




MEMORANDUM

TO: Statewide Academic Council  
University of Alaska

FROM: Karen T. Carey, Ph.D.   
Provost, University of Alaska Southeast

RE: Planned Program Elimination  
Computer Information and Office Systems

DATE: July 26, 2016

Attached is the Program Action Request (PAR) form seeking Board of Regents action to eliminate the UAS associate and certificate degree programs in Computer Information and Office Systems. Also attached is the UAS letter to the Northwest Commission on Colleges and Universities (NWCCU) dated September 26, 2013 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 AY 2012-13 which included consultation with our program advisory committee. We have determined that there are no students remaining in the program and therefore the required 'teach-out' is complete.

Attachment

cc: Chancellor Caulfield  
Registrar



**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 Computer Information & Office Systems -CIOS																																								
2. Complete Program Title Associate of Applied Science (AAS) in Computer Information and Office Systems (CIOS) and related CIOS certificate program																																										
3. Type of Program <input checked="" type="checkbox"/> Undergraduate Certificate <input checked="" type="checkbox"/> Associate <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Post-Baccalaureate Certificate <input type="checkbox"/> Master's <input type="checkbox"/> Graduate Certificate <input type="checkbox"/> Doctorate																																										
4. Type of Action <input type="checkbox"/> Add <input type="checkbox"/> Change <input checked="" type="checkbox"/> Delete	5. Implementation date (semester, year) <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year 2016																																									
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.)																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Projected Annual Revenues to the University in FY</th> <th colspan="2" style="text-align: left;">Projected Annual Expenditures in FY</th> </tr> </thead> <tbody> <tr> <td colspan="2">Unrestricted</td> <td>Salaries &amp; benefits (faculty and staff)</td> <td>\$</td> </tr> <tr> <td>General Fund</td> <td>\$</td> <td>Other (commodities, services, etc.)</td> <td>\$</td> </tr> <tr> <td>Student Tuition &amp; Fees</td> <td>\$</td> <td><b>TOTAL EXPENDITURES</b></td> <td>\$</td> </tr> <tr> <td>Indirect Cost Recovery</td> <td>\$</td> <td>One-time Expenditures to Initiate Program (if &gt;\$250,000)</td> <td></td> </tr> <tr> <td>TVEP or Other (specify):</td> <td>\$</td> <td>(These are costs in addition to the annual costs, above.)</td> <td></td> </tr> <tr> <td colspan="2">Restricted</td> <td>Year 1</td> <td>\$</td> </tr> <tr> <td>Federal Receipts</td> <td>\$</td> <td>Year 2</td> <td>\$</td> </tr> <tr> <td>TVEP or Other (specify):</td> <td>\$</td> <td>Year 3</td> <td>\$</td> </tr> <tr> <td><b>TOTAL REVENUES</b></td> <td>\$</td> <td>Year 4</td> <td>\$</td> </tr> </tbody> </table>			Projected Annual Revenues to the University in FY		Projected Annual Expenditures in FY		Unrestricted		Salaries & benefits (faculty and staff)	\$	General Fund	\$	Other (commodities, services, etc.)	\$	Student Tuition & Fees	\$	<b>TOTAL EXPENDITURES</b>	\$	Indirect Cost Recovery	\$	One-time Expenditures to Initiate Program (if >\$250,000)		TVEP or Other (specify):	\$	(These are costs in addition to the annual costs, above.)		Restricted		Year 1	\$	Federal Receipts	\$	Year 2	\$	TVEP or Other (specify):	\$	Year 3	\$	<b>TOTAL REVENUES</b>	\$	Year 4	\$
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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.																																										
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8. Facilities: New or substantially (>\$25,000 cost) renovated facilities will be required. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 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.

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

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	0
Adjunct	0
Term	0
Tenure track	0

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):

Program Affected	Anticipated Effect

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':

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:

16. Aligns with Academic Master Plan goals:

Page in attached summary where alignment is discussed:

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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 (choose one above)


17/28/16

7/29/16  
 Provost Date Chancellor Date

Consensus Support of SAC  Not Supported by SAC

Recommend Approval by VPAAR  
 Recommend Disapproval by VPAAR

  
 UA Vice President for Academic Affairs 8/23/16  
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: 04/20/2015**



September 26, 2013

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 of our university's decision to suspend admissions to the associate and certificate degree programs in Computer Information and Office Systems (CIOS) housed in the School of Management. We intend to phase out delivery of those programs once students now enrolled have reasonable opportunity to complete their degree or certificate. The UAS programs affected by this decision are:

- Computer Information and Office Systems, A.A.S.
- Computer Information and Office Systems, Certificate

This decision regarding the CIOS programs is one we've made in keeping with the *UAS Strategic and Assessment Plan 2010-2017* and associated core themes. Our Year Three report to the Commission— submitted this month—provides an overview of our mission, vision, and core themes.

Moreover, the decision arose from an academic program review process required at least every five years by the University of Alaska Board of Regents. The program review process involves comprehensive documentation by faculty and staff about alignment of programs with our UAS mission, productivity over time in producing graduates, employment of graduates beyond completion, strategic resource allocation, and alignment of program offerings with workforce needs. The review includes analysis by an Institutional Review Committee, which includes faculty, student, and employer representatives. The final decision to suspend these programs and move toward elimination was made by Chancellor Pugh based upon my recommendation and that of Dean John Blanchard, School of Management. The enclosed memo from June 9, 2013 summarizes the Chancellor's findings and provides our rationale.

In light of this decision, Dean Blanchard has completed an analysis of the number of students currently in these programs (n=38). We expect to provide a 'teach-out' opportunity for students currently enrolled that will extend until the end of the 2014-15 academic year (May 2015). All of these students have been notified of our intentions and assured that they will have every reasonable opportunity to complete these programs.

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.

Sincerely,

Richard A. Caulfield, PhD  
Provost

Enclosure

cc: Chancellor Pugh  
Dean Blanchard  
Registrar



8060 145th Avenue NE, Suite 100  
Redmond, WA 98052-3981  
425-558-4224  
Fax: 425-576-0596  
www.nwccu.org

December 3, 2013

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 26, 2013, notifying the Northwest Commission on Colleges and Universities (NWCCU) of University of Alaska Southeast's decision to suspend admissions to its Associate of Applied Science (AAS) degree program in Computer Information and Office Systems (CIOS) and its related CIOS certificate program. A teach-out period will follow through May 2015 to accommodate those students who are currently enrolled. The Commission has approved the suspension of the AAS degree program and its related certificate program in Computer Information and Office Systems as a *minor change* under Commission Policy, *Substantive Change*. Accordingly, the suspension of the Associate of Applied Science degree program and its related certificate program in Computer Information and Office Systems is now included in the accreditation of University of Alaska Southeast.

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,

Pamela J. Goad  
Vice President

PJG:pg

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