



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

1a. Major Academic Unit (choose one) UAA	1b. School or College Community and Technical College	1c. Department CTE (Career and Technical Education)
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2. Complete Program Title: Graduate Certificate, Career and Technical Education

3. Type of Program

<input type="checkbox"/> Undergraduate Certificate	<input type="checkbox"/> AA/AAS	<input type="checkbox"/> Baccalaureate	<input type="checkbox"/> Post-Baccalaureate Certificate
<input type="checkbox"/> Master's	<input checked="" type="checkbox"/> Graduate Certificate	<input type="checkbox"/> Doctorate	

4. Type of Action <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	5. Implementation date (semester, year) Fall, 2011
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6. Projected Revenue and Expenditure Summary. Not Required if the requested action is deletion.  
 (Provide information for the 5<sup>th</sup> year after program or program change approval if a baccalaureate or doctoral degree program; for the 3<sup>rd</sup> year after program approval if a master's or associate degree program; and for the 2<sup>nd</sup> 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.)

Projected Annual Revenues in FY13		Projected Annual Expenditures in FY13	
Unrestricted		Salaries & benefits (faculty and staff)	\$2,500
General Fund	\$0	Other (commodities, services, etc.)	\$0
Student Tuition & Fees	\$11,030	TOTAL EXPENDITURES	\$0
Indirect Cost Recovery	\$0	One-time Expenditures to Initiate Program (if >\$250,000)	
TVEP or Other (specify):	\$0	(These are costs in addition to the annual costs, above.)	
Restricted		Year 1	\$0
Federal Receipts	\$0	Year 2	\$2,500
TVEP or Other (specify):	\$0	Year 3	\$2,537
TOTAL REVENUES	\$11,030	Year 4	\$12,875

Page # of attached summary where the budget is discussed, including initial phase-in: 5

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.

Revenue source	Continuing	One-time
a. In current legislative budget request	\$0	\$0
b. Additional appropriation required by 2013	\$0	\$0
c. Funded through new internal MAU redistribution: if not otherwise funded	\$0	\$0
d. Funds already committed to the program by the MAU <sup>1</sup>	\$63,515	\$0
e. Funded all or in part by external funds, expiration date 2013	\$0	\$0
f. Other funding source Specify Type:	\$0	\$0

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.

<sup>1</sup>Sometimes the courses required by a new degree or certificate program are already being taught by an MAU, 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.

9. Projected enrollments (headcount of majors). If this is a program deletion request, project the teach out enrollments.

Year 1: 3

Year 2: 6

Year 3: 8

Year 4: 10

Page number of attached summary where demand for this program is discussed: 1-2

10. Number\* of new TA or faculty hires anticipated (or number of positions eliminated if a program deletion):

Graduate TA	0
Adjunct	1
Term	0
Tenure track	0

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

Graduate TA	0
Adjunct	0
Term	0
Tenure track	0

Former assignment of any reassigned faculty: N/A

For more information see page 2 of the attached summary.

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

Program Affected	Anticipated Effect	Program Affected	Anticipated Effect
MS Career and Technical Education	Fill core classes to capacity	COE	Increased institutional recommendations
Master of Arts in Teaching, College of Education	Fill core classes to capacity		

Page number of attached summary where effects on other programs are discussed: 1

13. Specialized accreditation or other external program certification needed or anticipated. List all that apply or 'none': Alaska Department of Education approval

14. Aligns with University or campus mission, goals, core themes, and objectives (list): UA Perkins plan for expanding and improving CTE programs  
Work force development  
High Demand Jobs  
Page in attached summary where alignment is discussed: Page 1

15. State needs met by this program (list): Work force development in Career and Technical Education

Page in the attached summary where the state needs to be met are discussed: 1-2

16. Program is initially planned to be: (check all that apply)


☒ Available to students attending classes at UAA campus(es).

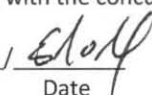
☒ Available to students via e-learning.

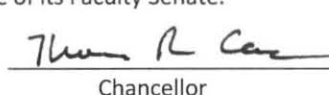
☐ Partially available students via e-learning.

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

Submitted by the University of Alaska Anchorage with the concurrence of its Faculty Senate.

  
Provost

  
Date

  
Chancellor

  
Date

☐ Recommend Approval  
☐ Recommend Disapproval

\_\_\_\_\_  
UA Vice President for Academic Affairs on behalf of  
the Statewide Academic Council

\_\_\_\_\_  
Date

☐ Recommend Approval  
☐ Recommend Disapproval

\_\_\_\_\_  
Chair, Academic and Student Affairs Committee

\_\_\_\_\_  
Date

☐ Recommend Approval  
☐ Recommend Disapproval

\_\_\_\_\_  
UA President

\_\_\_\_\_  
Date

☐ Approved  
☐ Disapproved

\_\_\_\_\_  
Chair, Board of Regents

\_\_\_\_\_  
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)

New Program Proposal  
**Executive Summary**  
(See University Regulation R10.04.020.C)

This is a summary of a full prospectus (14 pages in length). The full prospectus is available upon request.

