**Minutes- November 7, 2023**

**Council of University Chief Academic Officers**

**Virtual Meeting**

The Council of University Chief Academic Officers met via Zoom on Tuesday, Nov. 7 at 12:30 p.m.

Members present included Tina Jones (UWA), Carl Pettis (Alabama State), Lee Vartanian (Athens State), Christie Shelton (JSU), Katie Kinney (UNA), Tonjanita Johnson (UA System), Rhonda Gaede (UAH), Charles Guest (USA), and Norman Godwin (AU).

Tina Jones called the meeting to order and explained that with the retirement of Dr. Tim Edwards at UWA and with Dr. Ross Alexander’s move from UNA to the presidency of Texas A&M University – Texarkana, CUCAO is currently without a chair and vice-chair. In reviewing the bylaws, officers needed to be updated.

Carl Pettis moved that Tina Jones serve as chair as Dr. Edwards from UWA had been the next in line to serve, and Christie Shelton seconded. The motion carried.

Jones accepted the position and said she welcomed all feedback as CUCAO reorganized.

Jones asked members to send nominations to her for the remaining officers of vice-chair, secretary and treasurer.

As a first order of business, Dr. Pettis inquired about dues. He and Dr. Shelton concurred that the last dues payment of $200 was collected in 2021-22. Jones said she would reach out to ACHE to learn more.

Jones added that dues were not mentioned in the bylaws. She recommended a review of the bylaws and asked that each member review and send recommended changes to her.

The group agreed that UWA should continue to host the CUCAO website, and Jones said she would oversee updates as the page is outdated.

Before closing the meeting, Jones directed attention to the updates from Robin McGill and are inserted below.

**December 2023 Meeting Programs (see below)**

The new academic proposals up for review at the December ACHE Meeting are posted to ACHE’s Public Forum page: [https://www.ache.edu/index.php/ache-public-forum/](https://urldefense.com/v3/__https%3A/www.ache.edu/index.php/ache-public-forum/__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18NxxrFz9H9$) . For your convenience, I’ve also provided a list below. Please check to make sure your institution’s proposals appear correctly. As you can see, there is full slate of graduate proposals that the ACGD is currently reviewing. For the undergraduate proposals, the peer review body is the Council of University Chief Academic Officers (CUCAO), and we welcome input from CUCAOs or their designees regarding specific proposals.

**2024 Meeting Dates and Deadlines (see attached)**

At its September meeting, the Commission approved its quarterly meeting schedule for 2024. Attached is an updated list of dates and deadlines to help you prepare academic items for consideration at one of the Commission’s 2024 meetings. For your convenience, we’ve also included the SACSCOC Substantive Change Deadlines alongside our own. You may also notice that we are trying to make the deadlines more streamlined for annual off-campus site reporting and post-implementation reporting. These appear in the left-most column.

**Administrative Procedures Updates**

At its September meeting, the Commission gave final approval to three different rule updates within the [Administrative Procedures for Program Review (300-2-1)](https://urldefense.com/v3/__http%3A/www.alabamaadministrativecode.state.al.us/docs/hged/index.html__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx5JL2nGa$). These have been filed with the Legislative Services Agency and will officially become effective on November 13, 2023.

* Effective 11/13/23: [Amendments to §300-2-1-.03](https://urldefense.com/v3/__https%3A/www.ache.edu/wp-content/Admin_Procedures/HI-ED-300-2-1-.03-Proposed.pdf__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx-1Znweg$) (New Program Proposals)
* Effective 11/13/23: [Amendments to §300-2-1-.04](https://urldefense.com/v3/__https%3A/www.ache.edu/wp-content/Admin_Procedures/HI-ED-300-2-1-.04-Proposed.pdf__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx7vx2Upc$) (Approval and Post-Implementation)
* Effective 11/13/23: [New Rule §300-2-1-.11](https://urldefense.com/v3/__https%3A/www.ache.edu/wp-content/Admin_Procedures/HI-ED-300-2-1-.11-Proposed.pdf__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx_1EfO-Z$) (Instructional Role and Academic Units)

