## TRIAL COURSE OR NEW COURSE PROPOSAL

**SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Tribal Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Steve Becker, CEP</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:lfsr@uaf.edu">lfsr@uaf.edu</a></td>
</tr>
</tbody>
</table>

### 1. ACTION DESIRED

**CHECK ONE:**
- [ ] Trial Course
- [x] New Course

### 2. COURSE IDENTIFICATION

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course #</th>
<th>No. of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM</td>
<td>172</td>
<td>1</td>
</tr>
</tbody>
</table>

**Justify upper/lower division status & number of credits:**

Introductory course in technical aspects of conducting a field inventory for the IRR program. Designed for individuals new to transportation program management.

**PROPOSED COURSE TITLE:**

Conducting a Rural Transportation Inventory

### 4. CROSS LISTED?

**YES/NO**

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course #</th>
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</thead>
</table>

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

### 5. STACKED?

**YES/NO**

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course #</th>
</tr>
</thead>
</table>

### 6. FREQUENCY OF OFFERING:

As Demand Warrants

**SEMESTER & YEAR OF FIRST OFFERING (if approved):**

Spring 2009

### 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.

<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Intensive</td>
</tr>
<tr>
<td>Mode of delivery (specify lecture, field trips, labs, etc)</td>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 9. CONTACT HOURS PER WEEK:

<table>
<thead>
<tr>
<th>LECTURE hours/weeks</th>
<th>LAB hours/week</th>
<th>PRACTICUM hours/week</th>
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</thead>
<tbody>
<tr>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OTHER HOURS (specify type):**

17 Hours over three days.

### 10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

**TM 172 Conducting a Rural Transportation Inventory (1+0)** This course provides students with hands-on experience in conducting a field inventory of transportation facilities. Emphasis in on meeting the inventory requirements for the Indian Reservation Roads program.
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.)

<table>
<thead>
<tr>
<th>H = Humanities</th>
<th>N = Natural Science</th>
<th>S = Social Sciences</th>
</tr>
</thead>
</table>

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

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

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>
</table>

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit?

<table>
<thead>
<tr>
<th>YES</th>
<th>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 maximum number of credit hours that may be earned for this course?

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
</table>

13. **GRADING SYSTEM:**

<table>
<thead>
<tr>
<th>LETTER</th>
<th>PASS/FAIL</th>
</tr>
</thead>
</table>

**RESTRICTIONS ON ENROLLMENT (if any)**

14. **PREREQUISITES**

None

These will be required before the student is allowed to enroll in the course.

**RECOMMENDED**

TM 171 Introduction to the IRR Program

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

15. **SPECIAL RESTRICTIONS, CONDITIONS**

None

16. **PROPOSED COURSE FEES**

$0

Has a memo been submitted through your dean to the Provost & VCAS for N/A

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? Yes/No

<table>
<thead>
<tr>
<th>Y</th>
</tr>
</thead>
</table>

If yes, give semester, year, course #, etc.:

<table>
<thead>
<tr>
<th>Spring 2008, Summer 2008</th>
</tr>
</thead>
</table>

18. **ESTIMATED IMPACT**

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

None.

19. **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.

20. **IMPACTS ON PROGRAMS/D[EPTS**

What programs/departments will be affected by this proposed action?

Include information on the Programs/Departments contacted (e.g., email, memo)

CRCD Tribal Management Program.

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

Increase in student numbers and credit hours. Should not adversely impact other courses or programs. May provide additional students transitioning into the CRCD Rural Development program.

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 has been requested by multiple Tribal governments throughout Alaska. The course is part of the Alaska Roads Scholar program, as well as the Occupational Endorsement in Tribal Transportation (currently under development).

APPROVALS: SIGNATURES ON FILE AT THE GOVERNANCE OFFICE

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.

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

Date
Signature, Chair, UAF Faculty Senate Curriculum Review Committee

ADDITIONAL SIGNATURES: (If required)

Date
Signature, Chair, Program/Department of:

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

Date
Signature, Dean, College/School of:
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APPROVALS:

Signature, Chair, Program/Department of: Tribal

Date

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

Date 10/20/08

Signature, Dean, College/School of: CRC

Date

Signature of Provost (if applicable)

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Date

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Date

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Date

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APPROVALS:

Signature, Chair, Program/Department of:

[Signature]

Date 10/29/08

Signature, Chair, College/School Curriculum Council for:

[Signature]

Date

Signature, Dean, College/School of:

Date

Signature of Provost (if applicable)

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Signature, Chair, College/School Curriculum Council for:

Date

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Date

Signature, Chair, College/School Curriculum Council for:

Date

Signature, Dean, College/School of:

Date

Signature of Provost (if applicable)

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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:
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)
   - 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.”
Conducting a Rural Transportation Inventory

Course Meeting Times and Location:

DATE, 2008
Wed. 1:30 PM – 5:00 PM; Thurs. & Fri., 9:00 AM – 5:00 PM
LOCATION, Village, Alaska

Prerequisites:
None.

Instructor:
Steven R. Becker, CEP
Assistant Professor of Tribal Management
Alaska Tribal Technical Assistance Center
120C Harper Building, P.O. Box 756720
Fairbanks, AK 99775-6720
907.474.5096 (office) * 888.846.2422 (toll free) * 907.474.5208 (fax)
Steve.Becker@alaska.edu

Office Hours:
The instructor will be available for ½ hour before and after each session in order to answer questions and review work on an individual basis.

Text:
Conducting a Rural Transportation Inventory course pack (latest edition, to be provided by instructor).

