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

| SUBMITTED BY: |  |
|---------------|  |
| Department    | Tribal Management | College/School | CRCD/IAC |
| Prepared by   | Kevin M. Illingworth, JD | Phone | X5710 |
| Email Contact | fkmki@uaf.edu | Faculty Contact | Kevin M. Illingworth, JD |

1. COURSE IDENTIFICATION:

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course #</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM</td>
<td>110</td>
<td>3</td>
</tr>
</tbody>
</table>

2. ACTION DESIRED:

<table>
<thead>
<tr>
<th>Change Course</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Change, indicate below what change.</td>
<td></td>
</tr>
<tr>
<td>Drop Course</td>
<td></td>
</tr>
</tbody>
</table>

| NUMBER | TITLE | DESCRIPTION | PREQUISITES | FREQUENCY OF OFFERING | CREDITS (including credit distribution) | 1 (1+0) | COURSE CLASSIFICATION | CROSS-LISTED | Dept. | (Requires approval of both departments and deans involved. Add lines at end of form for such signatures.) | STACKED (400/600) | Dept. | Course # |
|--------|-------|-------------|-------------|----------------------|------------------------------------------|--------|----------------------|-------------|-------|------------------|

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.

<table>
<thead>
<tr>
<th>COURSE FORMAT: (check one)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6 weeks to full semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER FORMAT (specify)</td>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mode of delivery (specify lecture, field trips, labs, etc)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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>YES X NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>O = Oral Intensive, Format 6</th>
<th>W = Writing Intensive, Format 7</th>
<th>Natural Science, Format 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES X NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. COURSE REPEATABILITY:

Is this course repeatable for credit?

<table>
<thead>
<tr>
<th>YES X NO</th>
</tr>
</thead>
</table>

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?

<table>
<thead>
<tr>
<th>TIMES</th>
</tr>
</thead>
</table>

If the course can be repeated with variable credit, what is the CREDITS

| CREDITS |
6. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits

TM 110 Tribal Court Development for Alaska Tribes 3 credits (3+0) This course is a comprehensive study of tribal courts in Alaska. Through lecture and discussion, students will explore the differences and relationships between tribal, state, and federal justice systems. Students will also learn key concepts for developing a tribal court process in rural Alaska.

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.

TM 110 Tribal Court Development for Alaska Tribes 1 credit (1+0) 3 credits (3+0) This course is an introduction to tribal court development in Alaska. A comprehensive study of tribal courts in Alaska. This course will focus on a practical understanding of key concepts for developing a tribal court process in rural Alaska. Through lecture and discussion, students will explore the differences and relationships between tribal, state, and federal justice systems, including concepts of Jurisdiction and Due Process. Students will also learn key concepts for developing a tribal court process in rural Alaska.

8. IS THIS COURSE CURRENTLY CROSS-LISTED?
YES/NO  N If Yes, DEPT NUMBER
(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. GRADING SYSTEM:
LETTER: 
PASS/FAIL: X

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

None

11. LIBRARY COLLECTIONS
Have you contacted the library collection development officer (ffklj@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)

Tribal Management Program

13. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

This course will have a positive impact on the TM program and courses. Increased skills and knowledge from this course are expected to be reflected in other TM courses and the program as a whole. Increase in student numbers and credit hours, many not previously served by UAF. Should not adversely impact other courses or programs. May provide additional students transitioning into the Rural Development program. No negative impacts are expected.
This course is one of a series of courses sponsored by the US Department of Justice in the past as a non-credit Tribal Court training program through the Bureau of Justice Assistance. We have been requested to develop this series of courses into an Occupational Endorsement in Tribal Judicial Studies (currently under development). This course has been requested by multiple Tribal Governments throughout Alaska. Target audience is sitting Tribal Court Judges, Council Members, and Elders.

New course format and credit level is more suited to vocational training and educational needs as well as time constraints of audience. The course format and material have been amended to meet change from a "comprehensive study" of tribal courts to an "introduction" to tribal courts, as also reflected in new course description.

**APPROVALS:**

<table>
<thead>
<tr>
<th>As Per Attached --</th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature, Chair, Program/Department of:</td>
<td>Tribal Mgmt</td>
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<tr>
<td>Signature, Chair, College/School Curricul Council for:</td>
<td>CRCO</td>
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<tr>
<th>Date 10/20/08</th>
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<tr>
<td>Signature, Dean, College/School of:</td>
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</table>

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.**

<table>
<thead>
<tr>
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<td>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</td>
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**ADDITIONAL SIGNATURES: (If required)**

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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.

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<td>10/21/08</td>
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APPROVALS:

Signature, Chair, Program/Department of: Date

Signature, Chair, College/School Curriculum Council for: Date 10/29/06

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: 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.”
A. TM 110 Tribal Court Development for Alaska Tribes

1 Credit
Course Outline and Syllabus

Instructor:
Kevin M. Illingworth, JD
ffkmi@uaf.edu
907-474-5710 907-474-5561(fax) 1-866-474-5710(toll free)

Course description:
This course is an introduction to tribal court development in Alaska. This course will focus on a practical understanding of key concepts for developing a tribal court process in rural Alaska. Students will explore the differences and relationship between tribal, state, and federal justice systems, including concepts of Jurisdiction and Due Process.

Course objectives:
Upon completion of this course the student will:
 a) Understand the basic elements of tribal justice systems.
 b) Effectively communicate the purpose, function, and governance of the tribal court.
 c) Possess a basic understanding of Federal Indian Law, including the current extent of tribal jurisdiction and self-governance in Alaska.
 d) Understand the basics of Due Process and how it applies to tribal courts.

