

Academic Process & Policy Advisory group

Agenda: October 6, 2025

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 and quick around the room.
- NWCCU Site Visit October 8-10
- Update on Internship Student Learning Agreement
 - a. Internship Student Learning Agreement has been finalized and is posted under the procedures section on the [Academic and Related Policies and Procedures](#) page.
 - b. Spring 2026 implementation - discussion of best practices.
 - c. The dean or community campus director's office is responsible for archiving the individual agreements. This is for the purpose of continuity, should a faculty member leave the institution.
 - d. Document retention discussion.
- Student Handbook Template Status
 - a. The annual collection of student handbooks has been completed.
 - b. Individual handbooks will undergo review during the year the program is undergoing Program Review.
 - c. The template is pending final review and approval.
- This year's task - Scheduling Process, Soup to Nuts
 - a. The provost will join the discussion to help shape the charge for this year's main task.
- Open Discussion

Future topics: The use of subject lines in emails to streamline our work; NWCCU new requirement around programs with tracks/concentrations/emphases

- Informational
 - [Academic Calendar and Other Academic Deadlines](#) (Includes First Two Weeks Back, curriculum, assessment, program review, textbook, and fee deadlines, among others)
 - a. Program Review Informational Session, October 23 (2:30-4:00), ADM 202 and [Zoom](#)
 - [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)
- **Possible Future Topic Ideas:** 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 (<i>Support</i>)
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 10/6	Committee Meeting	8:30-9:30 a.m.	ADM 202 & Zoom
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 May 5, 2025 MEETING: Walked through several informational items. The group was also updated on the progress of the working groups. Provost discussed next year’s tasks.