

ACADEMIC PLANNING & SUPPORT MINUTES

JULY 31, 2025

Thursday, 10 a.m. MS Teams

Table 1: Academic Planning & Support Members

MEMBERS:

- ☒ **Sandra Bauman**, Dean/CEO (CHAIR)
- ☒ **Stephanie Hunthausen**, Exec. Dir. CTE & DE
- ☒ **Sevda Raghieb**, Director of Nursing
- ☒ **Amy Kong**, Director of eLearning & Fac. Dev.

- ☒ **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
 - ☒ **Dawn Anderson**, Cosmetology Director
 - ☒ **Michaela Parker**, Director of the OTA Program
- GUEST: Jessie Pate

Follow-ups from last meeting:

- Schedule IDD meetings
- Review Student Travel Policy

Standing Agenda items:

- Review minutes from last meeting (will post to the web next Monday)
- BC Update
 - Council voting today on budget
- Assessment Committee Update
 - Insights training since May

Mastermind Discussion:

- Jessie Pate—Academic years in Insights
 - The group would like to see summer be the trailer for the academic year, as long as it does not create reporting issues.
- LOO and LOA updates (RK)
 - Robyn is working on revisions to LOO – 3 items: trainings are required, assessment activities, and accessibility.
 - Also, on the LOO statement, the instructor needs to work with the director if they want to change the delivery format.
 - LOA – idea to add a column to specify format to a greater degree.
- All-faculty meeting topics
 - Reviewed and revised topic list.
- Final review of the IDD schedule
 - Very close to complete. A data session is scheduled that needs to either pivot to alternate training or determine the best training.
- Course evaluation selection process.
 - Did not discuss, add to next agenda

Follow-ups:

- At the next meeting, Robyn will share a revised LOA template for the group.
 - Invite the admins to the meeting to talk about storage processes.
 - Discuss due dates for returning instructors to ensure we have instructors in place.
 - Will bring a written procedure and checklist for LOA creation and distribution.
 - Sandy will talk to Paige about scheduling a recurring admin meeting.
 - Sandy will bring back records retention info /requirements
 - Sandy will send calendar invitations to Canvas training for both Trades and Cosmetology departments