Board of Regents Program Action Request  
University of Alaska
Proposal to Add, Change, or Delete a Program of Study

1a. UA University (choose one) UAS
1b. School or College
School of Management
1c. Department or Program
Business Administration

2. Complete Program Title Masters of Business Administration

3. Type of Program
   □ Undergraduate Certificate  □ Associate  □ Baccalaureate  □ Post-Baccalaureate Certificate
   □ Master's  □ Graduate Certificate  □ Doctorate

4. Type of Action
   □ Add  □ Change  □ Delete

5. Implementation date (semester, year)
   □ Fall  □ Spring  □ Summer  Year 2015

6. Projected Revenue and Expenditure Summary. Not Required if the requested action is deletion.
   (Provide information for the 5th year after program or program change approval if a baccalaureate or doctoral degree program; for the 3rd year after program approval if a master's or associate degree program; and for the 2nd year after program approval if a graduate or undergraduate certificate. If information is provided for another year, specify (1st) and explain in the program summary attached). Note that Revenues and Expenditures are not always entirely new; some may be current (see 7d.)

<table>
<thead>
<tr>
<th>Projected Annual Revenues in FY</th>
<th>Projected Annual Expenditures in FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>Salaries &amp; benefits (faculty and staff)</td>
</tr>
<tr>
<td>General Fund</td>
<td>$</td>
</tr>
<tr>
<td>Student Tuition &amp; Fees</td>
<td>$</td>
</tr>
<tr>
<td>Indirect Cost Recovery</td>
<td>$</td>
</tr>
<tr>
<td>TVEP or Other (specify):</td>
<td>$</td>
</tr>
<tr>
<td>Restricted</td>
<td>Year 1</td>
</tr>
<tr>
<td>Federal Receipts</td>
<td>Year 2</td>
</tr>
<tr>
<td>TVEP or Other (specify):</td>
<td>Year 3</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>Year 4</td>
</tr>
</tbody>
</table>

Page # of attached summary where the budget is discussed, including initial phase-in:

7. Budget Status. Items a., b., and c. indicate the source(s) of the General Fund revenue specified in Item 6. If any grants or contracts will supply revenue needed by the program, indicate amount anticipated and expiration date, if applicable.

<table>
<thead>
<tr>
<th>Revenue source</th>
<th>Continuing</th>
<th>One-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. In current legislative budget request</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>b. Additional appropriation required</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>c. Funded through new internal UA university redistribution</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>d. Funds already committed to the program by the UA university</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>e. Funded all or in part by external funds, expiration date</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>f. Other funding source Specify Type:</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

8. Facilities: New or substantially (>$25,000 cost) renovated facilities will be required. □ Yes  □ No
   If yes, discuss the extent, probable cost, and anticipated funding source(s), in addition to those listed in sections 6 and 7 above.

9. Projected enrollments (headcount of majors). If this is a program deletion request, project the teach out enrollments.
   Year 1: 0  Year 2:  Year 3:  Year 4:  

Page number of attached summary where demand for this program is discussed:

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5 Sometimes the courses required by a new degree or certificate program are already being taught by a UA university, e.g., as a minor requirement. Similarly, other program needs like equipment may already be owned. 100% of the value is indicated even though the course or other resource may be shared.
10. Number* of new TA or faculty hires anticipated (or number of positions eliminated if a program deletion):

| Graduate TA | 0 |
| Adjunct     | 0 |
| Term        | 0 |
| Tenure track| 0 |

11. Number* of TAs or faculty to be reassigned:

| Graduate TA |   |
| Adjunct     |   |
| Term        |   |
| Tenure track|   |

Former assignment of any reassigned faculty:
For more information see page ___ of the attached summary.

12. Other programs affected by the proposed action, including those at other MAUs (please list):

<table>
<thead>
<tr>
<th>Program Affected</th>
<th>Anticipated Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page number of attached summary where effects on other programs are discussed:

13. Specialized accreditation or other external program certification needed or anticipated. List all that apply or ‘none’:

Page in attached summary where alignment is discussed:

14. Aligns with University or campus mission, goals, core themes, and objectives (list):

Page in attached summary where alignment is discussed:

15. Aligns with Shaping Alaska's Future themes:

Page in attached summary where alignment is discussed:

16. Aligns with Academic Master Plan goals:

Page in attached summary where alignment is discussed:

17. State needs met by this program (list):

Page in the attached summary where the state needs to be met are discussed:

18. Program is initially planned to be: (check all that apply)
   □ Available to students attending classes at campus(es).
   □ Available to students via e-learning.
   □ Partially available students via e-learning.

