TO: Faculty and Staff, School of Career Education
AND: Priscilla Schulte, Director, Ketchikan Campus
      Jill Hansen, Interim Director, Sitka Campus

CC: Megan Buzby, Faculty Senate President
    Neil Voelckers, Curriculum Committee Chair
    Barbara Hegel, Registrar

RE: UAS Career Education curriculum review and signature processes

I'd like to clarify our School process for review of new curricular proposals—
including clarity about who needs to sign off on category A, B, and C forms
submitted to the Senate and to Curriculum committee. While I fully respect the role
and function of Faculty Senate, the Curriculum Committee, and Career Education
faculty as a group as it relates to review and approval of curricular changes; that
role and function is stated clearly in the current Faculty Handbook I feel it important
to outline the approval process for clarification.

I believe it is important for Career Education faculty who are considering submittal
of new proposals to consult in advance of submittal deadlines with campus
directors and The Curriculum Chair and—as appropriate—with other faculty in
programs potentially affected by those changes. This collaboration is essential to
maintain a regional university. The campus directors and Dean meet monthly—in
our Regional Workforce Coordinating Committee meetings—to coordinate matters
affecting all three campuses. This can be a time where we all can understand the
impetus behind all changes. The point of this advance consultation is to consider
input relating to issues such as curriculum design and alignment, identification of
student learning outcomes, and faculty, staff, and campus resource needs and
priorities. This is especially important for substantive new proposals, such as a new
certificate or degree which must be approved by the Board of Regents.

The Curriculum proposals will originate with the proposing faculty and be vetted
with the faculty in Career education to be passed on to the Career Ed Curriculum
Chair and then to the Dean. Upon gaining all appropriate signatures the Curriculum
committee representative from CE will then forward to the appropriate channels.
This coordination will be orchestrated by the Curriculum Committee member from
Career Education.
Current UAS Curriculum Committee forms (see http://www.uas.alaska.edu/Curriculum/processandforms.html) all require the signature of the school's dean—for Career Education that is part of my function as Executive Dean. I take that responsibility seriously and will sign off on these proposals—in a manner that is respectful of faculty expertise.

Please let me know if you have any questions or concerns about this process. Thank you.

Pete Traxler
Executive Dean
Career Education