

ACADEMIC PLANNING & SUPPORT MINUTES

DECEMBER 4, 2025

Thursday, 10 a.m.

TEAMS

MEMBERS:

- ☐ Sandra Bauman, Dean/CEO (CHAIR)
- ☒ Stephanie Hunthausen, Exec. Dir. CTE & DE
- ☒ Sevda Raghib, 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

Standing Agenda Items:

- Review minutes from last meeting (will post to the web next Monday)
- Budget Council Update
- Assessment Committee Update

Mastermind Discussion:

- Student Evaluation Contract: Amy & Kylie are working through the process in GrizMart.
 - Sandy emailed Academic Directors to notify faculty that they should download current and former course evaluation documents. We should reiterate this at the 12/16 meeting with all faculty.
 - For spring 2026 – no product will be in place and all of the solutions explored (Canvas survey, Teams form) have limitations or require a great deal of administrative support.
 - Best option would be for Sandy to send an email that faculty can use in their portfolios, explaining that Helena College did not offer institutional course evaluations in the spring of 2026.
- Discussion of required faculty meetings on 12/16:
 - State of the College and faculty meeting should be recorded.
 - Faculty who do not attend meetings on this day need to use leave (as well as if they plan to miss scheduled committee meetings during winter break).
 - Robyn will talk to Kelley about his presentation to faculty and sending an email to them in advance.
 - Do we need to add 2 additional agenda items? New evaluation software update and Assessment update (Jessie?).
- IDD Spring Schedule
 - Stephanie will start a document to begin planning the IDD schedule for spring 2026.
 - Initial brainstorm of topics: Testing Center updates/reminders, Canvas Open Lab, Institutional Learning Outcomes Committee updates, First Amendment training for all campus (Kris), CCSSE data activity (Jessie)
 - Should include a faculty ice breaker for the All-Academics meeting (held at Airport Campus?)
 - Remember to have presenters use a microphone.

Follow-ups:

- Growth mindset training:
 - Look to offer spring of 2026
 - Continue discussion next meeting
- Student excellence awards:
 - Continue discussion next meeting