

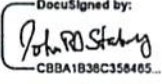


Academic Affairs
UNIVERSITY of ALASKA ANCHORAGE

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www.uaa.alaska.edu/academics/office-of-academic-affairs/

April 24, 2019

TO: Paul Layer, Vice President for Academics, Students, and Research

FROM: John Stalvey, Interim Provost, University of Alaska Anchorage 
DocuSigned by:
John Stalvey
CBBA1B36C358465...

RE: Discontinuation of the Computer Information & Office Systems Associate of Applied Science

Attached is the Program Action Request (PAR) form seeking Board of Regents action to discontinue the Computer Information and Office Systems Associate of Applied Science. Also attached is the UAA letter to the Northwest Commission on Colleges and Universities (NWCCU) dated March 30, 2016 informing the NWCCU of the suspension of admissions to the program.

Admissions to the program with intended deletion were suspended as a result of low student enrollment, shifts in employer demand, and faculty retirements. Admissions were suspended for Anchorage and Kenai in 2014; Mat-Su in 2015; and Kodiak in 2016.

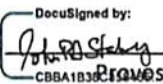
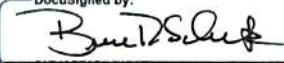
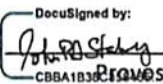
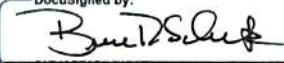
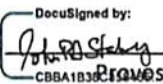
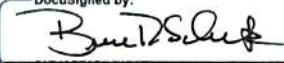
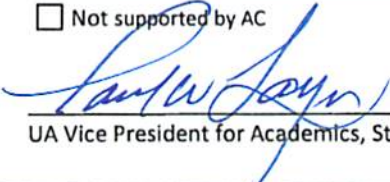
Consistent with UAA's suspension guidelines, a teach out has been completed at all sites and no students remain in the program. There are no resources or faculty tied to the program. There are no other impacts on programs or stakeholders.



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

1a. UA University UAA	1b. School or College Community and Technical College	1c. Department or Program Building Technologies Division																																								
2. Complete Program Title: Computer Information & Office Systems Associate of Applied Science																																										
3. Type of Program <input 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"/> Discontinue	5. Implementation date (semester, year) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer Year 2019																																									
6. Projected Revenue and Expenditure Summary (not required if the requested action is discontinuation). Provide information for the 5 th year after program change approval if a baccalaureate or doctoral degree program; for the 3 rd year after program approval if a master's or associate degree program; or for the 2 nd 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 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 & 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 & Fees</td> <td>\$</td> <td>TOTAL EXPENDITURES</td> <td>\$</td> </tr> <tr> <td>Indirect Cost Recovery</td> <td>\$</td> <td>One-time Expenditures to Initiate Program (if >\$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>TOTAL REVENUES</td> <td>\$</td> <td>Year 4</td> <td>\$</td> </tr> </tbody> </table>			Projected Annual Revenues in FY		Projected Annual Expenditures in FY		Unrestricted		Salaries & benefits (faculty and staff)	\$	General Fund	\$	Other (commodities, services, etc.)	\$	Student Tuition & Fees	\$	TOTAL EXPENDITURES	\$	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	\$	TOTAL REVENUES	\$	Year 4	\$
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Page # of attached summary where the budget is discussed, including initial phase-in: N/A																																										
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.																																										
9. Projected Enrollments (headcount of majors). If this is a program discontinuation request, project the teach-out enrollments.																																										
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Page number of attached summary where demand for this program is discussed: 1																																										

¹Sometimes 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.

