. Be respectful of others and their time and
experience. Students should be devoted to the effort of learning and retaining new information.

a) Present yourself ready and willing to learn
b) Arrive to class and all scheduled activities on time
c) Bring all required student materials: markers, pencils, calculators, etc.
d) All opinions and assignments posted to Blackboard should be respectful and not contain derogatory or offensive language/content.

Classroom Ground Rules

1. An attendance sheet will be passed around the first 10 minutes of class. **Anyone who is not in their seat within the first 10 minutes without prior arrangements, will be considered absent.** Independent study students will be considered absent if they fail to log in to Blackboard at the designated times and/or fail to completed required activities by due dates.
2. No lectures will be made up at a later date.
3. Turn off beepers and cell phones during class.
4. Be courteous to fellow students, do not interrupt or disturb others
5. If you do not understand, you should ask questions
## Proposed Lecture Topic Schedule

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B. Topic</strong></td>
<td><strong>References</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1</strong> &lt;br&gt;Sept. 10</td>
<td>Course Introduction and Requirements, Introduction to OSHA, History of Safety</td>
<td>Chap. 1 &amp; 13 – Techniques of Safety Management, Handouts</td>
</tr>
<tr>
<td><strong>3</strong> &lt;br&gt;Sept. 24</td>
<td>Defining Roles, Role of the Safety Manager, Career Tracks, Certification Quiz 1</td>
<td>Chap. 4 – Techniques of Safety Management, Handouts</td>
</tr>
<tr>
<td><strong>4</strong> &lt;br&gt;Oct. 1</td>
<td>Driving and Measuring Safety Performance, Job Hazard Analysis</td>
<td>Chap. 5 &amp; 6 – Techniques of Safety Management, Handouts</td>
</tr>
<tr>
<td><strong>5</strong> &lt;br&gt;Oct. 8</td>
<td>Fleet Safety, Introduction to Recordkeeping Requirements</td>
<td>Chap. 9, 11 &amp; 15 – Techniques of Safety Management, Handouts</td>
</tr>
<tr>
<td><strong>7</strong> &lt;br&gt;Oct. 22</td>
<td>Construction Safety Management and Programs, <strong>Midterm</strong></td>
<td>29 CFR 1910 General Industry Regulations, Handouts</td>
</tr>
<tr>
<td><strong>9</strong> &lt;br&gt;Nov. 5</td>
<td>Hearing Conservation Program Quiz 3</td>
<td>29 CFR 1910 General Industry Regulations, Handouts</td>
</tr>
<tr>
<td><strong>10</strong> &lt;br&gt;Nov. 12</td>
<td>Lockout / Tagout &amp; Electrical Safety Programs Quiz 4</td>
<td>29 CFR 1910 General Industry Regulations, Handouts</td>
</tr>
<tr>
<td><strong>11</strong> &lt;br&gt;Nov. 19</td>
<td>Fall Protection, Confined Space Entry, <strong>Briefing Papers Due</strong></td>
<td>29 CFR 1910 General Industry Regulations, Handouts</td>
</tr>
<tr>
<td><strong>12</strong> &lt;br&gt;Nov. 26</td>
<td>Final Exam Review</td>
<td>29 CFR 1910 General Industry Regulations, Handouts</td>
</tr>
<tr>
<td><strong>13</strong> &lt;br&gt;Dec. 3</td>
<td><strong>Final Exam-Comprehensive</strong></td>
<td>29 CFR 1910 General Industry Regulations, Handouts</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
<td>Material</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>

**Additional material may be required as directed by instructor.**