

## ACADEMIC LEADERS MINUTES

2/27/25

Thursday, 10am

TEAMS

### MEMBERS:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO (CHAIR)             | <input type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Transfer            |
| <input type="checkbox"/> Stephanie Hunthausen, Exec. Dir. CTE & DE              | <input checked="" type="checkbox"/> Jeri Bucy, Director of CEC                   |
| <input checked="" type="checkbox"/> Debra Rapaport, Director of Nursing         | <input checked="" type="checkbox"/> Dawn Anderson, Cosmetology Director          |
| <input checked="" type="checkbox"/> Amy Kong, Director of eLearning & Fac. Dev. | <input checked="" type="checkbox"/> Michaela Parker, Director of the OTA Program |

### Pre-reads:

### Follow-ups from last meeting:

- Continue discussion about syllabus template.
- What is the minimum requirement for faculty use of Canvas? In all formats, including F2F. Need to start this discussion
- Requirement for Canvas use in all Online and Hyflex courses unless there is an approved alternate platform.

### Standing Agenda items:

- Review minutes from last meeting (will post to the web next Monday)
- BC update – *did not discuss*
- Assessment Committee Update
  - Amy provided update on the conversation from Assessment about PLO and ILO in syllabus. The committee agrees that should be removed from syllabus until the mapping and cleanup work is completed, and then added back in. Idea – table format to display.
  - Today eLumen demo. This is the assessment tool the system has selected. It will integrate with Canvas. Cost lower than we anticipated. Amy will ask if they support course evaluations as well.

### Mastermind Discussion:

- Syllabus template.
  - Report from Assessment Committee with support for removing outcomes for now until cleaned up
  - Reminder to add comments to document in file before next meeting. Goal is to finalize at our next meeting so can be distributed to faculty in March
- Expectations for use of Canvas
  - Amy drafted a statement that will be added to the faculty handbook – “Courses that are fully online or hyFlex are expected to use the College’s learning management system, **Canvas**, for instruction and content delivery. Use of an alternative learning platform requires approval from the Division Executive Directors.”
  - For next meeting, Amy will create template documents by modality type that we can use to set expectations for instructor use of Canvas. There will be a set of common expectations, irrespective of modality. Common expectations include: syllabus, contact information, course schedule, announcements, grades. Other ideas – use of messaging to keep email connected to course and copies of assignment sheets.

**Follow-ups:**

1. Amy will create templates by modality for Canvas expectations
2. Everyone will add comments to the syllabus template