The following Administrative Procedures received preliminary approval and will be considered for final approval at the Commission Meeting in December:

* For final approval: [Repeal and New Rule §300-2-1-.02](https://urldefense.com/v3/__https%3A/www.ache.edu/wp-content/Admin_Procedures/300-2-1-.02_Review_Approval_State_Authorization.pdf__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx4QfhNCM$) (Non-Alabama Institutions Seeking Authorization). Rule does not apply to public institutions and largely codifies existing practice. Documents are posted on [ACHE’s Public Forum](https://urldefense.com/v3/__https%3A/www.ache.edu/index.php/ache-public-forum/__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18NxxrFz9H9$), and public comment accepted through 11/9/23.
* For final approval: [Amendments to §300-2-1-.10](https://urldefense.com/v3/__https%3A/www.ache.edu/wp-content/Admin_Procedures/300-2-1-.10_Distance_Ed.pdf__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx6DpLTsx$) (Distance Education). Amendments add clarity but do not change existing practice. Documents are posted on [ACHE’s Public Forum](https://urldefense.com/v3/__https%3A/www.ache.edu/index.php/ache-public-forum/__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18NxxrFz9H9$), and public comment will be accepted through 11/9/23.

Additionally, ACHE Staff plan to bring forward changes to the Administrative Procedures that deal with Extensions and Alterations to existing programs. We are holding one last Open Forum to gather input from institutional stakeholders on Thursday, October 19, 2023 from 12:00p to 1:00p CT ([Zoom link](https://urldefense.com/v3/__https%3A/us02web.zoom.us/j/4708552216?pwd=cVd0SlNPcEF6OFRYa2M0Qm5DandUZz09__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx-urhnJ1$), Meeting ID: 470 855 2216 Passcode: 7BRPdU). The session will be posted on ACHE’s webinar page: [https://www.ache.edu/index.php/ache-webinars/](https://urldefense.com/v3/__https%3A/www.ache.edu/index.php/ache-webinars/__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18NxxEvORDI$)

**New Program Proposal Form (see attached)**

I’m pleased to note that the rule change for 300-2-1-.03 noted above includes the elimination of the NISP/ISPA requirement, and ACHE Staff is working to streamline our program review processes accordingly. Based on stakeholder input from a small working group and from the Open Forum on September 21, we have developed a new program proposal form that includes all necessary new program information in one place, with better alignment to SACSCOC Sub Change requirements. While the new processes are not effective until November 13, 2023, several institutions have reached out about getting the new forms to use for programs to be submitted in 2024, which I’ve attached here. We will accept new programs using either format likely through the middle of 2024, though we are still working on programming changes to the APR Portal to eliminate the NISP. For now, please expect that you will still have to “lock” the NISP in the portal. We will notify you again once everything is fully in place for the new process.

**Annual Off-Campus Site Reports**

Thank you to those who submitted annual site reports in response to our call this summer. We are asking that those who have not submitted their annual site reports for Academic Year 2022-23 to do so by December 1, 2023. Ms. Kristan White will reach out to institutions whose reports are outstanding. Going forward, we have decided to set the regular due date for these annual reports in December so that they can be placed on the March meeting agenda.

**Artificial Intelligence (AI) in AL Convening (Save the Date)**

ACHE is sponsoring a statewide convening on **Friday, March 1, 2024** on the topic of “Artificial Intelligence and Its Impact on Higher Education.” The event will be hosted by the University of Alabama in Huntsville. The agenda will include panels and speakers on Teaching and Learning with AI, EdTech Tools, Employability, and other topics. In planning the agenda, we want to highlight what is happening on your campuses. If there are initiatives or projects that would be of interest to a wider audience, please let us know!

