

### **Academic Process & Policy Advisory group**

Agenda: February 2, 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: 848 0160 4780 – Passcode: 503560

- Welcome and Introductions
- Course Dog Presentation/Discussion - Ryan McDaniel and John Zetterman
- Schedule Process Review Project
  - a. [Production calendar](#) posted on [Registrar's scheduling website](#)
  - b. Next topic from the list - Schedule blocks, coordination across colleges and campuses, semester-length/credit hour, modality determination, determination of course caps?
- 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](#)
- 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.

**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	Brad Myrstol, Assistant Dean, School of Justice and Human Services, COH
Donna Aguiniga, Assistant Dean, School of Social Work, COH	Travis Hedwig, Assistant Dean, Division of Population Health Sciences, College of Health	Jeremy Nettleton, Interim Director of Academic Affairs, MSC
Jennifer Brock, Associate Dean, CoEng	Kristin Lutz, Associate Director, School of Nursing, COH	Kristen Ogilvie, Associate Dean, Student Affairs, CAS
Khrys Duddleston, Assistant Dean, Biological Sciences, CAS	Bridgett Mayorga, Assistant Dean, School of Allied Health, COH	Nicholas Phelps, Assistant Dean, WWAMI, COH
Jane Fuerstenau, Interim Director of Academic Affairs, KPC	Cary Moore, Associate Dean, Clinical Health Programs, COH	Andre Rosay, Associate Dean, Community & Behavioral Health Programs, COH
Al Grant, Associate Dean, Technical Programs, CTC	Eric Murphy, Assistant Dean, Psychology, CAS	Julie Wrigley, Interim Associate Dean, CBPP

### 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	Canceled	-	-
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 January 5, 2026 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