**Academic Process & Policy Advisory group**
Agenda: January 5, 2026
8:30-9:30 ADM 202 (Chancellor's Large Conference Room) and by Distance
Join Zoom meeting or call 1-669-900-6833 – Meeting ID: 824 8809 3896 – Passcode: 627419

- Welcome
- Internship Student Learning Agreement - College and Campus Implementation Plans
    a. All programs are shifting to this agreement by the end of next academic year, i.e., May 2027. What progress has been made in your unit?
    b. Reviewing whether the Internship Learning Agreement for specific students can be archived by the dean/campus director's office.
    c. Example of reinforcing a practice or policy: As new internship courses are approved through the curriculum process, OAA is sending out a message to the initiator and copying the appropriate dean/community campus/delegate:

    > Dear <initiator>,
    >
    > The course Prefix A_95 has been approved and sent to the Registrar. As a kind reminder, all practical training courses require some form of weekly interaction with the instructor of record, per the Practical Training Course section of the Course Information page in the catalog.
    >
    > Before the program may place a student at an agency or organization, there must be a Student Placement Affiliation Agreement in place. <Associate/Assistant Dean/Assistant Director> can assist you with that, there is a template agreement, and the person in my office that helps with those is Kelli Henry, copied above. These are umbrella agreements on the institutional level, and they allow students to be placed at that organization on an ongoing basis, typically with a five-year term on renewal.
    >
    > For the individual students, the instructor will use the Internship Student Learning Agreement. It is posted on the Academic and Related Policies and Procedures webpage.
    >
    > The last "regulatory" kind of thing to keep in mind is that any student placements in another state need to be run by my office first. The reason is that there are regulatory issues. Kelli Henry will review any issues and let you know what is and is not possible in that particular state. International student placements are an entirely different topic, and would require special approval.

- Subject Lines
    a. Exceptions
        i. *Exception Re Schedule Planning <Semester Year> <College Acronym> < e.g., non-standard start time, multiple CRNS>.*
        ii. *Exception Re Schedule Change <Semester Year> <College Acronym> <Course Prefix, Number, CRN>*
        iii. *Exception Re Course Materials <Semester Year> <College Acronym> <Course Prefix, Number, CRN>*

      iv. *Exception Re Course Fees <Semester Year> <College Acronym> <Course Prefix Number>*

      v. *Exception Re Registration Conflict <Semester Year> <College Acronym> <Course Prefix Number & Course Prefix Number>*

      vi. *Exception Re Final Exam <Semester Year> <College Acronym> <Course Prefix Number>*

      vii. Others????

      *For <Semester Year>, let's use abbreviations, e.g., <F24>, <Sp24>, <Su24> to save space.*

- Scheduling Process Review
    a. Areas for review include: Schedule blocks, coordination across colleges and campuses, production calendar (including affected areas such as course materials orders and course fees), semester-length/credit hour, modality determination, determination of course caps.
    b. Production Calendar Update:
        i. Entire production calendar has to be shifted due to new textbook affordability law;
        ii. Revised the Summer and Fall 2026 deadlines per the [Provost's message](#);
        iii. Will send out the full list of deadlines, including the course materials adoption deadlines;
            1. Summer Adoptions: Wednesday 1-28-2026 - Friday 2-13-2026
            2. Fall Adoptions: Wednesday 2-18-2026 - Friday 3-6-2026
        iv. Holistic production calendar:
            1. Include other related deadlines - course fees, course curricular changes, scheduler/approver/registrar deadlines, bookstore deadlines, faculty course materials adoption deadlines
            2. Goals - clarity, consistency, maximum time for all parties while trying to prevent overlap of different semester scheduling processes
            3. Show the draft
    c. APPA scheduling working groups:
        i. Schedule Production Calendar Review
        ii. Schedule block review
        iii. Course caps coordination process

