



Academic Affairs  
UNIVERSITY of ALASKA ANCHORAGE

3211 Providence Drive  
Anchorage, AK 99508-4614  
T 907.786.1050, F 907.786.1426  
[www.uaa.alaska.edu/academicaffairs/](http://www.uaa.alaska.edu/academicaffairs/)

October 10, 2016

TO: Statewide Academic Council, University of Alaska

FROM: Samuel Gingerich, Provost and Executive Vice Chancellor,  
University of Alaska Anchorage

RE: Elimination of the Industrial Safety Program Support Undergraduate Certificate

Attached is the Program Action Request (PAR) form seeking Board of Regents Action to eliminate the Industrial Safety Program Support Undergraduate Certificate. Also attached is the UAA letter to the Northwest Commission on Colleges and Universities (NWCCU) dated May 17, 2016 informing the NWCCU of the suspension of admissions to the program, and the NWCCU letter dated August 22, 2016 recognizing the suspension.

Admissions to the Undergraduate Certificate were suspended due to lack of interest. As there were no students in the program at the time of suspension, no teach out was required. Related to this action, the Technology AAS will be revised, due to lack of student interest in the industrial safety program support track of that degree. There are no other impacts on programs or stakeholders. The budget has been reallocated to other Kodiak College community campus programs, and adjunct faculty positions have been eliminated.



**Board of Regents Program Action Request  
University of Alaska**

**Proposal to Add, Change, Delete or Suspension of Admissions with Intent to Delete a Program of Study**

1a. UA University (choose one) UAA	1b. School or College Kodiak College	1c. Department or Program
<b>2. Complete Program Title: Industrial Safety Program Support</b>		
<b>3. Type of Program</b> <input checked="" type="checkbox"/> Undergraduate Certificate <input 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		
<b>4. Type of Action</b> <input type="checkbox"/> Add (complete Section 1) <input type="checkbox"/> Change (complete Section 1) <input checked="" type="checkbox"/> Delete (complete Section 2) <input type="checkbox"/> Suspension of admissions with intent to delete (Complete Section 2)	<b>5. Implementation date (semester, year)</b> <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer    Year 2017	

**Section 1: To be completed if proposed action is to add or change a program of study.**

**S1. Projected Revenue and Expenditure Summary.** 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 S1.2d.)

Projected Annual Revenues to the University in FY		Projected Annual Expenditures in FY	
<i>Unrestricted</i>		Salaries & benefits (faculty and staff)    \$	
General Fund	\$	Other (commodities, services, etc.)	\$
Student Tuition & Fees	\$	<b>TOTAL EXPENDITURES</b>	\$
Indirect Cost Recovery	\$	<b>One-time Expenditures to Initiate Program (if &gt;\$250,000)</b>	
TVEP or Other (specify):	\$	<b>(These are costs in addition to the annual costs, above.)</b>	
<i>Restricted</i>		Year 1	\$
Federal Receipts	\$	Year 2	\$
TVEP or Other (specify):	\$	Year 3	\$
<b>TOTAL REVENUES</b>	\$	Year 4	\$

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

**S1.2. Budget Status.** Items a., b., and c. Indicate the source(s) of the General Fund revenue specified in S1. 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	\$	\$
b. Additional appropriation required	\$	\$
c. Funded through new internal UA university redistribution	\$	\$
d. Funds already committed to the program by the UA university <sup>1</sup>	\$	\$
e. Funded all or in part by external funds, expiration date	\$	\$
f. Other funding source (specify type):	\$	\$

**S1.3. 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 S1 and S1.2 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.

**S1.4. Projected enrollments (headcount of majors).**

Year 1:	Year 2:	Year 3:	Year 4:
---------	---------	---------	---------

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

**S1.5. Number\* of new TA or faculty hires anticipated:**

Graduate TA	
Adjunct	
Term	
Tenure track	

**S1.6. 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.

\*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.

**S1.7. Other program(s) affected by the proposed action, including those at other campuses (please list):**

Program(s) Affected	Anticipated Effect

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

**S1.8. Specialized accreditation or other external program certification needed or anticipated. List all that apply or 'none':**

**S1.9. Aligns with University or campus mission, goals, core themes, and objectives (list):**

Page in attached summary where alignment is discussed:

**S1.10. State needs met by this program (list):**

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

**S1.11. 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 to students via e-learning

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

**Section 2. Complete if deletion or suspension of admissions with intent to delete a program of study is proposed.**

**S2. Other programs affected by the proposed action, including those at other campuses (please list):**

Program(s) Affected	Anticipated Effect
Technology AAS	Related curricular changes

**S2.1. Rationale for proposed change to program/school/college:**

Attach summary with additional information if needed:

**S2.2. Rationale for proposed deletion or suspension of admission with intent to delete (if relevant):** Deleting certificate due to limited student enrollment.

