

Academic Process & Policy Advisory group

Agenda: November 4, 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 Introductions
2. Follow up on waitlists -
 - a. Please email Megan Carlson the answers to the following:
 - In your college/on your campus, who makes the decision to remove the waitlist function from a course or section and how is the decision made?
 - Are there factors outside of instructor/department 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?
 - b. Handout from Registrar
3. Scheduling - Provost memo on scheduling is drafted and should come out in the next week or so. The schedules roll on December 1. Deans have received a spreadsheet to consider the assigned priority rooms.
4. Task Groups:
 - a. Student Handbooks - LeeAnne Carrothers, Bridgett Mayorga, Fred Dyen, Kristin Lutz
 - b. Internships - Julie Wrigley, Khrys Duddleston, Eric Murphy, Kathy Young, MaryCatherine Harmon, Al Grant, Travis Hedwig, Kristen Ogilvie
5. Thinking through our college/campus cultures and your role
6. Open Discussion
7. Future Topics: 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?
8. Informational
 - [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 12/2	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