Course Content by Topic:
 a) Tribal Court structures, procedures, and activities, including developing and modifying a tribal court.
 b) Restorative justice: Healing and education through tribal courts.
 c) Role of Tribal Court Clerk, managing the tribal court.
 d) Role of Presiding Judge, opening a hearing and keeping order in court.
 e) Tribal Jurisdiction for Alaska Tribes. An investigation of jurisdiction as it relates to tribal courts, including a discussion of the current picture of tribal court jurisdiction in Alaska
 f) Due Process requirements for Alaska Tribal Courts.
 g) Practice Tribal Court Hearings: Circle and Panel style hearings. A skills based exercise.

Text: Jaeger, Lisa Tribal Court Development, 3rd Ed. 2002
Film: Tribal Courts: Opportunities for Healing.
Film: “Tribal Court Clerks: The Backbone of the Tribal Justice System”

Disability Services: UAF Disability Services for Distance Students
Disability Services provide a variety of services to assure equal access for all students. Interpreting services, educational assistants, note taking, and exam accommodations for students are the most frequently provided accommodations.
The staff of Disability Services works with faculty in arranging appropriate services in the classroom. Questions should be directed to the Director of Disability Services at (907)-474-5655.
http://www.uaf.edu/disability/

Office Hours: Since this is a 3 day intensive course, no office hours are scheduled. However, instructor will attend all sessions of the course and will be available via phone and fax for student contact after course contact period.
The Tribal Management Program can be reached toll-free at 1-866-474-5710

Evaluation and Grading:
This course will be graded pass/fail. In order to receive a passing grade, participants must receive a 70% or higher grade. Participants are expected to attend and actively participate in all sessions of this course. Participants will be assessed based upon practical application of skills and demonstration of course objectives.

Effective Participation and Leadership 30%
In-class exercise and demonstration of skills 40%
1) Tribal Court Structures Exercise
2) Notice and Filing Exercise
3) Writing Effective Orders Exercise
4) Practice Hearing
Course Notebook/Journal 30%

*Effective Participation and Leadership (30%):* Active participation during the entire 3-day classroom session is required to pass this course. Students are expected to actively participate in all group discussions, and demonstrate leadership ability.

*In-class Exercise and Demonstration of Skills (40%):* Participants are required to participate in all in-class exercises and to demonstrate application of course objectives.

*Course Notebook/Journal (30%):* Participants are required to keep a course notebook for the session. The course notebook should include notes on the presentations and reflections on how the information presented could affect the students’ village. The notebook will be presented to the instructor at the end of the workshop, and then returned to the student.

**B. TM 110 Tribal Court Development for Alaska Tribes**

**Daily Schedule**

**Day 1**

**Morning:**

9:00 am  Introductions
⇒ Introduce yourself
⇒ Discuss your work in the community
⇒ Explain what you want to learn most in this class

View Video: “Tribal Courts: Opportunity for Healing”
Presentation and discussion: *Jurisdiction for Alaska Tribes*

**Noon - Lunch**

**Afternoon:**

1:00 pm  Presentation and discussion: *Tribal Court Structures, Procedures, and Due Process. Restorative and Community Justice*

**Tribal Court Structures Exercise**

4:00 pm  Done for the day

**Day 2**

**Morning:**

9:00 am  Presentation and discussion: *Tribal Court Administration: Role of the Clerk Film*

The Presiding Judge

**Notice and Filing Exercise**

**Noon - Lunch**

**Afternoon:**

1:00 pm  Presentation and discussion: *Traditional Values and Practices*  

Enforcement of Decisions

**Writing Effective Tribal Court Orders Exercise**

4:00 pm  Done for the day
Day 3

Morning:
9:00 am    Presentation and discussion: Practice Tribal Court Hearing

1:00 pm    Done for the day

If you have any questions, feel free to call me at 1-866-474-5710
TRIBAL MANAGEMENT PROGRAM
TM 110 Tribal Court Development
_______________ Daily Agenda
__________, Ak

Kevin M. Illingworth, J.D.

This course is an introduction to tribal court development in Alaska. This course will focus on a practical understanding of key concepts for developing a tribal court process in rural Alaska. Students will explore the differences and relationship between tribal, state, and federal justice systems, including concepts of Jurisdiction and Due Process.

**Daily Schedule**

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**Morning:**
9:00 am  **Introductions**
⇒ Introduce yourself
⇒ Discuss your work in the community
⇒ Explain what you want to learn most in this class

View Video: “Tribal Courts: Opportunity for Healing”
Presentation and discussion: Jurisdiction for Alaska Tribes

**Noon - Lunch**

**Afternoon:**
1:00 pm  Presentation and discussion: Tribal Court Structures, Procedures, and Due Process. Restorative and Community Justice
**Tribal Court Structures Exercise**
4:00 pm  Done for the day

**Day 2**
**Morning:**
9:00 am  Presentation and discussion: Tribal Court Administration: Role of the Clerk-Film

The Presiding Judge

**Notice and Filing Exercise**

**Noon - Lunch**

**Afternoon:**
1:00 pm  Presentation and discussion: Traditional Values and Practices
**Writing Effective Tribal Court Orders Exercise**

4:00 pm  Done for the day
Day 3

Morning:
9:00 am  Presentation and discussion: Practice Tribal Court Hearing

1:00 pm  Done for the day

If you have any questions, feel free to call me at 1-866-474-5710