

ACADEMIC PLANNING & SUPPORT AGENDA

FEBRUARY 12, 2026

Thursday, 10 a.m.

TEAMS

MEMBERS:

- Sandra Bauman**, Dean/CEO (CHAIR)
- Stephanie Hunthausen**, Exec. Dir. CTE & DE
- Sevda Raghieb**, 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
- Guests: Jessie Pate & Sarah Dellwo**

Follow-ups from Last Meeting:

1. Invite Sarah and Jessie to February 12 meeting to discuss coding online students as part of Institutional Innovation project - Done!
2. Sandy will share IDD feedback with faculty union and senate representatives.
 - a. Bryon – survey faculty
3. Sandy will ask Valerie about recording policy from University of Montana (UM) Legal.
 - a. Valerie will follow-up with legal.
4. Keep syllabus review on the agenda

Standing Agenda Items:

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

Mastermind Discussion:

1. Discuss online orientation and define online students as part of our institutional innovation grant:
 - a. Two problems to solve - who is required to attend online student orientation and how do we define online students.
 - b. Concept of creating modules for supporting online students. Not all students would be required to complete each piece, will depend on program and first semester course modality.
 - c. Sarah will continue to work with orientation committee on development of orientation and keep this group informed.
 - d. For reporting purposes, Jessie will use students who are in all online and hyflex courses as “online” students.
2. Syllabus template feedback:
 - a. First comment was about removing the required language and referring students to the handbook – as the syllabus is the contract with students. Decision: It needs to stay in the syllabus.
 - b. Second comment was a request to make sure template is accessible. Per Amy, the version in the Canvas Faculty Hub is accessible, so we need to ensure we communicate that to faculty.

- c. Third comment was that we need a recording statement. That is in the works from UM Human Resources (HR).
- 3. Brainstorming for institutional calendar workgroup:
 - a. Tabled. Michaela is our representative on the committee and will keep us informed.
- 4. LOA workflow:
 - a. Tabled.
 - b. Expand discussion to include LOO for summer.