- Informational
    - [Academic Calendar and Other Academic Deadlines](#) (Includes First Two Weeks Back, curriculum, assessment, program review, textbook, and fee deadlines, among others)
    - [NWCCU Reports and Responses](#)
    - [UAA Academic Catalog](#) (Most UAA specific academic policies are published here)
    - [Academic and Related Policies and Procedures](#) (Includes policies and procedures such as for scheduling blocks, dual enrollment, specialized accreditation, course fees, etc.)
    - [Academic Program Review](#) (Provides an overview of the process as well as the seven-year schedule, this year's specific schedule, and past reports)
    - [Assessment Handbook](#) (Updated and Approved April 18, 2025)
    - [Academic Assessment Plans and Reports](#) (Look here for plans, the schedule of reports due, and past reports)
    - [Curriculum](#) (This is the main webpage for curriculum and curriculum guidance)
    - [Licensure and Certification](#) (Federally required webpage)
    - [UA System Retention and Disposition Schedules website](#)

**Possible Future Topic Ideas**: The further use of subject lines in emails to streamline our work; NWCCU new requirement around programs with tracks/concentrations/emphases; Required student placements; programs leading to licensure and certification; Federal and other regulations - what are they and what they mean to you in your role; Working with General Counsel; Looking at ourselves through the lens of NWCCU's rubrics - how are we doing? Agency in mid-level administrator roles; Thinking through our college/campus cultures and your role; Messaging from this level.

## Academic Process & Policy Advisory Membership

| Committee Member | | Committee Member | | Committee Member |
|---|---|---|---|---|
| Susan Kalina, Senior Vice Provost, OAA, Chair | | Ian Hartman, Associate Dean, Faculty Affairs, CAS | | Jeremy Nettleton, Interim Director of Academic Affairs, MSC |
| Donna Aguiniga, Assistant Dean, School of Social Work, COH | | Travis Hedwig, Assistant Dean, Division of Population Health Sciences, College of Health | | Kristen Ogilvie, Associate Dean, Student Affairs, CAS |
| Jennifer Brock, Associate Dean, CoEng | | Kristin Lutz, Associate Director, School of Nursing, COH | | Nicholas Phelps, Assistant Dean, WWAMI, COH |
| LeeAnne Carrothers, Assistant Dean, School of Preventive and Therapeutic Sciences, COH | | Bridgett Mayorga, Assistant Dean, School of Allied Health, COH | | Andre Rosay, Associate Dean, Community & Behavioral Health Programs, COH |
| Khrys Duddleston, Assistant Dean, Biological Sciences, CAS | | Cary Moore, Associate Dean, Clinical Health Programs, COH | | Julie Wrigley, Interim Associate Dean, CBPP |
| Jane Fuerstenau, Interim Director of Academic Affairs, KPC | | Eric Murphy, Assistant Dean, Psychology, CAS | | Megan Carlson, OAA (*Support*) |
| Al Grant, Associate Dean, Technical Programs, CTC | | Brad Myrstol, Assistant Dean, School of Justice and Human Services, COH | | |

## Scheduled Meeting Dates Academic Year 2025 – 2026
*First Mondays 8:30-9:30 a.m.*

| Date | Meeting | Time | Location |
|---|---|---|---|
| Monday 11/3 | Committee Meeting | 8:30-9:30 a.m. | ADM 202 & Zoom |
| Monday 12/1 | Committee Meeting | 8:30-9:30 a.m. | ADM 202 & Zoom |
| Monday 1/5 | Committee Meeting | 8:30-9:30 a.m. | ADM 202 & Zoom |
| Monday 2/2 | Committee Meeting | 8:30-9:30 a.m. | ADM 202 & Zoom |
| Monday 3/2 | Committee Meeting | 8:30-9:30 a.m. | ADM 202 & Zoom |
| Monday 4/6 | Committee Meeting | 8:30-9:30 a.m. | ADM 202 & Zoom |
| Monday 5/4 | Committee Meeting | 8:30-9:30 a.m. | ADM 202 & Zoom |

**SUMMARY FROM October 6, 2025 MEETING:**
**Internships**
- Ongoing conversation about implementing the new Internship Learner Agreement; Custodian - If the faculty member is the custodian per the retention schedule, can the college or campus archive the learner agreements?
- Terminology - Does the catalog have descriptions for practicum, clinical, internships, etc.
- University-level templates - should use university letterhead

- Compliance staff - Do the different colleges have them? Who has those responsibilities?

**Scheduling**
- APPA members will send any issues related to scheduling to the Sr. Vice Provost for trouble shooting