

Academic Process & Policy Advisory group

Agenda: April 7, 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

1. Welcome and some celebrations and shout outs.
2. Informational:
 - Continuing Studies Update
 - Course fee process; moving forward including inactive courses being reactivated; end of year report
 - Using subject lines
 - Accreditation/Assessment Retreat, May 8 (9:00-12:00), LIB 307 and Zoom, [Register](#)
 - Curriculum Convocation, August 13 (2:00-4:00), LIB and Zoom
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
 - c. **Most updated placement agreement template** - Review
 - d. **Next year's likely task** - Reviewing and Revisiting the Standard Course Blocks
4. Accreditation Update.
 - a. **Governance Reports.** The March governance reports from the vice chancellors are focused on how the results of assessment and other data are used in decision making and resource allocation. Specific examples will be provided. The provost's messages are then also posted on the [Academic Affairs website](#), under the Provost Communications button.
 - b. **UAA's Evaluation of Institutional Effectiveness Report Status.** Standard 1.C Student Learning will be posted soon along with a survey for guidance on the [NWCCU Reports and Responses](#) page. Please read the draft and provide guidance, and encourage faculty and staff in your unit to do so as well.
 - c. **Site Visit.** NWCCU peer evaluation site visit is October 8-10. What to expect.
 - d. **Site Visit Preparation.** How are you preparing folks in your college?
5. Waitlists. 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?
6. Open Discussion
7. Informational
 - **Planning a Curriculum Convocation for the first week of fall faculty contract**
 - [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)

8. **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	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 FEBRUARY 3, 2024 MEETING:

Student Handbooks - The group has put together a draft table of contents.

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 - The internship group had questions about the definition of an internship, and pointed out the likely need to provide definitions for all the practical training type courses (internships, clinicals, practicums, etc.)

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.

The provost joined at the end of the meeting. Discussion included the internship questions. The group was also wondering about how the chancellor's position would be filled, after Chancellor Parnell's retirement in May. The provost did not have information beyond what had already been shared by the president.