



## MEMORANDUM

TO: Vice Provost Susan Kalina  
FROM: Provost Denise Runge  
DATE: September 5, 2024  
RE: Charge memo to reestablish the Academic Policy & Process Advisory group

---

The Vice Provost is charged with convening the standing group of associate and assistant deans and assistant community campus directors. The group, formerly known as the Academic Policy Advisory Committee, was paused during the pandemic and due to other disruptions. It is now time to reinstate this important group.

This standing group will benefit the institution as a whole, the individual colleges and campuses, and it will also serve as a venue for professional development. Its general purposes are to: develop common approaches to the implementation of academic policies and practices across colleges and campuses; to serve as a venue for discussing common challenges, solutions, and best practices; to look for ways to streamline processes and to come forward with requests for assistance, such as software or trainings, that will lead to more efficient and effective common processes; to connect this level of academic leadership across all colleges and campuses; and to provide an additional venue for professional development in academic leadership.

The group will also be charged with specific tasks. In this academic year 2024, I am asking that the group 1) review program and college level student handbooks and put forward a common template for consideration and 2) propose a comprehensive approach to implementing academic credit internships.