

## ACADEMIC PLANNING & SUPPORT AGENDA

MAY 8, 2025

Thursday, 10am

TEAMS

### MEMBERS:

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

### Pre-reads:

### Follow-ups from last meeting:

1. All Directors will review checklist and provide comments
2. Sandy will schedule FLC meeting with Amy, Senate President, Union President, and Gen Ed Dept Chair  
*Done. Met April 30.*
3. Kylie will finalize and send out syllabus template  
*done*
4. Stephanie and Robyn will send Sandy verbiage for an email to faculty about upcoming Canvas usage expectations  
*This didn't happen this year, but we are planning a session for ID Days about Canvas usage expectations*

### Standing Agenda items:

- Review minutes from last meeting (will post to the web next Monday)
- BC Update
  - RMTD Insurance cost will be half original projection, big savings for us
  - Two scenarios reviewed for revenue – one with 3% tuition, one with flat tuition
  - No news yet on our state allocation so budget can not be finalized
  - Smart Board and OTA construction costs were originally in the CUR budget request, but can be moved to fee pot to free up resources as necessary
  - Project 13% increase in utility costs
  - Mailchimp will be discontinued soon, waiting on UM solution
  - Surplus revenue options discussed
  - Will be paying off a lighting bond early to free up resources
  - MT Tech dropping course evaluation tool so we need to move forward with a replacement
- Assessment Committee Update
  - April 24 meeting, last for summer
  - eLumen contract going through procurement process now for summer implementation
    - data import biggest part of implementation, all mapping must be complete in order to implement
    - Faculty volunteers for fall limited pilot
    - All faculty training in spring 26
    - full implementation in fall 26
    - course mapping in progress (Jessie and Robyn)
  - purpose of committee will be reevaluated

## Mastermind Discussion:

- Academic priorities document for OCHE (SB)
  - Everyone will look at required fields and start to think about thoughts
  - Robyn will share the document so others can begin to add their thoughts
  - Needs to be completed in June (due July 11, Robyn out starting July 3)
  - Nothing for nursing to allow new director to onboard
  - Update on OTA
  - Cosmetology – Dawn will look at document and draft something
  - Stephanie will need to add Trades
  - Robyn will talk about partnerships with Tech, UMW, UM
- On our radar – future staffing needs
  - Our Academic Priorities document gives us a good place to start projecting future staffing needs
- Course evaluation solution ideas
  - Tech will be using a purchased solution
  - We are in tough spot. When we used paper and pencil, an admin was responsible for entry, very time consuming, we probably do not have the staff capacity
  - UM uses Qualtrics; Deb uses for some nursing assessment. Very cumbersome
  - We need to look into available tools.
  - No tool in Canvas
  - Sophia reached out to UM about using Qualtrics. UM pays \$58K for an integrated Qualtrics solution in Canvas. They have issues, trying to work out the bugs.
  - This summer we need to investigate. Amy will talk to other schools about options and report out at next meeting.
- FLC Design Project:
  - Amy needs help from this group
  - First few months – resources from the college
  - Then transition into teaching, classroom management, etc.
  - Robyn suggest – organize as modules by topic and embed strategies in conversations

## Follow-ups:

- Add course eval and FLC to standing agenda items
- Amy will check on other eval tools
- Jeri and Amy will review Professional Communication module
- Everyone will review the priority document