**1. Relationship of the proposed program relative to the Educational mission of the University of Alaska and the MAU.**

- The proposed Graduate Certificate in Career and Technical Education (CTE) addresses *Alaska Career and Technical Education Plan* Strategy 4 , to recruit, develop, support, and retain high-quality CTE teachers and faculty. The graduate certificate will improve and streamline credentialing processes for CTE instructors (4.3) and allows teachers to add a CTE endorsement for as little as 17 credits versus earning an MAT for 35 or more credits in order to add an endorsement.
- This is an alternative route to licensure as called for in the 2011 *University of Alaska Teacher Education Plan*.
- The proposed MSCTE Graduate Certificate also addresses priorities in *the UAA 2017 Strategic Plan* including collaborative partnerships for workforce development and high-demand careers and distance education.

**2. History of the development of the proposed program.**

The concept of this graduate certificate was identified in conversations with secondary CTE partners interested in post-baccalaureate training for technical teachers with certification in another subject area. The idea for a non-teaching option came from prospective Master of Science in CTE (MSCTE) students who wanted post-baccalaureate training but not a Master's degree. Surveys of secondary school administrators, CTE teachers and coordinators, and industry trainers provided support for the concept of a graduate certificate. UAA College of Education faculty were also consulted in development of the program.

The proposed graduate certificate was presented to the following UAA committees which provided feedback and approval: MSCTE advisory committee, Anchorage Community and Technical College's Program Improvement and Curriculum Review (PICR) Committee, College of Education (COE) Master of Arts in Teaching faculty committee, the COE Department of Teaching and Learning faculty, and the COE curriculum committee. The proposed graduate certificate passed both first and second reading at the Graduate Academic Board meeting on November 12, 2010 and the Faculty Senate on December 3, 2010

**3. Impact of the proposed program on existing UA programs, including the GER**

The proposed graduate certificate will increase enrollments in MSCTE core courses that are currently below capacity, and may increase the number of students who go on to complete the MSCTE degree. The graduate certificate will also increase enrollments in under capacity classes in the College of Education. Student choice of elective credit may also impact other departments. The CTE Department at UAA is currently the only department offering graduate level courses in career and technical education in the University of Alaska system. As a graduate program, the proposed program will not have an impact on the General Education courses.

#### **4. State needs met by the proposed program.**

The average age of career and technical educators in Alaska is 49, the oldest group of teachers in the state (Alaska DOLWD, 2010). The Graduate Certificate in CTE will help the state meet the needs for trained CTE instructors who can replace those retiring and add those needed to carry out the Alaska Career and Technical Education Plan (August 2010).

#### **5. Student opportunities, outcomes, and enrollment projections.**

Students who enroll in the proposed graduate certificate will gain knowledge and skills that may lead to employment as industry trainers, career guides, postsecondary technical educators, or secondary CTE teachers if they choose the teacher certification option. Enrollments in the program are expected to be modest, with 3 to 5 new students in each of the first 3 years, increasing to 6-10 new in years 4 and 5.

#### **6. Faculty and staff workload implications.**

Students in the proposed graduate certificate program will be absorbed into the existing CTE courses so no changes in faculty workload are anticipated in the first two years of the program. When enrollment increases beyond capacity of the current faculty, adjunct faculty will be hired. A need for adjuncts to help cover the extra supervision for field experiences and to increase the delivery of core CTE classes is projected.

#### **7. Describe the Fiscal Plan for the proposed program.**

The fiscal plan is built around modest enrollment numbers and use of existing resources for the first year of the graduate certificate. Years 2 and 3 include an adjunct for 1 credit each semester to oversee field experiences. If enrollment increases in the graduate certificate, the need for additional resources is anticipated in years 4 and 5. The years 4 and 5 expenses reflect adjunct faculty hired for 6 credits to teach core courses and 4 credits to oversee field experiences each year. Adjunct rates are increased 1.5% each year to reflect negotiated agreement expense. Projected 80% of tuition revenue was calculated based on annual tuition increases of 5% after FY13 and 6 credit hours average per year for each FTE.

**Table ES5.1**  
**Incremental Expenses, Revenues, and Balances**

<b>Year</b>		<b>New Expenses</b>	<b>New Revenue</b>	<b>Balance</b>
Yr 1	FY 2012	-0-	5342	5,342
Yr 2	FY 2013	2500	11,030	8,530
Yr 3	FY 2014	2537	15,437	12,899
Yr 4	FY 2015	12,875	20,256	7,381
Yr 5	FY2016	13,068	27,019	13,951