

FORMAT 2A
 Submit original with signatures to Registrar's Office
 Send electronic copy to the Governance Office

CHANGE COURSE (MINOR)

MINOR COURSE CHANGES INCLUDE ONLY THE FOLLOWING:

1. Frequency of offering.
2. Minor editorial changes in title and/or course description.
3. Jointly approved proposals for cross-listing current courses. (Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.)
 (Stacking of 400/600 level courses is NOT considered a minor change.)
4. Change in course number that does not involve a change in **lower/upper** division status.
5. Internal departmental changes in **NON-CORE** course prerequisites. Changes **MUST NOT** affect courses (or degree programs) offered by other departments.

If changes cannot be considered "Minor" (as defined above), use the **FORMAT 2 - CHANGE COURSE (MAJOR) and DROP COURSE** form.

Remember to submit a Program Change form (Format 5 or 5A) if appropriate.

Catalog deadlines apply. Send Minor Change requests directly to the Registrar's Office after Dean's approval. (Please send informational e-copy to the UAF Governance Office.)

SUBMITTED BY:

Department	Alaska Native Studies and Rural Development	College/School	CRCD
Prepared by	Jennifer Carroll	Phone	5405
Email Contact	jcarroll@alaska.edu	Faculty Contact	Jennifer Carroll

See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

1. COURSE IDENTIFICATION:

Dept	RD	Course #	F352	No. of Credits	3
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COURSE TITLE Rural Business Planning and Proposal Development

2. ACTION DESIRED: Indicate what is changing with an "X" or checkmark:

NUMBER		TITLE		DESCRIPTION	X
PREREQUISITES	X	FREQUENCY OF OFFERING			
CROSS-LISTED		Dept.		(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	

3. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits. (Use online Catalog to cut and paste.)

RD F352 Rural Business Planning and Proposal Development (a)
 3 Credits
 Offered Spring
 Provides undergraduate students with an understanding of the principles and processes involved in strategic planning, business planning and proposal development with the focus on applications in rural Alaska. Focus is on meeting the unique planning needs of rural Alaska communities and organizations.
Lecture + Lab + Other: 3 + 0 + 0

4. **MARK-UP OF COMPLETE CATALOG DESCRIPTION ILLUSTRATING CHANGES:** (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

RD F352	Rural Business Planning and Proposal Development	(a)
3 Credits		
Offered Spring		
Provides undergraduate students with an understanding of the principles and processes involved in strategic planning, business planning and proposal development with the focus on applications in rural Alaska. Focus is on meeting the unique planning needs of rural Alaska communities and organizations. <u>This course emphasizes business and technical writing.</u>		
<u>Prerequisites:</u> ENGL 111X; RD 225; or permission of instructor		
Lecture + Lab + Other: 3 + 0 + 0		

5. **IS THIS COURSE CURRENTLY CROSS-LISTED?**

YES/NO	No	If Yes, DEPT		NUMBER	
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(Requires written notification of each department and dean involved. Attach a copy of written notification.)

6. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
No impact

7. **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)
No impact.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change 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 drop a prerequisite, is it because the material is covered elsewhere? 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.

The Rural Development program is implementing a new communications plan. Each RD core course emphasizes elements of academic, legal, business, or community written and oral communication styles. The description has been updated to show which communication styles are emphasized in this course. It also adds ENGL 111X and RD 225 (RD foundational communications course) as prerequisites.

APPROVALS: Add signature blocks as necessary (e.g., cross listing approvals) RD 352
Format 2A

	Date	10/18/16
Signature, Chair, Program/Department of:		DAVSRD

	Date	10/14/16
Signature, Chair, College/School Curriculum Council for:		Rural Community Development

	Date	10/18/16
Signature, Dean, College/School of:		CRCO

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE

[Signature Line]

Date

[Date Line]

Received Registrar's Office