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UNIVERSITY OF ALASKA ANCHORAGE
Office of Academic Affairs
3211 Providence Drive
Anchorage, AK 99508-4614

Date: April 28, 2014
To: Thomas Case, Chancellor
From: Elisha Baker, Provost and Vice Chancellor for Academic Affairs
RE: Request for approval to delete CIOS undergraduate certificate

DocuSigned by: Tom Case 598FB02B1426410
DocuSigned by: Elisha "Bear" Baker 64565975F771405...

The Community and Technical College, Kenai Peninsula College, Kodiak College, and Matanuska-Susitna College have proposed a series of deletions as part of their revision to the Computer Information and Office Systems (CIOS) suite of programs. The program deletions were agreed upon by the faculty at each campus, and are supported by the community advisory board. The Occupational Endorsement Certificate deletions do not require approval by the Board of Regents. However, the undergraduate certificate deletion requires approval, and this memo requests your approval to send it forward.

The program proposed for deletion is:

Program	Level	Campuses Planning Deletion
Computer Information and Office Systems	**Undergraduate Certificate**	**UAA CTC, Kenai, Mat-Su, Kodiak**

Admission to the undergraduate certificate has been suspended with plans for deletion since AY08. Program faculty are coordinating with currently-enrolled students to accommodate their timely completion and assist students in identifying other programs which meet their educational goals.

Departmental resources will continue to support the remaining CIOS programs: a CIOS associate's degree and OECs in Office Foundations, Corporate Specified Skills, and Office Support. The program faculty will continue to evaluate this suite of programs in the larger context to determine if they are meeting student and community needs.

The program proposal has been approved by the faculty, academic dean, campus directors, and appropriate UAA curriculum committees. Following your approval, the undergraduate certificate will be submitted to the Statewide Academic Council for the next stage of review and approval. The OECs will be submitted directly to the NWCCU because Board of Regents policy delegates authority for OECs to the chancellors.

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UNIVERSITY of ALASKA

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 CTC	1c. Department or Program Computer Networking and Office Technology

2. Complete Program Title Computer Information and Office Systems
(Note: This program is offered and proposed for deletion at each of UAA's campuses: in the Community and Technical College in Anchorage, and at Kodiak College, Kenai Peninsula College, and Matanuska-Susitna College)

3. Type of Program

☒ Undergraduate Certificate ☐ AA/AAS ☐ Baccalaureate ☐ Post-Baccalaureate Certificate
☐ Master's ☐ Graduate Certificate ☐ Doctorate

4. Type of Action
☐ Add ☐ Change ☒ Delete

5. Implementation date (semester, year)
☒ Fall ☐ Spring Year 2014

6. Projected Revenue and Expenditure Summary. Not Required if the requested action is deletion.
(Provide information for the 5th year after program or program change approval if a baccalaureate or doctoral degree program; for the 3rd year after program approval if a master's or associate degree program; and for the 2nd 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 FY N/A		Projected Annual Expenditures in FY N/A	
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	$

Page # of attached summary where the budget is discussed, including initial phase-in: 2

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	$N/A	$N/A
b. Additional appropriation required	$	$
c. Funded through new internal MAU redistribution	$	$
d. Funds already committed to the program by the MAU[1]	$	$
e. Funded all or in part by external funds, expiration date	$	$
f. Other funding source Specify Type:	$	$

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.

[1]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: 0	Year 2: 0	Year 3: 0	Year 4: 0

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	N/A
Adjunct	
Term	
Tenure track	

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

Graduate TA	N/A
Adjunct	
Term	
Tenure track	

Former assignment of any reassigned faculty:
For more information see page 1-2 of the attached summary.

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

Program Affected	Anticipated Effect
N/A	Coordination for these curriculum actions occurred during the original revision dates.

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': None

14. Aligns with University or campus mission, goals, core themes, and objectives (list):Priority C (Improving efficiency of navigation from entry to completion); Priority A (Consolidate, reduce, or eliminate programs, where indicated by program review, to assure best use of limited resources); Shaping Alaska's Future Initiative Theme 5: Accountability to the People of Alaska.

Page in attached summary where alignment is discussed: 1-2

15. State needs met by this program (list): Courses required for this certificate were disbursed among the CIOS Occupational Endorsement Certificates created during the AY08 program revision.

