



ACADEMIC PLANNING & SUPPORT AGENDA

AUGUST 13, 2026

Thursday, 10 am

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
- ☑ **Derik McClintock**, Director of Aviation Maint.
- Guest – **Abby Rausch**, Director of Marketing, Communications, and Alumni Relations

Mastermind Discussion:

Abigail Rausch, Director of Marketing Presentation

- Presentation to all-academics meeting on website process and marketing request form
- Abby shared her revised DRAFT request form. Per discussion after presentation, we decided to have Abby roll out the form to faculty in individual divisions meetings, rather than at the all-academics meeting.

Finalize All-Academics Agenda

- Sandy will send the calendar invitation to the presenters and update the invite with the agenda topics.

Bylaws revision - https://helenacollege.edu/campus_facilities/committees/academic-planning-support/docs/bylaws_academic_planning_and_support_committee_03-18-25.pdf (membership)

- Sandy will update the bylaws and have Paige update the website.