

## ACADEMIC PLANNING & SUPPORT MINUTES

**AUGUST 28, 2025**

**THURSDAY 10 A.M.**

### TEAMS

*Table 1: List of Academic Planning Members*

#### MEMBERS:

- |   |  |
|---|--|
| <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 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:

- Invite administrative assistants to the August 28, 2025, meeting.
- Add the new CBA to our agenda for the September 25 meeting.
- Robyn will finalize drafts of LOA and LOO and distribute them to the group.

##### Standing Agenda items:

- Review minutes from last meeting.
- Budget Council Update:
  - No update, meeting was canceled
- Assessment Committee Update:
  - A faculty pilot group trained on using Insights during ID Days.

##### Mastermind Discussion:

- Discussion with Academic Administrative Assistants
  - Creating a consistent base template for both LOA and LOO with the ability for departments to add information as necessary.
  - Goal is to make sure both documents go out well before the end of each semester for the upcoming term, with a return deadline before the semester break.
  - We have been including a release of information form each year. Going forward, it will be a contact information update form.
- Course Evaluation Tool Selection Process
  - Amy reached out to other campuses and added the information in the Team files.
  - Need to move quickly to identify a tool by the spring semester.
  - Needs to be a tool with minimal work required by our administrative assistants.
  - It would be an advantage if it could integrate with Canvas.
- Proctoring information
- Level 5 Promotion Portfolio Development
  - This should be a project for PAC as the mentors supporting the faculty who are applying for tenure and promotion. Sandy will talk to Seth Roby, Faculty Senate President.

**Follow-ups:**

- Look at the info Amy has gathered in the file for options (Course Evals Folder)
- Amy will reach out to set up demos for this group
- Sandy will reach out to Bryon to bring the faculty evaluation committee back together based on the new CBA, Stephanie will update the language and send to the union to review.
- Sandy will talk to Seth about the Canvas shell for Level V promotion portfolio – should be a PAC function