Attach summary with additional information if needed:

**S2.3. Project the teach out enrollments (headcount of majors):**

Year 1: 0	Year 2: 0	Year 3: 0	Year 4: 0
-----------	-----------	-----------	-----------

S2.4. Number\* of TA or faculty positions eliminated:

Graduate TA	0
Adjunct	0
Term	0
Tenure track	0


S2.5. 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.

\*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.

Submitted by the University of Alaska Anchorage  
(choose one above)

 / 10/14/16  
 Provost Date

 / 10 OCT 2016  
 Chancellor Date

Consensus Support of SAC       Not Supported by SAC

Recommend Approval by VPAAR       / 10/19/16  
 Recommend Disapproval by VPAAR      UA Vice President for Academic Affairs & Research      Date

Attachments:  Summary of Degree or Certificate Program Proposal       Other (e.g. Summary of Degree/Certificate/Program Deletion Proposal)  
 Rvsd 09/12/2016



**Office of the Chancellor**  
UNIVERSITY of ALASKA ANCHORAGE

3211 Providence Drive, ADM 216  
Anchorage, Alaska 99508-4614  
T 907.786.1437 • F 907.786.6123  
chancellor@uaa.alaska.edu

May 17, 2016

Dr. Sandra Elman, President  
Northwest Commission on Colleges and Universities  
8060 165<sup>th</sup> Avenue NE, Suite 100  
Redmond, Washington 98052

Dear Dr. Elman,

This letter is to notify the Commission of the suspension of admissions into the Construction Technology and Industrial Safety Program Support Undergraduate Certificates, which are delivered solely on the Kodiak College community campus. Admission to the programs was suspended with intent to delete after accommodating existing students. The programs require 30 and 33 credits to complete respectively, and were approved in 2006.

The attached summary provides information about the considerations that went into this decision to suspend admissions into these programs. Since there are no students enrolled in either certificate, Kodiak College will proceed with deleting the programs through the normal curriculum process.

Suspension of admissions into a program is approved by the appropriate Campus Director, the Provost and Executive Vice Chancellor for Academic Affairs, and the Chancellor. This notification will be submitted to the UA System Vice President for Academic Affairs and Research, so he can notify the Board of Regents.

We ask that the Commission update its record of UAA's programs to reflect this change. If you have questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Case', written over a horizontal line.

Thomas R. Case  
Chancellor

Attachments: Substantive Change Form, Provost Approval Memo, Campus Director Suspension Memo  
Cc: Provost Gingerich, Vice Provost Kalina, Assistant Vice Provost Carlson, Director Fugleberg



# STANTIVE and MINOR CHANGE APPLICATION FORM

Date of Application May 17, 2016

From: Megan Carlson, Assistant Vice Provost – Accreditation Liaison Officer (ALO)

Cc: Pamela Goad, Vice President – NWCCU Staff Liaison Contacted

Name of Institution: University of Alaska Anchorage ALO Phone/Email: (907)786-1054/ macarlson@uaa.alaska.edu

Other Contact Person: Susan Kalina, Vice Provost for Academic Affairs (907)786-1988/ smkalina@uaa.alaska.edu

Name of Proposed Program or Change: Suspend admissions to Industrial Safety Program Support Undergraduate Certificate, with planned deletion following teach out

Credits to Program Completion: 33 credits

Date of Institutional Governing Board Approval: (if applicable) N/A – UA suspension of admissions into programs do not require BOR approval

Anticipated Implementation Date of Proposed Change: May 17, 2016

### TYPE OF CHANGE (Examples):

- A change in institutional mission
  - Any change in legal status, form of control, ownership, or sponsorship
  - Addition of a new degree level or branch campus
  - Acquisition of, or merger with, another institution/organization
  - Teach-out agreement with another institution
  - Contractual agreements with non-accredited entities/institutions
  - Initial education offering as competency-based (or direct assessment) education
  - Program offerings outside of NWCCU region including international locations
  - Contractual agreements with accredited organizations
  - Substantial increase or decrease in program length
  - Clock hours to credit hours (or vice versa)
  - Addition of courses or a program significantly different from existing offerings since the last NWCCU evaluation
  - Additional site or location geographically apart from main campus (more than 20 miles)
  - Addition of a site or location in geographic proximity to the institution's main campus (within 20 miles)
  - Curriculum revisions which do not significantly affect program outcomes
  - Pilot study or a limited time offering
  - Addition of offerings less than a year in length to an existing site or location not significantly different from existing offerings
  - Addition of degree program (undergraduate or graduate) or certificate program of 30 semester or 45 quarter credits in length and related to existing offerings
  - Placement in moratorium, suspension, or termination of a degree program (undergraduate or graduate) or a certificate program of 30 semester or 45 quarter credits in length (please include teach-out plans)
  - Addition of program courses in distance education delivery less than 50% of the program's requirements where distance education delivery modality has been previously evaluated at an institutional level but not for this program
  - Addition of program courses in distance education delivery greater than 50% of the program's requirements where distance education delivery modality has been previously evaluated at an institutional level but not for this program
  - Addition of a degree or certificate program using a Competency Based Education model of delivery
- Other (please specify): \_\_\_\_\_

Please see the Substantive Change Policy for more information, available on the NWCCU website at [www.nwccu.org](http://www.nwccu.org). NWCCU will invoice the institution for the appropriate substantive or minor fee. Do not send payment without an invoice number.

