

**ACADEMIC PLANNING & SUPPORT MINUTES**  
**JANUARY 15, 2026**  
**THURSDAY, 10 A.M.**  
**TEAMS**

*Table 1: Member List*

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|---|--|
| <input checked="" type="checkbox"/> <b>Sandra Bauman</b> , Dean/CEO (CHAIR)             | <input checked="" type="checkbox"/> <b>Robyn Kiesling</b> , Exec. Dir. Gen Ed & Transfer |
| <input checked="" type="checkbox"/> <b>Stephanie Hunthausen</b> , Exec. Dir. CTE & DE   | <input checked="" type="checkbox"/> <b>Dawn Anderson</b> , Cosmetology Director          |
| <input checked="" type="checkbox"/> <b>Sevda Raghieb</b> , Director of Nursing          | <input checked="" type="checkbox"/> <b>Michaela Parker</b> , Director of the OTA Program |
| <input checked="" type="checkbox"/> <b>Amy Kong</b> , Director of eLearning & Fac. Dev. |  |

## Agenda:

### Follow-ups from Last Meeting:

- Sevda and Amy share idea for growth mindset training with PD committee:
  - *The committee hasn't met, keep on our agenda for follow-up next meeting.*

### Standing Agenda items:

- Review minutes from last meeting.
- BC Update:
  - *Committee has developed a personnel request process that will go to Cabinet for review.*
- Assessment Committee Update
  - *Has not met since last academics meeting.*

### Mastermind Discussion:

- Debrief ID Days:
  - Feedback from the faculty: There was too much training in a short amount of time; would like to explore other ways to have meetings and trainings in a more distributed timeframe.
  - Discussion of developing options to provide trainings during other times in the year when faculty are on contract but not in class.
  - Sandy will share with senate and union.
  - We will keep this as an item on agenda and develop options for alternate training days.
  - Ice breaker interaction was great!
  - Information on free speech was much appreciated by faculty.
- Syllabus template updates:
  - Robyn has started a draft and will post in the Team.
  - Stephanie will work on some free speech and recording language to add to the template.
  - Nursing has developed AI language for their department. Sevda will share at the next meeting.
- Admins trained as administrators in Vector
  - Kylie will schedule a meeting.
- Shawn IDD Trainer – end of semester training? Creating more effective rubrics?
  - Further discussion, interest by directors for holding training at the end of semester.

**Follow-ups:**

1. Sevda and Amy share idea for growth mindset training with PD committee.
2. Sandy will share IDD feedback with faculty union and senate representatives.
3. Kylie will schedule Vector meeting.
4. Robyn will post syllabus template DRAFT.
5. Sevda will share Nursing AI guidance.
6. Stephanie will work on recording/free speech messaging for syllabus.