**Innovative Universities: Innovate AL**

Last month, I noted that [Innovate Alabama](https://urldefense.com/v3/__https%3A/innovatealabama.org/__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx35erCdL$) was launching a new initiative to connect innovative businesses, institutions, and communities through the “Innovate Alabama Network,” and they have opened another round of applications from interested colleges and universities (due by Friday, January 5, 2024). Importantly, being designated as an “Innovative University” may open up future grant possibilities: [https://innovatealabama.org/innovate-alabama-network/](https://urldefense.com/v3/__https%3A/innovatealabama.org/innovate-alabama-network/__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx-INF5RP$)

**Alabama Talent Triad**

Over the summer of 2023, the Alabama Workforce Council has been piloting its new online talent marketplace known as the Alabama Talent Triad. The Talent Triad is a public-private partnership, sponsored by Governor Ivey’s Office of Education and Workforce Transformation and AlabamaWorks!, to establish a skills-based talent and hiring ecosystem. As the name suggests, there are three components: the Credential Registry (for education providers), the Digital Wallet (verified learning and employment record for job-seekers), and the Skills-Based Job Description Generator (for employers). The Council will soon open the system more broadly, and they are eager to partner with colleges and universities. The Talent Triad has been garnering a lot of attention nationally and from employers within the State, and more information on the Talent Triad can be found here: [https://www.talentplaybook.org/](https://urldefense.com/v3/__https%3A/www.talentplaybook.org/__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx6Nn1ZV0$) . Over the next few weeks, the Talent Triad team will reach out to identify early adopters. If your institution is interested in having a demo, please email me back as soon as possible.

**Upcoming Events**

10/17/23—Region 2 Work-Based Learning Summit (Anniston Regional Fire Training Center), [info link](https://urldefense.com/v3/__https%3A/eastalabamaworks.com/event/east-alabamaworks-quarterly-workforce-meeting-6/__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx2dmqaSF$)

10/19/2023—Open Forum on Administrative Procedures for Program Review ([Virtual](https://urldefense.com/v3/__https%3A/us02web.zoom.us/j/4708552216?pwd=cVd0SlNPcEF6OFRYa2M0Qm5DandUZz09__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx-urhnJ1$)), 12p-1p

10/24/2023—Region 1 Work-Based Learning Summit (Calhoun Community College), [registration link](https://urldefense.com/v3/__https%3A/events.r20.constantcontact.com/register/eventReg?oeidk=a07ek09y2ooead928c7&oseq=&c=&ch=__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx5TogPqv$)

11/8/2023—Region 7 Work-Based Learning Summit (Bishop State Community College), [info link](https://urldefense.com/v3/__https%3A/sawdcalabamaworks.com/event/workforce-summit-2/__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx3VxZoIf$)

11/14-11/15/2023—AL SARA Institutions Meeting (Auburn University at Montgomery, agenda forthcoming), [registration link](https://urldefense.com/v3/__https%3A/forms.office.com/r/9mbC8hfWxe__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx7MujNQ5$)

12/8/2023—Commission December Meeting (Montgomery/[Virtual](https://urldefense.com/v3/__https%3A/us02web.zoom.us/j/6569091900?pwd=KzJ3R05rb01NY1BoV1lCdCs2ZGNIZz09__;!!P64XV7unPROIZg!F-9s84HG23WvFlI70d90boijC3rh_nvouwQa6-G7Ol6owKC6O6Bi2zZ7-LJYdkkvpWExaTQ5P18Nx4_xufvn$)), 10a-12p

**\*Save the Date\*--Friday, March 1, 2024**—Artificial Intelligence in Alabama (AI in AL) Daylong Conference, hosted by the University of Alabama in Huntsville

**\*Save the Date\*--March 27-28, 2024**—ACHIEVE Transfer Student Success Conference, hosted by the University of South Alabama

The meeting was adjourned at 1:15 p.m.

Respectfully submitted,



Tina Naremore Jones