TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

<table>
<thead>
<tr>
<th>Department</th>
<th>Tribal Management</th>
<th>College/School</th>
<th>Interior – Aleutians</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Steve Becker, CEP</td>
<td>Phone</td>
<td>474-5906</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:LFSRB@UAF.EDU">LFSRB@UAF.EDU</a></td>
<td>Faculty Contact</td>
<td>Steve Becker, CEP</td>
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See [http://www.uaf.edu/uaigov/faculty/cd/cmdan.html](http://www.uaf.edu/uaigov/faculty/cd/cmdan.html) for a complete description of the rules governing curriculum & course changes.

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>
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<tbody>
<tr>
<td>TM</td>
<td>274</td>
<td>1</td>
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Justify upper/lower division status & number of credits:

Introduction to entering and manipulating data in the BIA Road Inventory Field Data System (RIFDS) for the Indian Reservation Roads program. Requires familiarity with Tribal transportation issues and the Indian Reservation Roads (IRR) program.

3. PROPOSED COURSE TITLE:

   Introduction to RIFDS

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

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

6. FREQUENCY OF OFFERING:

   As Demand Warrants

   Semester & Year of First Offering (if approved):

   Fall 2008

7. 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
   - [ ] 6
   - Intensive/Blended
   - [ ] 6 weeks to full semester

   OTHER FORMAT (specify)

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

   On Site Intensive (2 Days) + Audio Conference

8. CONTACT HOURS PER WEEK:

<table>
<thead>
<tr>
<th>LECTURE</th>
<th>LAB</th>
<th>PRACTICUM</th>
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<tr>
<td>hours/weeks</td>
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<tr>
<td>16</td>
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   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. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See [http://www.uaf.edu/uaigov/faculty/cd/credits.html](http://www.uaf.edu/uaigov/faculty/cd/credits.html) for more information on number of credits.

   OTHER HOURS (specify type)

   Follow-up audio conference scheduled individually with registered students within 2 weeks of the classroom session.

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

   TM 274 1 Credit
   Introduction to RIFDS
   Introduction to the BIA Road Inventory Field Data System (RIFDS). Students will learn to navigate RIFDS
and to enter, modify, and delete inventory data. The relationship between RIFDIS, other databases, and fund allocation will be examined. Students may apply for RIFDS access upon completion of course. (3+0)
Offered As Demand Warrants

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.)
   M = Humanities    N = Natural Science    S = Social Sciences

   Will this course be used to fulfill a requirement for the baccalaureate core?  YES  X  NO
   IF YES, check which core requirements it could be used to fulfill:
   0 = Oral Intensive,  W = Writing Intensive,
   Format 6    Natural Science,  Format 7

12. COURSE REPEATABILITY:
   Is this course repeatable for credit?  YES  X  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:        PASS/FAIL:  X

RESTRICTIONS ON ENROLLMENT (if any)
14. PREREQUISITES  None
    These will be required before the student is allowed to enroll in the course.
    RECOMMENDED  Student should be familiar with Tribal transportation issues and the Indian Reservation Roads program.
    Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS,
    CONDITIONS

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.: Fall 2007, TM 293
    Spring 2007, TM 293

18. ESTIMATED IMPACT
    WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
    Approximately 48 hours of faculty time, including preparation and presentation. Course conducted on site at a rural campus or center, with a follow-up audio conference.

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.

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)
20. IMPACTS ON PROGRAMS/DEPTS
What programs/departments will be affected by this proposed action?
Include information on the program/departments impacted (e.g., name, size).

No programs or departments impacted other than the Tribal Management Program, which sponsors the course.

21. 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. This will increase the ability of the Tribal Management Program to meet the education and training needs of Tribal governments and agencies in rural Alaska. No negative impacts are expected.

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campuswide 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 justify the proposed course.

This course has been frequently requested by Tribal governments in rural Alaska. Changes in the Indian Reservations Roads (IRR) program brought about by SAFETEA-LU recognize increased authority for Tribal governments to manage Tribal transportation programs. This course provides a skill set necessary for Tribal transportation managers, administrators, and council members to manage their transportation programs.

