

**Academic Process & Policy Advisory group**

Agenda: February 3, 2024

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

1. Welcome and reminder about the charge and role of this group.
2. Waitlists. Please review the results of surveying the colleges and campuses. Consider - Did your college or campus respond to all the questions? Is the response on a college/campus level? Please send any adjustments to Megan Carlson.

Questions were:

- In your college/on your campus, who makes the decision to include a waitlist? The instructor? The program? The dean/assistant director?
- Are there factors outside of instructor/departments preference?
- Schedulers have the ability to go in to CLSS (or Banner for the community campuses) to remove the function. Have you authorized anyone else to go in and make that change?

For next meeting: In looking at this information, what does it mean to you in your current role?  
How about if you were the dean? How about if you were the provost?

3. Report out from and discussion with the Task Groups.
  - a. Student Handbooks - Kristin Lutz (Lead), LeeAnne Carrothers, Bridgett Mayorga, Fred Dyen, Donna Aguiniga
  - b. Internships - Julie Wrigley (Lead), Khrys Duddleston, Eric Murphy, Cary Moore, MaryCatherine Harmon, Al Grant, Travis Hedwig, Kristen Ogilvie
4. Accreditation Update.
  - a. The February governance reports from the vice chancellors are focused on the budget process, how decisions are made, and where in the process there is opportunity for input. The provost's messages are then also posted on the [Academic Affairs website](#), under the Provost Communications button.
  - b. Chapters of the UAA self-study report will be posted on the [NWCCU Reports and Responses](#) page, with opportunities for feedback. The first chapters 1.A Institutional Mission and 1.B Improving Institutional Effectiveness will be posted this week. Please read the draft chapters and provide input, and encourage faculty and staff in your unit to do so as well.
5. Open Discussion
6. 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.

## 7. Informational

- [NWCCU Reports and Responses](#) (Includes for this accreditation cycle the UAA reports to NWCCU and the formal responses from NWCCU.)
- [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 Calendar and Other Academic Deadlines](#) (Includes curriculum, assessment, program review, textbook, and fee deadlines, among others)
- [Academic Program Review](#) (Provides an overview of the process as well as the seven-year schedule, this year's specific schedule, and past reports)
- [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)

### Academic Process & Policy Advisory Membership

Committee Member	Committee Member	Committee Member
Susan Kalina, Senior Vice Provost, OAA, Chair	Al Grant, Associate Dean, Technical Programs, CTC	David Moxley, Assistant Dean, School of Justice & Human Services, COH
Donna Aguiniga, Assistant Dean, School of Social Work, COH	MaryCatherine Harmon, Director, Academic Affairs, Mat-Su College	Eric Murphy, Assistant Dean, Psychology, CAS
Jennifer Brock, Associate Dean, CoEng	Ian Hartman, Associate Dean, Faculty Affairs, CAS	Kristen Ogilvie, Associate Dean, Student Affairs, CAS
LeeAnne Carrothers, Assistant Dean, School of Preventive and Therapeutic Sciences, COH	Travis Hedwig, Assistant Dean, Division of Population Health Sciences, College of Health	Andre Rosay, Associate Dean, Community & Behavioral Health Programs, COH
Scott Downing, Assistant Director, Kenai Peninsula College	Kristin Lutz, Associate Director, School of Nursing, COH	Julie Wrigley, Interim Associate Dean, CBPP
Khrys Duddleston, Assistant Dean, Biological Sciences, CAS	Bridgett Mayorga, Assistant Dean, School of Allied Health, COH	Kathy Young, Assistant Dean, WWAMI School of Medical Education, COH
Fred Dyen, Assistant Dean, Aviation Technology, CTC	Cary Moore, Associate Dean, Clinical Health Programs, COH	Megan Carlson, OAA ( <i>Support</i> )

### Scheduled Meeting Dates Academic Year 2024 - 2025

*First Mondays 8:30-9:30 a.m.*

Date	Meeting	Time	Location
Monday 9/23	Committee Meeting	9:00-10:00 a.m.	ADM 202 & Zoom
Monday 10/7	Committee Meeting	8:30-9:30 a.m.	ADM 202 & Zoom
Monday 11/4	Committee Meeting	8:30-9:30 a.m.	ADM 202 & Zoom
Monday 2/3	Committee Meeting	8:30-9:30 a.m.	ADM 202 & Zoom
Monday 3/3	Committee Meeting	8:30-9:30 a.m.	ADM 202 & Zoom
Monday 4/7	Committee Meeting	8:30-9:30 a.m.	ADM 202 & Zoom
Monday 5/5	Committee Meeting	8:30-9:30 a.m.	ADM 202 & Zoom

## **SUMMARY FROM NOVEMBER 4, 2024 MEETING:**

Corrected the membership lists for the task groups and sent out additional guidance:

**Student Handbooks** - LeeAnne Carrothers, Bridgett Mayorga, Fred Dyen, Kristin Lutz (Lead), Donna Aguiniga

### **General Principles:**

- Target audience is admitted students;
- Professional Programs typically have handbooks due to specialized accreditation;
- Aim for a positive, rather than punitive tone;
- Point to the specific policy playing out, incorporate the ability to correct whenever possible, include the right to appeal a decision and point them to the policy, and the steps a student must take to engage the process.
- Do not repeat policy that is elsewhere; provide a framing sentence and a link; For example, "The Student Handbook includes policies related to..."
- Consider one handbook with sections, rather than a general handbook and a clinical handbook.

**Internships** - Julie Wrigley (Lead), Khrys Duddleston, Eric Murphy, Cary Moore, MaryCatherine Harmon, Al Grant, Travis Hedwig, Kristen Ogilvie

**Working definition.** An internship is not typically required for graduation. Ideally it is paid, but many are unpaid. The student is supervised by both a faculty member and an employer with specific outcomes to help the student meet the educational goals of the internship.

**Goal.** The long-term goal is to have clear processes and steps for students, faculty, and employers, so students can find internships, employers can find interns, and faculty understand their responsibilities related to the learning contract, regular contact with the student, and the assessment of the learning.

**This year.** This year, the task group is asked to do the following: 1) Review the current placement agreements, not to completely redo them, but to see if there is anything missing, unclear, etc.; 2) Propose a standard approach to the learner agreement between the faculty and student. This should include the expected schedule (when/where the student needs to be), the learning outcomes, and the manner in which those outcomes will be assessed.