**CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL**

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<thead>
<tr>
<th><strong>SUBMITTED BY:</strong></th>
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<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Human Services</td>
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<td>Barbara Price</td>
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</tbody>
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See [http://www.ua.edu/ualc/adv/faculty/code/clean.html](http://www.ua.edu/ualc/adv/faculty/code/clean.html) for a complete description of the rules governing curriculum & course changes.

1. **COURSE IDENTIFICATION:**
   - Dept: HUMS
   - Course #: F397
   - No. of Credits: 1-6
   - **COURSE TITLE:** Management of Complex Cases

2. **ACTION DESIRED:**
   - [ ] Change Course
   - [ ] If Change, indicate below what change.
   - [ ] Drop 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.
   - **COURSE FORMAT:**
   - [ ] 1
   - [ ] 2
   - [ ] 3
   - [ ] 4
   - [ ] 5
   - [ ] 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**
   - 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

5. **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
6. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits

HUMS F397 Management of Complex Cases I-6 Credits Offered As Demand Warrants
Concepts, policies, skills and techniques required for competence and confidence in effective case management in the human services. Includes assessment tools, advanced skills and treatment planning for complex cases, community resource identification, documentation, consultation, advocacy, building alliances with multi-agency treatment teams, and management of conflict and confrontation. Strength-based, empowerment approach.
Prerequisites: HUMS F215 or RHS certificate. Recommended: PSY F101, HUMS F125. (1-6+0)

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.

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/SPACE, FACULTY, ETC.
    None

11. LIBRARY COLLECTIONS
    Have you contacted the library collection development officer (fkklj@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 [ ] 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.

This was originally offered as a one time only independent study version of an existing course.

APPROVALS:

Signature, Chair, Program: Date 1/21/10

<SEE FACSIMILE SIGNATURE> Date

Signature, Division Head of:

Signature, Chair, Curriculum Council of: TWC Date 1/22/10

Signature, Director: (if applicable) TWC

Signature, Dean, College/School: CRD Date 1/26/10

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
JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curricula committees is to scrutinize course changes 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 the amount 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 of 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.

This was originally offered as a one-time only independent study version of an existing course.

Access:

[Handwritten Signature]
Date: [Handwritten Date]

[Handwritten Signature]
Date: [Handwritten Date]

[Handwritten Signature]
Date: [Handwritten Date]

[Handwritten Signature]
Date: [Handwritten Date]

[Handwritten Signature]
Date: [Handwritten Date]

[Handwritten Signature]
Date: [Handwritten Date]

Signatures 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.

[Handwritten Signature]
Date: [Handwritten Date]

Signature, Chair, UAF Faculty Senate Curriculum Review Committee