

Business, Design, & Workforce Division

AGENDA - MINUTES

Monday, August 16, 2021

2:15 pm to 4:15 pm

Location: Zoom

2:15 General Announcements – Welcome Back!

1. Jonathan Wax is on a detailed assignment at the College of San Mateo
2. Ronda Chaney- Fashion
 - a. Met with instructors/staff on Friday
 - b. Convert and rebuild a class
3. Elsa Torres- Interior Design
 - a. Tried to have an in-person class, 3 students registered
4. Candice Nance- Business
 - a. Enrollment picked up
 - b. Business Administration like majors tend to be online
5. Leonor Cabrera- Accounting
 - a. Last-minute changes and canceled a class
6. Althea Kippes- Paralegal
 - a. Continuing to build online, classes have been online since 2018
 - b. CSM Library access
 - c. CBC OEI class approval
 - d. Animal Law accepting students
7. Janice Weeks- CBOT
 - a. Enrollment increased in the last week
8. Dr. Ritu Malhotra- Medical Assisting
 - a. Online and lab class has been in-person
 - b. Enrollment is good
9. Patty Hall- Education & Human Development
 - a. Enrollment has picked up, SMCOE course outreach
 - b. Outreach with ESL-Alicia Aguirre, East Palo Alto population
 - c. Dual Enrollment- 3 sections at Hillsdale High School (100 plus students)
 - i. Will build 12 units to
 - ii. Sarita Santos and Jamie Smith will teach at the high school
 - d. CID revise Human Services
 - i. Build stackable certificate
10. Kären Wiggins-Dowler- FKCE
 - a. Project to help foster youth students at Cañada College
 - i. Outreach- high school, existing counseling and EOPS, community of practice
 - ii. Support
 - iii. Target foster youth families
 - iv. Sarita Santos, instructional liaison
 1. Let Sarita or Kären know if you are interested in participating in the community of practice
11. Paul Naas- Digital Art & Animation
 - a. Enrollment has increased
 - b. Students tend to register right before the semester starts

12. Annie Nicolls- COOP
 - a. Plans to table on campus to recruit students
 - b. Ready to serve in-person classes

Confirmation of Participatory Governance Division Reps

1. See previous Division Meeting
 - a. Dean Lacefield to post on website/email
 - b. Vacant
 - i. No BDW -CTE Liaison voting members
 - ii. Student Services Planning Council
 - iii. ACES- Interest Area Representatives
 - iv. Curriculum Committee

Campus Construction and updates

1. Building 1- Kinesiology & Wellness
 - a. It is complete, no access to the gym/pool
2. Building 13- CLOSED/OFFLINE
 - a. Swing Space and offices
 - b. No furniture in the offices
 - c. Many instructors have been moved to Building 18
 - d. Elevator access in Building 18?
 - e. Need keys to access office
3. Building 22
 - a. Renovation is almost complete
 - b. Division Office is currently in Building 22 during Building 13 renovations
 - c. Monday-Thursday 9am-5pm
 - d. Mailroom/Workroom Building 22-133
 - e. Please email or call to let us know if you plan to visit Building 22
4. Campus access
 - a. Encourage student groups to visit the campus need advisor to supervisor
 - b. Masks indoor is required
 - c. No form is required to access the campus

3:00 Division Information and Business

1. Campus Update, Recovery, Hyla Lacefield, Dean, BDW
 - a. HVAC filter in buildings
 - b. Suggest, recommend having medical accommodation on file with District HR
 - c. 23-103 Hyflex classroom option
 - i. Not sure how the sound/audio will be when multiple people are talking
 - ii. Can book the room to "test" the room
 - iii. Request to have a Hyflex division meeting (demo)
2. BDW Faculty Evaluations (confirmation of committees)
 - a. Dean Lacefield will email information/timeline for the committees

3:30 Disability Resource Center and support for students with disabilities and their professors – Dr. Bettina Lee

<https://canadacollege.edu/disabilityresourcecenter/index.php>

1. Not all accommodations will apply to the class
2. Students should request to meet with the instructor to go over the memo/accommodation, suggest to also CC the DRC
3. Student should email a detailed email to the instructor about meeting (have in writing)
4. DRC can amend student accommodation anytime
5. DRC evaluate students throughout the school year, look at the date of memo
 - a. Intake is 2-3 weeks delayed
6. Extra time- can be given before the test, does not have to be at the end of class
 - a. If the exam is over 2 hours, can break up to different days
 - b. It should also be in writing
7. Do not use student name in the Subject line in emails
 - a. Do what you can to protect student's confidentiality
8. PCC form for faculty to refer students
9. Nurse through telehealth

CC Dean Lacefield if you want her apprised to an email. If you want her direct involvement email/text her.

Committee Report Outs:

1. Academic Senate
2. Classified Senate
3. Curriculum Committee
4. Distance Education Advisory Committee
5. Instructional Planning Council
6. Planning and Budgeting Council
7. AFT 1493
8. CSEA Chapter 33
9. Safety Committee
10. Technology Committee
11. Professional Development Planning Committee

Reminders:

1. SMCCCD Drive-Up WIFI: <https://covid-19.smccd.edu/drive-up-wi-fi/>
2. Syllabi: Please submit course syllabi to Jonna Pounds, pounds@smccd.edu by Friday, August 20. Contracts for part-timers are due on the same day.