TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

<table>
<thead>
<tr>
<th>Department</th>
<th>College/School</th>
<th>CRCD/IAC</th>
</tr>
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<tbody>
<tr>
<td>Tribal Management</td>
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<tr>
<td>Prepared by</td>
<td></td>
<td></td>
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<tr>
<td>Steve Becker, CEP</td>
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<td>x5096</td>
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<tr>
<td>Email Contact</td>
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<tr>
<td><a href="mailto:Ifsrb@uaf.edu">Ifsrb@uaf.edu</a></td>
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1. ACTION DESIRED (CHECK ONE):

- Trial Course
- New Course [X]

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>272</td>
<td>1</td>
</tr>
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</table>

Justify upper/lower division status & number of credits:

Requires basic knowledge of rural transportation programs and tribal or municipal finance. One credit > 14 contact hours over three contact days.

3. PROPOSED COURSE TITLE:

Finance Applications for Rural Transportation

4. CROSS LISTED? YES/NO

N

If yes, Dept:

5. STACKED? YES/NO

N

If yes, Dept.

6. FREQUENCY OF OFFERING:

As Demand Warrants

(Every or Alternate) Fall, Spring, Summer – or As Demand Warrants

7. 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>
</table>

- Intensive

| OTHER FORMAT (specify) | Lecture |

| Mode of delivery (specify lecture, field trips, labs, etc) | Lecture |

9. CONTACT HOURS PER WEEK:

- LECTURE hours/weeks: 21
- LAB hours/week: 0
- PRACTICUM hours/week: 0

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 1600 minutes in non-science lab=1 credit. 2400 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See http://www.uaf.edu/uafgov/faculty/cd/credits.html for more information on number of credits.

| OTHER HOURS (specify type) | 21 hours over three days |

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

TM 272 Finance Applications for Rural Transportation (1+0): The purpose of this course is to prepare students and provide financial tools and methods for the management and oversight of rural government transportation programs. Familiarity with rural transportation issues and basic finance applications recommended.
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.)

- H = Humanities
- N = Natural Science
- S = Social Sciences

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

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? [ ] 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

13. **GRADING SYSTEM:**

LETTER: [ ] X PASS/FAIL: [ ]

**RESTRICTIONS ON ENROLLMENT (if any)**

14. **PREREQUISITES**

*TM 171 Introduction to the IRR Program or permission of instructor.*

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

**RECOMMENDED**

*TM 105 Introduction to Tribal Finance Applications*

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

15. **SPECIAL RESTRICTIONS, CONDITIONS**

None.

16. **PROPOSED COURSE FEES**

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

17. **PREVIOUS HISTORY**

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

If yes, give semester, year, course #, etc.: Spring 2008

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/DEPTS**

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 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**

See Attached Pages

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**

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
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Signature, Chair, Program/Department of: Date

[Signature]

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

[Signature]

Signature, Dean, College/School of: Date

[Signature]

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Date

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Signature, Chair, Program/Department of: ____________________________ Date: __/__/08

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

Signature, Dean, College/School of: ____________________________ Date: __/__/08

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Signature, Chair, UAF Faculty Senate Curriculum Review Committee Date: __/__/08

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Signature, Chair, Program/Department of: ____________________________ Date: __/__/08

Signature, Chair, College/School Curriculum Council for: ____________________________ Date: __/__/08

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APPROVALS:

Signature, Chair, Program/Department of:  
[Signature]
Date 10/29/08

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

Signature, Dean, College/School of:  

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

ADDITIONAL SIGNATURES: (If required)

Signature, Chair, Program/Department of:  

Signature, Chair, College/School Curriculum Council for:  

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) 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.”
Tribal Management – TM 272
Finance Applications for Rural Transportation
1 cr.

