ACADEMIC PLANNING & SUPPORT MINUTES

SEPTEMBER 10, 2026
Thursday, 10 am
TEAMS

MEMBERS:

- ☒ **Sandra Bauman,** Dean/CEO (CHAIR)
- ☒ **Stephanie Hunthausen,** Exec. Dir. CTE & DE
- ☒ **Sevda Raghib,** Director of Nursing
- ☒ **Amy Kong,** Director of eLearning & Fac. Dev.
- ☒ **Jessie Pate,** Director of IR & Effectiveness
- ☒ **Robyn Kiesling,** Exec. Dir. Gen Ed & Transfer
- ☒ **Dawn Anderson,** Cosmetology Director
- ☒ **Michaela Parker,** Director of the OTA Program
- ☐ **Derik McClintock,** Director of Aviation Maint.

Agenda

Follow-ups from Last Meeting:

- Sandy update bylaws to reflect current group membership - done

Standing Agenda items:

- Review minutes from last meeting (will post to the web next Monday)

Mastermind Discussion:

1. **Fee request worksheets (SH)**
   - Discussion of changes that would improve process for academic departments
   - Will invite Cari to our next meeting to discuss
2. **Plan for communication to students on importance of course evaluations (SH)**
   - Talk with faculty about importance of promoting, ask what they are doing to promote
   - Display QR code in class
   - Add to TV screens and student newsletter
   - Keep as standing item on our agenda this semester
3. **Our annual plan goal(s) (SB)**
   - Increase participation in course evaluations, Sandy will submit
4. **New Faculty onboarding with eLearning & Faculty Development (AK)**
   - Connection email to Amy and new faculty from director for “warm handoff”.
   - See about Amy added to mach forms

Follow-ups:

1. Invite Cari to continue fee discussion
2. Standing agenda item for course evaluations
3. Annual plan submission related to increased participation on course evaluations
4. Check on mach forms