Submit original with signatures + 1 copy + electronic copy to UAF Governance. See http://www.uaf.edu/uafgov/faculty/cd for a complete description of the rules governing curriculum & course changes.

**TRIAL COURSE OR NEW COURSE PROPOSAL**

<table>
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<tr>
<th>SUBMITTED BY:</th>
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<tbody>
<tr>
<td>Department</td>
<td>General Studies</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Dana Thomas and Linda Hapsmith</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:dlthomas@alaska.edu">dlthomas@alaska.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>474-6253</td>
</tr>
<tr>
<td>Faculty Contact</td>
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1. **ACTION DESIRED**
   (CHECK ONE):
   - Trial Course
   - New Course
   - XXXX

2. **COURSE IDENTIFICATION:**
   - Dept: FYE
   - Course #: 100
   - No. of Credits: 1
   - Justify upper/lower division status & number of credits:
     First-year seminar to 100 level

3. **PROPOSED COURSE TITLE:**
   First Year Seminar

4. **CROSS LISTED?**
   - YES/NO
   - (Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. **STACKED?**
   - YES/NO
   - If yes, Dept.
   - Course #

6. **FREQUENCY OF OFFERING:**
   - Fall and Spring
     (Every or Alternate) Fall, Spring, Summer - or As Demand Warrants

7. **SEMESTER & YEAR OF FIRST OFFERING** (if approved)
   - Summer 2010

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.
   - COURSE FORMAT:
     (check one)
     - 1
     - 2
     - 3
     - 4
     - 5
     - XXX 6 weeks to full semester
   - OTHER FORMAT
     (specify)
     Mode of delivery
     (specify lecture, field trips, labs, etc)

9. **CONTACT HOURS PER WEEK:**
   - 1 LECTURE hours/week
   - LAB hours/week
   - PRACTICUM hours/week
   - Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-6000 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)
10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

An introduction, intended for first-year college students, to a current area of scholarly pursuit by faculty. Learn how faculty pursue scholarship in their discipline. An opportunity for first-year students to connect to one another and a faculty member with similar interests in small group-discussion settings and learn about collegiate life. Topics will vary by instructor.

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  S = Social Sciences
   Science

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

   Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

   Various sections of the course will have different content

   How many times may the course be repeated for credit?  1 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?  2 CREDITS

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

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

15. SPECIAL RESTRICTIONS, CONDITIONS
   Baccalaureate degree seeking students including baccalaureate intended students; must have fewer than 30 earned credits

16. PROPOSED COURSE FEES
   Has a memo been submitted through your dean to the Provost & VCAS for fee approval? Yes/No

17. PREVIOUS HISTORY
   Has the course been offered as special topics or trial course previously? Yes/No
   If yes, give semester, year, course #, etc.: 

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

   The current proposal is to allow the Vice Provost to fund and establish a process to deliver content based freshmen seminars; it proposes no requirement for first-time students to take these seminars. Faculty bonuses would be paid for seminar development ($500) and each semester it is delivered ($2000). During summer 2010 no more than two first year seminars would be offered costing $5000. During Fall and Spring 2010 four seminars costing $10,000 and two seminars costing $5000 would be offered. The intent is to build a first-year seminar process over a period of two to three years so we
can learn from experience and refine the selection, delivery and required elements of the seminars to meet the needs of our students.

Two recent reports have recommended that UAF adopt a required first-year seminar to improve student persistence and graduation; the Core Revitalization and Assessment report delivered to the Faculty Senate in May 2009 and the Transition Task Force Advising Report delivered to the Chancellor March 31, 2009 (copied to the Faculty Senate in May 2009). First-time baccalaureate seeking freshmen students have numbered 523, 578, and 425 at UAF in Fall 2006, 2007, and 2008 respectively. Assuming 508 (the average) from the previous 3 years and an additional 100 new students each spring semester, about 30 seminar sections with 20 students each would cost $75,000.

19. 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.

<table>
<thead>
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<th>No</th>
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Each course section will have specific area needs

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)

Programs with faculty selected to develop and offer a first-year seminar. A bonus ($500 for development and $2000 for each semester delivered) will be paid to faculty selected to develop and offer seminars so departmental budgets will not be impacted. The workload of those selected will be changed by 1 credit of instruction during a given semester.

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

These first-year seminars could negatively impact RD F100 College Seminar, DEVS F101 Skills for College and Career Success and DEVS F110 College Success Skills. However, the course descriptions for these courses indicate they are more college skill based than the proposed seminar series, which is content area based. Thus, the proposed seminar is likely to attract different students and advisors may direct students to these courses based on individual needs.

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.

First-year seminars are intended to improve student persistence by connecting students to one another and to a faculty member in a small (15-25) instructional group setting. Our proposal is to create a first-year seminar series modeled after the freshman seminar series offered at The Ohio State University (see http://freshmanseminars.osu.edu/). Faculty will apply to develop and offer a first-year seminar and receive a one-time bonus if selected; $500 to develop the seminar and $2000 each time they teach it. A faculty committee will be appointed by the Vice Provost to review applications and make selections.

Seminars will be content based and on a topic selected by the faculty member. However, the seminars will be required to include retention and/or collegiate specific objectives such as the following (specifies to be set by the faculty selection committee):
1) Completing a four-year academic plan
2) Learn the purpose of the Core curriculum and requirements for different degrees (BS vs BA) and majors
3) Using UAOnline to their check freshman progress reports  
4) Learning to use DegreeWorks to determine requirements remaining to graduate  
5) Learning how to earn credit without taking a UAF classes, e.g., CLEP tests  
6) How to take advantage of other opportunities such as National Student Exchange, study abroad, and local volunteer opportunities to enhance their collegiate experience  
7) Learning what plagiarism is  
Many of these items could be handled outside the seminar setting through assignments and quizzes using Blackboard courseware (use of courseware could be a requirement).

**APPROVALS:**

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature, Chair, College/School Curriculu Council for:</td>
<td>Date</td>
</tr>
<tr>
<td>Signature, Dean, College/School of:</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of Provost (if applicable)</td>
<td>Date</td>
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</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**

| Signature, Chair, UAF Faculty Senate Curriculum Review Committee | Date |

**ADDITIONAL SIGNATURES: (If required)**

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</table>
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