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

16. 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: N/A

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

(choose one above)

[signature] IAA / 21/04/2014 — Provost / Date

DocuSigned by: Tom Case 50BFB02B1476410 / April 22, 2014 — Chancellor / Date

☒ Recommend Approval
☐ Recommend Disapproval

[signature] / 5/13/2014 — UA Vice President for Academic Affairs on behalf of the Statewide Academic Council / 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: 10/10/2012

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UNIVERSITY of ALASKA ANCHORAGE

Prospectus for Program Deletions

Major Academic Unit: University of Alaska Anchorage	School or College: Community and Technical College, Kodiak College, Kenai Peninsula College, Matanuska-Susitna College	Department: Computer Networking and Office Technology
Complete Program Title: Computer Information and Office Systems Undergraduate Certificate		
Type of Program: ☐ Workforce Credential ☐ Occupational Endorsement Certificate ☐ Minor ☒ Undergrad Certificate ☐ Associate ☐ Baccalaureate ☐ Post-Baccalaureate Certificate ☐ Graduate Certificate ☐ Master ☐ Doctoral		
Type of Action: ☐ Add ☐ Major Change ☒ Delete		

Background:

The Computer Information and Office Systems (CIOS) program has been offered since 1996, with prior versions (such as Office Management Technology) before that time. During a 2007 program revision, the CIOS program was repackaged into Occupational Endorsement Certificates (OECs) that articulate with the CIOS AAS degree.

As part of repackaging the program, the CIOS Undergraduate Certificate was suspended with plans for deletion, along with a Legal Office Support OEC. The deletions were approved through the college and university curriculum approval stages, with final action by the Regents deferred until an implementation date to accommodate all students was established. There was no follow-up and this program remains inactive.

As the program faculty are in the process of deleting five suspended OECs, UAA is also seeking final approval from the Regents and NWCCU to delete the undergraduate certificate. (Authority to approve OECs is delegated from the Regents to the Chancellors.) The OECs planned for deletion include: Legal Office Support, which was suspended in AY08, and Bookkeeping Support, Medical Office Support, Office Digital Media, and Technical Support, which were all suspended in AY13.

In addition to the programs proposed for deletion, the CIOS suite of programs also includes an Associate of Applied Science degree, and OECs in Office Foundations, Corporate Specified Skills, and Office Support. The departmental resources will continue to support these programs after the deletion of the undergraduate certificate and five aforementioned OECs.

Summary of Curriculum Actions:

The undergraduate certificate deletion was approved by the Community and Technical College curriculum committee and the UAA Undergraduate Academic Board in 2007.

Justification for Program Deletion:

The new content, organization, and options for the CIOS AAS made the undergraduate certificate obsolete.

Impact on Other Programs:

Coordination for these curriculum actions occurred during the original revision in AY08.

Impact on Students:

All students have been accommodated or are past the 5-year graduation deadline and fall under the current catalog.

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Impact on Stakeholders:
Changes were developed in consultation with faculty at all UAA campuses and were vetted through the main campus advisory board. The departments will continue to offer courses, an AAS, and three occupational endorsement certificates.

Plans for Program Deletion:
- Admission suspended – AY08
- Internal approvals for program deletion – AY08
- Request program deletion approval from Board of Regents and NWCCU – AY14

Specialized Accreditation or Other External Program Certification:
The program does not have any specialized accreditation or external program certification.

Program Resources:
Faculty are in place and all required courses are offered as part of the current CIOS degree and OEC programs. There is no plan to reallocate resources outside of the CIOS program.

Projected Enrollments:
The program has been suspended since AY08.

Projected enrollments (headcount of majors) during teach-out:

Year 1:	**0**	**Year 2:**	**0**	**Year 3:**	**0**	**Year 4:**	**0**

Personnel Implications:
No positions will be eliminated. Program faculty and staff will continue to support the other CIOS program options.

Alignment with UA or Campus Strategic Plans:
This action aligns with UAA 2017 Strategic Plan Priority A: Strengthen and Develop the Total UAA Instructional Program and Priority C: Expand Educational Opportunity and Increase Student Success. It supports the plans to systematically review all programs for quality, effectiveness, efficiency, and continued relevance to UAA's mission; and to consolidate, reduce, or eliminate programs, where indicated by program review, to assure the best use of limited resources. It also helps to improve the efficiency of navigation from entry to completion for UAA's students. This also supports the efficiency and effectiveness goals of the University of Alaska System's Shaping Alaska's Future Initiative *(Theme 5: Accountability to the People of Alaska)*.