

ACADEMIC PLANNING & SUPPORT MINUTES

JANUARY 29, 2026

THURSDAY, 10 AM

TEAMS

Table 1: Members

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

Agenda:

Follow-ups from Last Meeting:

1. Sevda and Amy share idea for growth mindset training with PD committee – *done*.
2. Sandy will share IDD feedback with faculty union and senate representatives – *waiting on next meetings with both groups, keep on follow-up list*.
3. Kylie will schedule Vector meeting – *Jessie is doing the training with individuals*.
4. Robyn will post syllabus template DRAFT – *done*.
5. Sevda will share Nursing AI guidance – *done*.
6. Stephanie will work on recording/free speech messaging for syllabus – *done, we also need to follow up with Valerie to see if we have a policy from UM Legal yet*.

Standing Agenda Items:

- Review minutes from last meeting.
- BC Update – *voted on Cost of Attendance for 26/27-year. Personnel request forms moved to Cabinet*.
- Assessment Committee Update – *ILOs, course assessment process discussions ongoing*.

Mastermind Discussion:

- Syllabus template review:
 - *Discussed items that should be changed.*
 - *Sandy will send to faculty for feedback.*
- Effective rubric training – *hold until fall, talked to Shawn, determined we have a lot of Professional Development scheduled currently.*
- Course Evaluations with *Explorance Blue* (Amy led discussion)
 - Report Distributions – discussion of roles/permissions
 - College Level – Dean & Dean's Cabinet
 - Division Level – Executive Division Directors, Division Directors
 - Department/Program Level – Division Manager, Program Coordinator
 - Questionnaire
 - [faculty evaluation process revised 12-2024.pdf](#)
 - Types of Reports
 - College Level – Aggregate Reports for Individual Instructors, Courses and Programs.
 - Division Level – Aggregate Reports for Individual Instructors, Courses and Programs + Individual CRN reports.

- Department/Program Level – Aggregate Reports for Individual Instructors, Courses and Programs + Individual CRN reports.
- Instructor Level – Aggregate Reports for Cross-listed Courses + Individual CRN reports.
- Start Date and Duration
 - All courses except Trades (Begins right after last day to drop and runs for two weeks).
 - Trades courses (last week of each block).
 - Stephanie will talk to Trades faculty about timing.
 - We need evaluations to be open for last 3 weeks of the semester.
- Additional discussion:
 - Promotion ideas to increase participation rates.
 - Amy and Kylie meeting weekly with the Blue team.
 - Amy will share stock questions provided by Blue so evaluation committee can review them.
 - In future, ability to add evaluation for other services (examples tutoring, advising).
 - Release date of results to instructors – date grades are published.
 - There is an ability to create surveys for instructors to provide feedback on students.

Follow-ups:

1. Invite Sarah and Jessie to February 12 meeting to discuss coding online students as part of Institutional Innovation project.
2. Sandy will share IDD feedback with faculty union and senate representatives.
3. Sandy will ask Valerie about recording policy from UM Legal.
4. Keep syllabus review on agenda.