

## ACADEMIC PLANNING & SUPPORT MINUTES

JULY 17, 2025  
10 a.m. Fishbowl

*Table 1: Academic Planning & Support Members*

### MEMBERS:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> <b>Sandra Bauman</b> , Dean/CEO (CHAIR)             | <input 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>Michaela Parker</b> , Director of OTA    |
| <input checked="" type="checkbox"/> <b>Sevda Raghib</b> , Director of Nursing           | <input checked="" type="checkbox"/> <b>Dawn Anderson</b> , Cosmetology Director |
| <input checked="" type="checkbox"/> <b>Amy Kong</b> , Director of eLearning & Fac. Dev. |   |

### Standing Agenda items:

- Review minutes from last meeting (will post to the web next Monday)
- BC Update – nothing to report
- Assessment Committee Update – nothing to report
- Student Travel Policy – will be a new standing agenda item until this policy and procedure is updated.

### Mastermind Discussion:

- ID Days schedule
  - Reviewed and made updates to the draft schedule
  - Sandy will begin to send calendar invitations for meetings. Meetings that are with small groups or are for individual departments will be scheduled by the appropriate director.
  - Don't forget to use REQUIRED in the title of the meeting invitation when the meeting is not optional for faculty. This was a request by the union for clarity.
- Classroom management activity suggestion
  - As we are not able to find a facilitator, we will have the CTE instructors work together as a group to make recommendations for addressing classroom management situations. Faculty will be put into groups by the directors. Each person will write out a conflict situation on an index card and put it into a basket. Then each group will draw out one scenario and, using the code of conduct as a resource, create a recommendation to handle it. Each group will report out and discuss. Multiple rounds.
- Faculty Learning Community for fall
  - Verify participants – Erika, Jewelie, Gretel, Melinda, Anna, Rachel, ~~Jason~~, Emily
  - ACUE registration next steps – Amy is working on it, will begin in October
  - Schedule – first choice Thursday at 2:30, Amy will send calendar invitations
  - Welcome lunch on August 18 – Sandy will send calendar invitation, hold at APC, Paige to assist
    - Social, meet people, expectation setting, explain the FLC, explain IDD

### Follow-ups:

- Calendar invitations for ID Days
- Student Travel Policy review:
  - Sandy, talk to Sarah
  - Stephanie and Robyn talk to Provosts
  - Sandy asks legal for guidance on day trips