APPROVALS:

[Signature, Chair, Program/Department of:]

Date 2/1/08

[Signature, Chair, CRC Division Chair of Env. & Econ. Development:]

Date 11/5/2006

[Chair, CRC Academic Council:]

Date

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
<table>
<thead>
<tr>
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<tr>
<td><strong>Signature, Chair,</strong></td>
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<tr>
<td><strong>Program/Department of:</strong></td>
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<td><strong>Signature, Chair, College/School Curriculum Council for:</strong></td>
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<td><strong>Signature, Dean, College/School of:</strong></td>
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Tribal Management 274
Introduction to the BIA Road Inventory Field Data System
1cr.
Spring 200X Course Syllabus

Course Meeting Times and Location:

Section 1: February 11-12, 200X, 8:00 AM – 5:00 PM
Longhouse Hotel, Bethel, Alaska
Section 2: February 11-12, 200X, 8:00 AM – 5:00 PM
BIA Conference Room, Federal Building, Juneau, Alaska
*Follow up audioconference will be conducted with each registered student

Prerequisites: None, although it is recommended that students be familiar with Tribal transportation issues and the BIA Indian Reservation Roads (IRR) program.

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

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

Text (latest editions, to be provided by instructor):

Road Inventory Field Data System (RIFDS) – Public User Manual (U.S. Bureau of Indian Affairs)
Coding Guide and Instructions for the IRR Inventory (U.S. Bureau of Indian Affairs)

Course Description: This course provides and introduction to the Bureau of Indian Affairs (BIA) Road Inventory Field Data System (RIFDS), the system which stores all required data and documents related to the BIA Indian Reservation Roads (IRR) inventory. During this course, students will be introduced to RIFDS and how it relates to other BIA databases and IRR fund allocation.

Course Goals:
Students will learn how to navigate RIFDS and how to enter, modify, and delete inventory data.
Students will qualify for BIA Certification in RIFDS upon successful completion of course requirements.

Student Learning Outcomes:
On completion of the course the student should:
1. Understand the purpose of RIFDS and its relation to other BIA databases;
2. Complete the necessary forms required for RIFDS access;
3. Recognize the computer and internet security protocols required by BIA;
4. Demonstrate proficiency in navigating the RIFDS database;
5. Know how to enter, modify, and delete inventory data;
6. Show how to successfully add and update attachments;
7. Be able to perform Quality Control on data entered into RIFDS;
8. Successfully submit RIFDS data to the BIA Regional Office; and
9. Generate RIFDS reports commonly-used by Tribal governments.

**Instructional Methods:** Instructional methods will include a combination of lecture, individual and small group discussion, and hands-on computer-based training using the RIFDS database with real-world data. Access terminals will be provided by BIA.

**Course Policies:** Attendance at both days of the 2-day classroom session 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 Pass/Fail course. Completion of the following will result in a passing grade:

- **Attendance:** Attendance during the entire 2-day classroom session is required to pass this course.

- **Examination:** One examination on BIA computer and internet security will be required. This is a pass/fail examination. The exam may be taken multiple times with no penalty. The exam must be passed by the end of the course in order to successfully pass the course.

- **RIFDS Online Activities:** Students must successfully demonstrate to the instructor proficiency in the following areas:
  1. Login, Navigation, and Reports
  2. Add and Delete Routes
  3. Update Existing Routes
  4. Renumber and Resection Existing Routes

Failure to attend the entire two-day session, pass the security examination, or successfully complete all RIFDS online activities will result in a failing grade.

**Support Services:** The instructor is available upon appointment for additional assistance outside session hours. Bureau of Indian Affairs (BIA) staff may also be contacted for assistance.

**Disability Services:** The UAF Office of Disability Services implements the Americans with Disabilities Act (ADA), and assures 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 Alaska (CRA) 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
08:00 – 08:15 Introductions
Introduction of Instructor and Participants
Review Syllabus and Course Requirements

08:15 – 10:00 Introduction to RIFDS
Introduction to the RIFDS database

10:00 – 12:00 RIFDS Navigation and Reports
Logging in to RIFDS
Basic RIFDS Navigation
RIFDS Reports

12:00 – 13:00 Lunch

13:00 – 15:00 Computer and Internet Security and Attachments
BIA Computer and Internet Security
Reviewing and Uploading Attachments to RIFDS

15:00 – 17:00 RIFDS Online Activity #1
Login
Basic Navigation
Generate and View Reports

Day 2
08:00 – 08:15 Review
Login
Basic Navigation
Reports

08:15 – 10:00 RIFDS Online Activity #2
Adding & Deleting Routes

10:00 – 12:00 RIFDS Online Activity #3
Updating Existing Routes

12:00 – 13:00 Lunch

13:00 – 14:30 RIFDS Online Activity #4
Renumber and Resection Existing Routes

14:30 – 16:30 Security Awareness Training
BIA Computer Security Protocols
BIA Internet Security Protocols
Security Awareness Exam

16:30 – 17:00 Wrap-Up Classroom Session

Day 3
Follow-up audioconferences will be scheduled individually with registered students
during the week of February 18, 2008.