

ACADEMIC PLANNING & SUPPORT AGENDA

AUGUST 14, 2025

Thursday, 10 a.m. on MS Teams

Table 1: Academic Planning and Support Members

MEMBERS:

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| <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 Raghieb , 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. | |

Follow-ups from last meeting:

- Robyn will share a revised LOA template for the group. Next meeting agenda item and bring in admins to talk about storage processes. Also, talk about due dates for returning to ensure we have instructors in place. Will bring a written procedure and checklist for LOA creation and distribution.
 - In the Team for today's discussion
- Sandy will talk to Paige about scheduling a recurring admin meeting.
 - They don't currently meet, but they do have a Team set up. What if we invite them to discuss our questions at the next meeting?
- Sandy will bring back records retention info /requirements
 - Robyn shared in the last meeting
- Sandy will send calendar invitations to Canvas training for both Trades and Cosmetology departments
 - Done!

Standing Agenda items:

- Review minutes from last meeting (will post to the web next Monday)
- BC Update
 - Budgets loaded in UMDW.
 - Next cycle will be a three-year cycle, template coming out in.
- Assessment Committee Update
 - Insights training continues.
 - Dry run Monday for Wednesday training for fall pilot – Joyce, Keri, Veronica, Rachel, Eleazar, Laura, Cody, and Jason.
 - Spring – pilot will be open to all faculty who are interested.
 - Fall 2026 – required use of Insights for student learning outcome assessment for all instructors.

Mastermind Discussion:

- LOA discussion and LOO discussion
 - Updated language to be clearer about the need to work with the Director for approval before any changes are made.
 - Consideration for meeting contract obligations with hours of instruction vs. credit load.
- Course evaluation tool selection process
 - Table for 8/28 meeting.
- Remote proctoring
 - Table for 8/28 meeting.

Follow-ups:

1. Invite admins to 8/28 meeting.
2. Add the new CBA to our agenda for the September 25 meeting.
3. Robyn will finalize drafts of LOA and LOO and distribute to the group.