Course Description:
This course provides students with hands-on experience in conducting a field inventory of transportation facilities, with emphasis on meeting the inventory requirements of the Indian Reservation Roads (IRR) program. In the first classroom session, students cover basic definitions and terminology used in the IRR program and become familiar with the IRR inventory field data forms and the BIA Indian Reservation Roads coding guide. Students will go to the field to gain experience collecting IRR inventory data in a real-world situation. Students then return to the classroom to finalize the field data forms for submittal and inclusion in the IRR Road Inventory Field Data System (RIFDS).

Course Goals:
Students will develop the knowledge and skills required to conduct a field inventory of transportation facilities which meets the standards of the Indian Reservation Roads program.

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Students will be able to:</th>
<th>Evaluated by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Understand how to use the IRR Coding Guide</td>
<td>Group Discussion, Homework, Course Notebook,</td>
</tr>
<tr>
<td></td>
<td>Field Activities and Classroom Exercises</td>
</tr>
<tr>
<td>2. Describe the different facility types and functional use classifications</td>
<td>Group Discussion, Homework, Course Notebook,</td>
</tr>
<tr>
<td></td>
<td>Field Activities and Classroom Exercises</td>
</tr>
<tr>
<td>3. Identify required, optional, and forbidden fields for each classification</td>
<td>Group Discussion, Homework, Course Notebook,</td>
</tr>
<tr>
<td></td>
<td>Classroom Exercises</td>
</tr>
<tr>
<td>4. Demonstrate in the field how to collect and compile inventory data</td>
<td>Field Activities</td>
</tr>
<tr>
<td>5. Finalize field data forms for entry into RIFDS</td>
<td>Classroom Exercises</td>
</tr>
</tbody>
</table>
**Instructional Methods:** Instructional methods will include a combination of lecture, field activities and small group discussion.

**Course Policies:** Attendance at all three days is mandatory. Students are expected to arrive early so that sessions may begin promptly. Students are expected to actively participate in class discussions and online activities.

**Evaluation and Grading:** This is a letter grade course. Grades will be assigned based on the percentage of the total points possible that a student earned for the course in accordance with the following:

<table>
<thead>
<tr>
<th>% of Total</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 90</td>
<td>A</td>
</tr>
<tr>
<td>89 – 80</td>
<td>B</td>
</tr>
<tr>
<td>79 – 70</td>
<td>C</td>
</tr>
<tr>
<td>69 – 60</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 60</td>
<td>F</td>
</tr>
</tbody>
</table>

Total points possible for the course will be assigned and weighted based on the following:

*Attendance (10%):* Attendance during the entire 3-day classroom session is expected.

*Participation (10%):* Students are expected to actively participate in group discussions.

*Homework (25%):* Students will be assigned homework at the end of each day. Homework will be due at the beginning of the next day.

*Course Notebook (25%):* Students will be 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.

*Field Activities and Classroom Exercises (30%):* Field activities and classroom exercises will be conducted to allow students to gain first-hand experience with the collection and processing of transportation inventory data. As the hands-on field component is a critical part of the learning experience, students are expected to successfully complete all of the field activities and classroom exercises.

**Support Services:** The instructor is available upon appointment for additional assistance outside session hours.

**Disability Services:** The UAF 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. Your instructor will work with the Office of Disability Services (203 WHIT, 907-474-7043) to provide reasonable accommodation to students with disabilities.

UAF Disability Services for Distance Students

a) UAF has a Disability Services office that operates in conjunction with the College of Rural and Community Development (CRCD) campuses and UAF Center for Distance Education (CDE). Disability Services, a part of UAF Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services.

b) If you believe you are eligible, please visit http://www.uaf.edu/chc/disability.html on the web or contact a student affairs staff person at your nearest local campus. You can also contact Disability Services on the Fairbanks Campus at (907) 474-7043, fydso@uaf.edu

**Course Schedule:**

**Day 1**

13:30 – 14:00   Introductions & Syllabus Review
14:00 – 15:30  **IRR and the Role of the Transportation Inventory**

Why conduct a transportation inventory?
What is included in a transportation inventory?
Role of the inventory in the IRR Program
   - Road Inventory Field Data System (RIFDS)
   - Tribal Transportation Allocation Methodology (TTAM)
   - Relative Need Distribution Factor (RNDF)
Introduction to the IRR Coding Guide
Required Data and Minimum Attachments

15:30 – 17:00  **Inventory Tools**

IRR Coding Guide
   - Definitions
   - Facility Types
   - Functional Use Classifications
   - Required, Optional, and Forbidden Fields
Data Forms
GPS Basics

Day 2

09:00 – 09:30  **Review**

09:30 – 12:00  **Field Activities**

Measuring Distance
   - Using the tools at hand
   - Which tools are appropriate to collecting which data?
Functional Classification Indicators
Road Surface Types, Shoulder Types, and Terrain Codes
Field Activity #1

12:00 – 13:00  **Lunch**

13:00 – 17:00  **Field Activities**

Condition Indicators
   - Road Surfaces
   - Shoulders
   - Drainage
   - Bridges
Road Deficiencies
   - Grade
   - Sight
   - Curve
   - Stopping
Levels of Maintenance, Snow and Ice Control
Facility Incidental
Field Activity #2

Day 3

09:00 – 09:30  **Review Field Data**

09:30 – 12:00  **Preparing the Strip Map and other Attachments**

How to Prepare a Strip Map
   - Strip Map Requirements
   - Available Tools
   - Practical Exercise
Review of Minimum Attachments
Classroom Exercise #3

12:00 – 13:00  Lunch

13:00 – 16:30  Finalizing Data Sheets for Submittal
    Using Form 5704
    Classroom Exercise #4

16:30 – 17:00  Review: Where Does Your Data Go?
    RIFDS and the Inventory Approval Process
    TTAM and RNDF