Request of NWCCU:  Please have my Institutional Staff Liaison contact me to discuss the nature of the program or change.

Please submit a copy of the application form with the proposal for minor or substantive changes.

MJ \_\_\_\_\_ ALO Signature

Not applicable \_\_\_\_\_ ALO of Partnering Institution Signature, if applicable

Tamara \_\_\_\_\_ President or Provost Signature

Mail to: NWCCU, Attn: Substantive Change, 8060 165<sup>th</sup> Ave NE, Suite 100, Redmond, WA 98052.

Email to: [Change@nwccu.org](mailto:Change@nwccu.org). You will receive confirmation of receipt.

Please note if you would like confirmation of category: | \_\_\_\_ Yes | \_\_\_\_ No |



**Academic Affairs**  
UNIVERSITY of ALASKA ANCHORAGE

3211 Providence Drive  
Anchorage, AK 99508-4614  
T 907.786.1050, F 907.786.1426  
[www.uaa.alaska.edu/academicaffairs/](http://www.uaa.alaska.edu/academicaffairs/)

May 17, 2016

To: Alan Fugleberg, Director, Kodiak College

Fr: Samuel Gingerich, Provost and Executive Vice Chancellor

Cc: Thomas Case, Chancellor  
Susan Kalina, Vice Provost  
UAA Faculty Curriculum Listserv  
Faculty, Staff, and Student Governance Leaders  
Chair, Professional Advisors  
Academic Deans and Community Campus Directors

Re: Approval to Suspend Admissions to the Construction Technology and Industrial Safety Program Support Undergraduate Certificates

This is to approve the request to suspend admissions to the Undergraduate Certificates in Construction Technology and Industrial Safety Program Support, which are delivered solely on the Kodiak College campus, to be implemented as soon as the appropriate communications have occurred, as per the UAA Academic Program Suspension of Admissions or Deletion Guidelines.

The suspension, with intent to delete, is justified by limited student enrollment. Since there are no students currently enrolled in either certificate, a teach out plan is not required. With this approval, you may proceed with deletion through the normal UAA curriculum process.

Please share my appreciation to all involved with delivering this program and supporting the programs' students over the years, and, in particular, through this teach out period.

RECEIVED

AUG 25 2016

VP/UAA

8060 165th Avenue N.E., Suite 100

Redmond, WA 98052-3981

425 558 4224

Fax: 425 376 0596

www.nwccu.org



August 22, 2016

Ms. Megan Carlson  
Assistant Vice Provost  
University of Alaska Anchorage  
3211 Providence Drive  
Anchorage, AK 99508

Dear Assistant Vice Provost Carlson:

This is in reply to electronic correspondence received in our office on May 18, 2016, requesting approval from the Northwest Commission on Colleges and Universities (NWCCU) for University of Alaska Anchorage (UAA) to suspend one bachelor's degree program, two master's degree programs, two graduate certificate programs, and two undergraduate certificate programs, effective May 2016. Consistent with UAA's suspension guidelines, suspension of admissions to these programs has been approved by the appropriate Dean, the Provost, and Executive Vice Chancellor for Academic Affairs, and the Chancellor. The abovementioned programs are as follows:

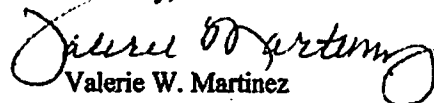
**Student admission will be suspended for the following programs:**

- Bachelor of Music degree program in Performance (122 Credits)
- Master of Civil Engineering degree program (30 Credits)
- Master of Science degree program in Arctic Engineering (30 Credits)
- Graduate Certificate program in Coastal, Ocean, and Port Engineering (15 Credits)
- Graduate Certificate program in Earthquake Engineering (15 Credits)
- Undergraduate Certificate program in Construction Technology (30 Credits)
- Undergraduate Certificate program in Industrial Safety Program Support (33 Credits)

The Commission has approved the suspension of the above-mentioned programs as *minor changes* under Commission Policy, *Substantive Change*. The Commission notes that the currently enrolled students in the abovementioned bachelor's and master's degree programs, and graduate and undergraduate certificate programs have been notified of the suspensions and advisors will assist these students in completing the programs while providing institutional services and resources to support them. Accordingly, the suspensions of the abovementioned programs are now included under the accreditation of University of Alaska Anchorage.

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

Sincerely,



Valerie W. Martinez  
Associate Vice President

c: Mr. Thomas R. Case, Chancellor  
Dr. Sandra E. Elman, President, NWCCU