

## ACADEMIC PLANNING & SUPPORT MINUTES

APRIL 9, 2026

10 am

**TEAMS**

*Table 1: Members*

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

### Agenda

#### Follow-ups from last meeting:

1. Tabled agenda items from last meeting, add to next meeting LOA flow, summer LOO, continued syllabus discussion
2. Determine faculty meeting May 4 or 5 to set SLO expectations

#### Standing Agenda items:

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

#### Mastermind Discussion:

1. Syllabus template, including faculty concerns about accessibility and database template
  - a. When finished, direct faculty to the faculty hub in Canvas, rather than sending an attachment
  - b. Find out from Val if there is an update from UM yet about recording so we can get language added to syllabus. If no UM policy yet, add a reference to the Student Code of Conduct about following directive of college personnel
  - c. From faculty senate, concern with accessibility and the template comes from pulling the syllabus from the database. Amy will talk to Bryon about making that version accessible.
  - d. Delete the reference to the ILOs. The committee has determined that the ILOs will be added to Canvas for this first year
2. LOA flow
  - a. Each department will submit signed LOAs to Mary, and add the credits to the master spreadsheet to ensure we are not inadvertently putting faculty into overload without prior approval
3. Summer LOO
  - a. These are done for summer, need to keep Fall LOOs on the agenda as a topic. We are waiting on final determination of adjunct salary and assessment expectation language
4. Faculty meeting May 4 or 5?
  - a. Will include all divisions, need to make sure our pilot faculty are prepared to speak to the process
  - b. Amy and Sevda are both on SLOA committee and will take back to Jessie and group for planning
  - c. Meeting needs to be May 4, 1 hour
5. Course Evaluation
  - a. Ready to use for summer

- b. Schedule for summer will be to send evaluation in last two week so of each session (5-week, 6-week, 10-week, and 13-weeks)
- c. Amy and IT are still working on some Banner coding to expand reporting ability in future terms
- 6. Math pathways follow up
  - a. Robyn and Sevda will continue to work with Joyce and provide feedback to Crystine at OCHE

**Follow-ups:**

- 1. Plan faculty meeting on May 4
- 2. Amy will talk to Bryon about making the syllabus template out of the database accessible
- 3. Sandy get time from Jessie and then schedule May 4 meeting with faculty
- 4. Sandy talk to Val about UM policy on recording, any updates?
- 5. Add Fall LOO to next agenda
- 6. Finalize the syllabus template