Page # in attached summary where e-learning is discussed:

Submitted by the University of Alaska Southeast.
(choose one above)

Provost
Date
Chancellor
Date

☐ Recommend Approval
☐ Recommend Disapproval
UA Vice President for Academic Affairs with the concurrence of the Statewide Academic Council

Date

*Net FTE (full-time equivalents). For example, if a faculty member will be reassigned from another program, but his/her original program will hire a replacement, there is one net new faculty member. Use fractions if appropriate. Graduate TAs are normally 0.5 FTE. The numbers should be consistent with the revenue/expenditure information provided.

Attachments:
☐ Summary of Degree or Certificate Program Proposal
☒ Other (optional)

Revised: 09/12/2014
MEMORANDUM

TO: Statewide Academic Council
University of Alaska

FROM: Rick Caulfield
Provost, University of Alaska Southeast

RE: Planned Program Elimination—UAS Master’s degree in Business Administration

DATE: April 30, 2015

Attached is the Program Action Request (PAR) form seeking Board of Regents action to eliminate the UAS Master’s degree in Business Administration. Also attached is the UAS letter to the Northwest Commission on Colleges and Universities (NWCCU) dated September 6, 2011 outlining the basis for this action and referencing the required ‘teach-out’ for the program.

This action is requested based upon an academic program review process completed in 2010-11 which included consultation with our Juneau campus advisory committee. We have determined that there are no students remaining in the program and therefore the required ‘teach-out’ is complete.

Cc: Chancellor
Registrar
September 6, 2011

Dr. Sandra Elman
President
Northwest Commission on Colleges and Universities
8060 165th Avenue NE, Suite 100
Redmond, WA 98052

Dear Dr. Elman:

As Academic Liaison Officer for the University of Alaska Southeast (UAS), I am writing to inform the Commission about our university's decision to suspend admissions for our Master's degree program in Business Administration (MBA) and to phase out delivery of that program once students now enrolled have reasonable opportunity to complete their degree. This written notification follows my telephone conversation with Dr. Pamela Goad about this topic on August 29, 2011.

This decision about the MBA program is one we've made in keeping with our new UAS Strategic and Assessment Plan 2010-2017 and associated core themes. Our Year One report to the Commission—to be submitted by the September 15, 2011 deadline—provides an overview of our new mission, vision, and core themes. Moreover, the decision arose from a comprehensive five-year review of our Business programs required by University of Alaska Board of Regents.

The attached materials summarize the rationale for this decision and the steps we are taking to ensure that students currently enrolled have every reasonable opportunity for success in completing their degree. Specifically, we expect to continue offering MBA courses for those now enrolled for a three-year period. Beyond that three-year timeframe, we will work on a case-by-case basis with students who have yet to complete their degree to advise them about options for doing so. For students only recently admitted to the MBA program (in fall 2011) we are offering the opportunity for a refund of tuition and fees.

We believe that these steps to accommodate students currently in the program offer them every opportunity for success even as we move toward eliminating this graduate degree offering at UAS. At the same time, this action allows UAS to focus all the more on offering quality undergraduate business and accounting degrees—those where we see greatest demand and opportunity for graduates.

If you have questions about this action or our steps to accommodate students, please contact me. We will be pleased to provide any additional information required. Thank you.

Sincerely,

Richard A. Caulfield, PhD
Provost

Attachments

Cc: Chancellor Pugh
Interim Dean Blanchard
October 20, 2011

Dr. Richard A. Caulfield  
Provost & Dean of Graduate Studies and Research  
University of Alaska Southeast  
11120 Glacier Highway  
Juneau, AK 99801

Dear Provost Caulfield:

This is in reply to your correspondence dated September 6, 2011, notifying the Northwest Commission on Colleges and Universities that the University has suspended its Master’s degree program in Business Administration (MBA), effective fall 2011.

The Commission has approved the suspension of the Master’s degree program in Business Administration as a minor change under Commission Policy A-2, Substantive Change. Moreover, the Commission is satisfied that enrolled students were advised of options to complete the program requirements within the three-year timeframe that the University will continue offering courses in the degree program. Thereafter, students will be counseled on a case-by-case basis for program completion. In addition, a refund of tuition and fees is being offered only to students who were admitted in fall 2011.

Thank you for keeping the Northwest Commission on Colleges and Universities apprised of the developments and initiatives at the University of Alaska Southeast. If you have any questions, please do not hesitate to contact me.

Sincerely,

[Signature]

Pamela Goad  
Vice President

PG:jmb

cc:  Mr. John R. Pugh, Chancellor  
     Dr. Sandra E. Elman, President, NWCCU