<p>10. Number² of new TA or faculty hires anticipated (or number of positions eliminated if a program discontinuation):</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Graduate TA</td><td></td></tr> <tr><td>Adjunct</td><td></td></tr> <tr><td>Term</td><td></td></tr> <tr><td>Tenure track</td><td></td></tr> </table>	Graduate TA		Adjunct		Term		Tenure track		<p>11. Number² of TAs or faculty to be reassigned:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Graduate TA</td><td></td></tr> <tr><td>Adjunct</td><td></td></tr> <tr><td>Term</td><td></td></tr> <tr><td>Tenure track</td><td></td></tr> </table> <p>Former assignment of any reassigned faculty: N/A For more information see page _____ of the attached summary.</p>	Graduate TA		Adjunct		Term		Tenure track	
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<p>12. Other programs affected by the proposed action, including those at other campuses (please list):</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Program Affected</th> <th>Anticipated Effect</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table> <p>Page number of attached summary where effects on other programs are discussed:</p>		Program Affected	Anticipated Effect	N/A	N/A												
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<p>13. Specialized accreditation or other external program certification needed or anticipated. List all that apply or 'none': N/A</p>	<p>14. Aligns with University or campus mission, goals, core themes, and objectives (list): Elimination of programs to assure best use of limited resources, and alignment of programs with state needs</p> <p>Page in attached summary where alignment is discussed: 1</p>																
<p>15. Aligns with Shaping Alaska's Future themes: Accountability to the people of Alaska through consolidation and elimination of programs to assure best use of limited resources, and alignment of programs with state needs</p> <p>Page in attached summary where alignment is discussed: 1</p>																	
<p>16. State needs met by this program (list): N/A</p> <p>Page in the attached summary where the state needs to be met are discussed:</p>	<p>18. Program is initially planned to be: (check all that apply)</p> <p><input type="checkbox"/> Available to students attending classes at campus(es).</p> <p><input type="checkbox"/> Available to students via e-Learning</p> <p><input type="checkbox"/> Partially available to students via e-Learning</p> <p>Page # in attached summary where e-Learning is discussed: N/A</p>																
<p>17. Yes or No (circle one) If this program is an addition, would program be eligible for State's Eligible Training Provider List program? (Click here for more information)</p>																	
<p>Submitted by the University of Alaska Anchorage</p> <table style="width:100%;"> <tr> <td style="width:50%; text-align: center;"> <p>DocuSigned by:  CBBAA18332 Provost Date: April 25, 2019</p> </td> <td style="width:50%; text-align: center;"> <p>DocuSigned by:  597127FF950A0497... Chancellor Date: April 26, 2019</p> </td> </tr> </table>		<p>DocuSigned by:  CBBAA18332 Provost Date: April 25, 2019</p>	<p>DocuSigned by:  597127FF950A0497... Chancellor Date: April 26, 2019</p>														
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<p><input checked="" type="checkbox"/> Consensus support of AC <input type="checkbox"/> Not supported by AC</p> <p><input checked="" type="checkbox"/> Recommend approval by VPASR <input type="checkbox"/> Recommend disapproval by VPASR</p> <p style="text-align: center;"> UA Vice President for Academics, Students & Research Date: 5/17/19</p>																	

²Net 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: 12/12/2017



Office of the Chancellor
UNIVERSITY of ALASKA ANCHORAGE

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chancellor@uaa.alaska.edu

March 30, 2016

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

Dear Dr. Elman,

This letter is to notify the Commission of the suspension of admissions into the Computer Information and Office Systems AAS at the Kodiak College delivery site. Admission to the program was suspended with intent to delete after accommodating existing students. This follows suspension of admissions into the program in 2015 at the other three delivery sites in Anchorage, Mat-Su, and Kenai Peninsula. Substantive change fees were paid at that time. The program requires 60 credits to complete, and was approved under its current name in 2003.

The attached summary provides information about the considerations that went into this decision to suspend admissions into this program. Consistent with UAA's suspension guidelines, the campus has submitted a plan to accommodate the program's current majors and a plan to communicate with students and other stakeholders. Institutional services and resources will continue to be available to students as they complete this program.

All of the delivery sites have agreed to submit the program for deletion through the appropriate approval processes after admitted students have been accommodated according to their catalog year.

Suspension of admissions into a program is approved by the appropriate Dean/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 blue ink that reads 'Tom'.

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



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April 25, 2019

TO: Jim Johnsen, UA President
FROM: Cathy Sandeen, Chancellor 
RE: Delegation of Authority for April 25 – April 30

I hereby delegate to Vice Chancellor for Student Affairs Bruce Schultz the authority to act as chancellor in my absence while I am on leave. This includes all powers of the office, including but not limited to signing documents, authorizing actions and other legal and administrative functions.

Should Vice Chancellor Schultz become unavailable, this authority would transfer to Vice Chancellor for Advancement Megan Olson.