

Academic Process & Policy Advisory group

Agenda: November 3, 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 shout outs and celebrations
- 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 communications have occurred?
 - b. What is your college's/campus's plan for phasing in the agreement?
 - 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. What is your college/campus considering?
 - d. Document retention. Per the [University of Alaska Retention and Disposition Schedule regarding Classroom/Course Records](#), it would be "one full semester (excluding summer) after the semester in which the final grade was recorded." In cases where there has been an Academic Dispute Resolution Procedure engaged, the record must be "retained 1 year after the end of the process." These are published on the [Retention and Disposition Schedules webpage](#) at the UA System.
- New AK Textbook Affordability Legislation and Schedule Changes Coming Up
 - a. [AK State Legislation SB13](#)
 - b. UA System OIT heading up the process
 - c. UAA Status
 - d. Your role
- Provost's Message re Summer and Fall Scheduling
 - a. Note the adjusted deadlines
 - b. Note the course fee reference now goes to a static spreadsheet, one will be for summer, one will be for fall
 - c. Note the exceptions include schedule planning exceptions (using non-standard start times, multiple CRNS), as well as the following types of changes after the schedule is viewable: schedule changes (days, times, location, modality, semester length), required course materials, course fees.
 - d. Subject lines:
 - 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 <College> <Semester Year> <Course Prefix, Number>*
- Scheduling Process Review
 - a. 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.

- 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)
 - [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>)

	Committee Member		Committee Member		Committee Member
	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: Update on Internship Learner Record and Student Handbook Template; Learner Record Agreement is posted and will be phased in over this year and next; Student Handbook Template is under review and all handbooks related to an AY26 Academic Program Review will undergo OAA review and approval. The provost joined to help tee up the schedule review task.