Semester 20XX Course Syllabus

Course Meeting Times and Location:

DATES, 2008.
8:30 AM – 4:30 PM
LOCATION, Village, Alaska

Prerequisites: TM 171 Introduction to the IRR Program or permission of instructor

Recommended: TM 105 Introduction to Tribal Finance Applications

Instructor: Kimberly Williams, MPA, Director
Alaska Tribal Technical Assistance Center
University of Alaska Fairbanks
907.842.2521 (office)
bnkw@uaf.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: Course Pack (latest edition, to be provided by instructor).

Course Description: The purpose of this course is to prepare students and provide financial tools and methods for the management and oversight of rural government transportation programs. Emphasis will be placed on meeting the requirements of the Indian Reservation Roads program.

Course Goals: Students will be familiar with the tools and methods for the financial management and oversight of rural transportation programs.

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Students will be able to:</th>
<th>Evaluated by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify characteristics and factors within transportation program development process and discuss their relevance to governance and finance applications</td>
<td>Group Discussion, Class Activities &amp; Assignments, Final Project</td>
</tr>
<tr>
<td>2. Identify elements of financial management from the government organizational chart</td>
<td>Group Discussion, Class Activities &amp; Assignments, Final Project</td>
</tr>
<tr>
<td>3. Recognize organizational factors that influence financial management change</td>
<td>Group Discussion, Class Activities &amp; Assignments, Final Project</td>
</tr>
<tr>
<td>4. Be familiar with human resource development concepts and the payroll process</td>
<td>Group Discussion, Class Activities and Assignments, Final Project</td>
</tr>
<tr>
<td>5. Improve communications skills in public speaking</td>
<td>Group Discussion, Class Presentation</td>
</tr>
</tbody>
</table>

Instructional Methods: Instructional methods will include a combination of lecture, individual and small group discussion.
**Course Policies:** You must attend class, read the materials, participate in class discussions, and do the homework. Attendance is required and promptness is expected. Students are expected to read all assignments prior to class discussion in preparation for a facilitated discussion according to course schedule. Students will be expected to demonstrate their understanding of the specific topics by applying the process to a specific nonprofit organization, department, or program.

**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.

*Class Activities & Assignments (40%):* Students are assigned in-class activities, including determining applicable Office of Management and Budget (OMB) circulars for a given program, entering the debits and credits in a vendor account, and conducting a student-led analysis of case studies.

*Final Project (20%):* As a synthesis project, students will review their position in community’s transportation program, and discuss their financial management roles and responsibilities based on the information provided in the course. Students will examine the current status of the program and identify areas and strategies for personal and program improvement. Each student will meet with the instructor individually for approximately ½ hour at the end of the session to discuss their review.

*Class Presentation (20%):* Students will present their program review (final project) to the class. Presentations will be approximately 10-minutes, with approximately 5 minutes for questions.

**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:**

This schedule is tentative, and may be subject to change.

**Day 1**

**Introductions & Syllabus Review**
Introduce yourself
Discuss your work in the community
Explain what you want to learn most in class

Governance of the Transportation Program & Importance of Tribal Finance Applications

Types of contracts
  Self governance
  Model agreements
  Direct with Federal Highways
OMB Circulars with govern these agreements

Financial Management Systems and Tribal Finance Policies

Budgets
Personnel
Accounts Payable and Accounts Receivable
Assets
Request for Proposal

Day 2

Review

Financial Management Systems from Multiple Perspectives

Elected Leaders
Administrator
Program Manager
Construction Foreman
Accounting Staff

Transportation activities within the Financial Management System

The Role of Long Range Transportation Planning
Control Schedules and Transportation Improvement Programs (TIPs)

Day 3

Review

The Expense Side of Managing a Rural Transportation Program

Indirect Rates
Payroll Expenses
  Permanent Employees
  Temporary Employees
  Davis-Bacon Wages
Payroll Tax Liabilities
Accounts Payable
Journal Entries

The Income Side of Managing a Rural Transportation Program

Draw Downs
Compare Against Budget
Quarterly Reports
Year-End Report

Final Project and Class Presentations