ACADEMIC PLANNING & SUPPORT MINUTES

MARCH 27, 2025
Thursday, 10am
TEAMS

MEMBERS:

☐ **Sandra Bauman,** Dean/CEO (CHAIR) ☐ **Robyn Kiesling,** Exec. Dir. Gen Ed & Transfer

☐ **Stephanie Hunthausen,** Exec. Dir. CTE & DE ☐ **Jeri Bucy,** Director of CEC

☐ **Debra Rapaport,** Director of Nursing ☐ **Dawn Anderson,** Cosmetology Director

☐ **Amy Kong,** Director of eLearning & Fac. Dev. ☐ **Michaela Parker,** Director of the OTA Program

Pre-reads:

- o **Syllabus template**
- o **ELumen Pros Cons Questions**

Follow-ups from last meeting:

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

Standing Agenda items:

- o Review minutes from last meeting (will post to the web next Monday)
- o BC Update
    - o *Budgets submitted, but no work can move forward due to no allocation*
    - o *Banner big cost, will get $250K out of $350K*
    - o *Reviewed mandatory fee increase and has moved forward, students approved*
    - o *We are requesting 3% tuition increase but won't know until May Board of Regents*
- o Assessment Committee Update
    - o *See below, discussion with Jessie Pate*

Mastermind Discussion:

- o Syllabus template finalized
    - o *Kylie will finalize and send to all directors to share with directors who will send to faculty*
- o Canvas expectations by modality
    - o *Document created that provides information in a table on usage expectations by course modality*
- o Faculty Hub in Canvas
    - o *Everyone agrees this will be a useful repository for information relevant to faculty*
- o Course Evaluations
    - o *We should do some reminders to faculty when evals are open and when they can check results. Also do a better job reminding students to do their evaluations.*
    - o *Nursing adds to the weekly schedule for semester in the syllabus.*
    - o *Sandy will send emails to faculty, Amy send schedule*
- o Jessie – Assessment topics
    - o eLumen (thoughts on default outcome rubric?)
    - o Do we need levels of mastery? (Introduced, Reinforced, Mastered, Assessed)?

- Ideas for how to go about updating Institutional Learning Outcomes next AY

Follow-ups:

- Kylie will finalize the syllabus template
- Sandy send email to faculty to let them know about Canvas use expectations coming
- Add Canvas usage listening session to ID Days session
- Rick is creating a checklist for faculty for start and end of year. Stephanie will invite him to her meeting to get Trades suggestions.