

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

SUBMITTED BY:

Department	Civil and Environmental Eng.	College/School	CEM
Prepared by	Robert Perkins	Phone	474 7694
Email Contact	raperkins@alaska.edu	Faculty Contact	Robert Perkins

1. ACTION DESIRED (CHECK ONE):	Trial Course		New Course	X
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2. COURSE IDENTIFICATION:	Dept	CE	Course #	F651A	No. of Credits	1
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Justify upper/lower division status & number of credits:

Course is intended for professional students who are college graduates. Credits are based on contact minutes and content. They are roughly one-third of a regular three-credit graduate course.

3. PROPOSED COURSE TITLE:	Introduction to Construction Contract Administration.
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4. To be CROSS LISTED? YES/NO	No	If yes, Dept:		Course #	
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(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. To be STACKED? YES/NO	No	If yes, Dept.		Course #	
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6. FREQUENCY OF OFFERING:	As demand warrants
	Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (if approved)	As demand warrants
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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 all that apply)	☐ 1	☐ 2	☒ 3	☐ 4	☐ 5	☐ 6 weeks to full semester
OTHER FORMAT (specify)	Two 2 hour and 15 minute lectures per week for three weeks delivered face-to-face or via video conferencing.					
Mode of delivery (specify lecture, field trips, labs, etc)	Lectures					

9. CONTACT HOURS PER WEEK:	4.5	LECTURE hours/weeks		LAB hours /week		PRACTICUM hours /week
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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/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)	N/A
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10. **COMPLETE CATALOG DESCRIPTION** including dept., number, title and credits (50 words or less, if possible):

CE F651A, Introduction to Construction Contract Administration, **1 credit**

This course will examine the project cycle, records and documentation for each stage, typical problems and their resolution.

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 ☐

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 ☐

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:** Specify only one.

LETTER: ☒

PASS/FAIL: ☐

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**

None

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

RECOMMENDED

Admission to the Graduate Certificate in Construction Management 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 fee approval?

Yes/No ☐

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously?

Yes/No ☐

No

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

18. **ESTIMATED IMPACT**

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

These courses were approved by the Board of Regents for special tuition and are expected to be self-supporting

19. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.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 ☐

No library involvement

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)

The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

21. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

This course follows the New Degree Program Request which examined the growth in the CEE department. No additional positive or negative impacts from this course are likely.

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 is part of a UAF CEE outreach to package our graduate classes in a way that is convenient to students and their employers. This outreach was formalized in a New Degree Program Request for a Graduate Certificate in Construction Management which was approved by the UA Board of Regents in September 2009. The courses in this program grew out of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors, that indicated that courses of about one credit's intensity were best. The classes are being taught by UAF faculty, emeritus faculty, or appropriate adjuncts approved by the CEE faculty and Chair. All classes feature an assessment process: tests, reports, presentations, and/or graded homework.

APPROVALS:

		Date	
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

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date	
Signature, Chair, Program/Department of:		

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

	Date	
Signature, Dean, College/School of:		

Outline Syllabus

Introduction to Construction Contract Administration

1. Course information:

Introduction to Construction Contract Administration, CE F651A, One credit,
Prerequisites: Recommended Admission to the Graduate Certificate in Construction Management Program.

Location and Meeting Time will be specific to each offering of the course.

2. Instructor (and if applicable, Teaching Assistant) information:

Instructors Name, Office Location, Office Hours, as well as Telephone and Email contact information will be specific to each offering of the course.

3. Course readings/materials:

(Excerpts from) Fisk and Reynolds, *Construction Project Administration*, Eight Edition, Prentice Hall, 2006
Various supplemental readings

4. Course description:

Under the general topic of construction contract administration is a series of one-credit courses are designed to offer the student instruction in administering construction contracts ethically, efficiently, with respect for the rights and obligations of all the parties to the contract. This course will examine the project cycle, records and documentation for each stage, typical problems and their resolution.

5. Course Goals (general), and (see #6)

Improve the student's skills in managing construction and contract administration.

6. Student Learning Outcomes (more specific)

Understand the project cycle and issues that arise at each phase:

Initiation- bidding and bonding

Mobilization – schedules, submittals, staffing, procurement

Operation – quality control, safety, progress billings

Close out – inspection and turn over

Warrantees

7. Instructional methods:

Face to face lecture and remote lectures via video conferencing, student presentations and reports. Students will use the Internet to download some instruction material.

8. Course calendar:

Class 1

Introduction

Project Cycle Overview

Contract Administration Overview

Class 2

Bidding, Proposals and Negotiation

Bonding

Class 3

Schedules

Preliminary Submittals

Class 4

Quiz

Staffing and Procurement

Shop Drawings

Class 5

Liens and Liens Waivers

Pay Requisitions

Project Close out

Class 6

Warrantees

Class Presentations

9. Course policies:

Due to the limited number of classes, attendance and class participation is expected in all classes, unless arranged otherwise with the instructor, and will be considered in determining final grade. Plagiarism will not be tolerated.

10. Evaluation:

The final grade will be determined on the following basis:

Final presentation (written: 30%; oral: 25%)	55%
Quiz	20%
Class participation	13%
Attendance (6 @2%)	12%

11. Support Services:

Administrative services for the course are provided by the Center for Distance Education 907-479-4757 and technical assistance by Video Conferencing Services 1-800-910-9601

12. 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.

We will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to students with disabilities.