

ACADEMIC LEADERS MINUTES

DECEMBER 3, 2024

Tuesday, 10am

TEAMS

MEMBERS:

- | | |
|--|---|
| <input 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 type="checkbox"/> Jeri Bucy , Director of CEC |
| <input type="checkbox"/> Debra Rapaport , Director of Nursing | <input type="checkbox"/> Dawn Anderson , Cosmetology Director |
| <input type="checkbox"/> Amy Kong , Director of eLearning & Fac. Dev. | <input type="checkbox"/> Michaela Parker , Director of the OTA Program |

Pre-reads:

Follow-ups from last meeting:

- Sandy will work with IT to establish webpage for committee
 - *The Councils and Committees page will need a bigger overhaul. Will include a webpage for Academic Leaders as part of that work. Aiming for winter break as timeline.*
- Sandy will get input on who should be the project owner of the Canvas/Follett implementation project
 - *Talked with CIO. His perspective is that IT and eLearning should work together but that eLearning should manage the project because – 1. Amy is a great project manager, 2. Once they submit the IT requirements, they will no longer have a piece of the project*
 - *Reminded CIO on 11/21 that IT requirements were not yet provided to Follett*
- Jeri and Deb will coordinate on potential CNA to LPN micropathway/CPL process. Deb is meeting with VA today to discuss CNA training.
 - *Meeting later in the week when Deb is here in person*
 - *VA is very interested in CNA to LPN*
 - *Bitterroot College was going to start a CMA program, but the hospital in Hamilton is starting their own. They would like to work with us as a bridge to LPN. Deb going to work on PLA plan.*
- Same for CMA. Hospitals are more interested in hiring LPNs but clinics are interested in CMAs.
- Amy and Jeri will work together on the implementation of Canvas Catalog for the CEC.
- Robyn will establish academic integrity workgroup to start meeting in the spring. (from 11/7 meeting, will form in fall semester to meet in spring semester)

Standing Agenda items:

- Review minutes from last meeting (will post to the web next Monday)
- BC Update (AK)
 - *Name Budget Council*
 - *Developing a rubric for scoring project requests*
 - *Tuition next biennium discussion. Project 3%, will potential be 2.5% pay raise*
 - *Reviewed budget template*
 - *Stephanie recommend that the fee sheet be revised, Amy will take that back to the BC*
 - *Stephanie brought up need for clarification on which fee pots cover facility needs that are required for specific programs. Welding filter example.*
 - *Robyn and Deb also brought up concern about soap and supplies for sinks being provided in labs. We do need clarification about where these expenses should be budgeted.*
- Assessment Committee Update

- *November meeting – Focused on definitions to develop common understanding.*
- *Watermark demo coming up today*
- *System RFP and selection not yet finalized for assessment tool that connects to Canvas*
- *ID Days faculty activity planned*
- Faculty Evaluation Committee Update
 - *Will have a completed draft soon to match the CBA*
 - *Will go to faculty for review by end of semester*
 - *Next steps will be to look at goals section of the form – the intentions were good behind that form but is duplicative.*

Mastermind Discussion:

- Canvas Catalog (AK)
 - *We are scheduled to pilot in Spring, but we would be the only one at this time since we implemented so early. Other early implementers want to wait. John Thunstrom suggest we wait because no state contract yet. More campuses need to come on board.*
- ID Days Schedule (SB)
 - *Discussed a draft schedule. Sandy will post draft in our Team.*

Follow-ups:

- Amy and Sandy will take suggestion back to BC to revise the fee request form. Cumbersome form that doesn't fit all situations. Also would be good to have a mechanism to discuss multiple fees within a department/division.
- Stephanie will send an email about the welding filter issue that we can take to the BC.
- Robyn will talk to Morgan Davis about social work perspective on de-escalation training for ID Days.
- Sandy get more information from Rebecca Hargis on ACES training. Potentially have her come to this meeting to demo.
- Sandy draft ID Days schedule and then invitations once finalized.