

## **Business, Design, and Workforce Division Meeting**

**Friday, February 5, 2021**

Meeting Minutes

12:00 – 2:00 p.m.

Cañada College

ZOOM meeting

*Present:* Leonor Cabrera, Jonathan Wax, Ritu Malhorta, Elsa Torres, Annie Nicholls, Althea Kippes, Paul Naas, Jamie Hui, Hyla Lacefield, Ronda Chaney, Sarita Santos, Bernadette Newland, David Gainey, Richard Schulke, Lisa Rose, Gampi Shankar, Janice Weeks, Kathleen Lorist, Bill Burger, Ritu Malhotra, Patty Hall, David Eck, David Meckler, Thena Gee, Manuel Perez, Mercedes White, Paul Roscelli, Robert Sellers

*Next meeting:* March 2021

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### **1. Guided Pathways Update – David Eck, David Meckler, and Gampi Shankar**

- a. August Colts-Con, we need help and ideas for Interest Area break-out sessions
  - i. Suggested Guest Speakers
  - ii. Community Building Activities
  - iii. Program information for students who have chosen programs in your interest area
  - iv. Program information for undecided students
- b. If you have video content, we'd be happy to share during Colts-Con
- c. Possible dates: August 3, 4, 5. Most likely the afternoon of August 4.
- d. PEP Events, need interest area speakers for these times:
  - i. 4/14, 4/21, and 4/28, 5/8
- e. Please reach out
- f. Reach out to marketing department to discuss embedding Program Mappers onto website
- g. Start thinking about what information you would like potential students share.
- h. Suggest creating videos for your particular areas that we can use repeatedly for these events.
- i. Success teams are forming, and will be starting this work now. As are peer mentors.

- j. Faculty leads for each Interest Area are on the planning committee for each Interest Area.

## **2. VPSS Update – Dr. Manuel Perez**

- a. Lots of good work with Guided Pathways happening
- b. CRM Townhall happened yesterday, lots of development with integrating the CRM into more college processes.
- c. Second wave of emergency funds have been released, but figuring out the allocation per each of our campuses
  - i. We will be doing more direct-payments to students
  - ii. Covering COVID related expenses
- d. Undocumented students are available to access these funds for future rounds of direct payments
- e. AANAPISI - Asian American Native American Pacific Islander Serving Institution
- f. Question re: COVID-19 federal funding, will there be an access point where faculty can request this additional emergency funding? Can faculty have an input on priorities going forward?
  - i. Looking into this, having finalized percentages at this time. There will be presentations at PBC and Student Services Planning Council.
  - ii. Cabinet will be discussing these items, as well Academic Senate.
  - iii. The timeline for this is fast, so please reach out to your deans ASAP to advocate for these projects.

## **3. Introduction of New Adjunct – All**

- a. Thena Gee – New EHD Faculty, was teacher at the Child Dev. Center at CSM.
- b. Lisa Rose – New Digital Art & Animation Faculty, teaching UI/UX Courses

## **4. Construction Updates (CIP Update) – Hyla Lacefield**

- a. Dean Lacefield went to the recent District meeting of this group.
- b. Building 22 should be completed on time.
- c. Building 13 is scheduled for next project after Building 22 is online and the swing out starts.

## **5. Curriculum Review & Advisory Board Meetings – Hyla Lacefield**

- a. We need to update COCI for all areas.
- b. The date and time for when Advisory Board approves your new curriculum and courses needs to be entered into COCI.
- c. Please review and approve all certificates, degrees, and courses in your advisory boards.

- d. Reach out to Dean Lacefield if you have specific questions.

#### **6. Student Support Update – Hyla Lacefield**

- a. Canvas shell for the division as a potential to offer more student support.
- b. One issue that keeps on happening is internat'l student and plagiarism/inappropriate behavior
  - i. Bigger issue when remote learning
  - ii. Please reach out to student, counselors, and dean on this issue when it happens.
  - iii. Suggestion on clarifying this process during a lecture.
- c. Discussion on Academic Senate inserting itself formally into this process.
- d. Discussion on proctoring for tests was also discussed, very frustrating to coordinate for faculty.
- e. Request for Annie Nicholls to bring this to Academic Senate for the Division in the capacity as Division Rep. re: Revision to the Academic Integrity Policy & Procedures.
- f. Highly suggest bringing in DRC Director into meetings with students re: accommodations and specifically reasonable accommodations.

#### **7. CTE Liaison Update – Patty Hall**

- a. The process has started for the request for the release time for this position.
- b. Will be establishing the weekly Tri-Chair meeting going forward.

#### **8. Fall 2021 Update – Hyla Lacefield**

- a. Nothing official yet at this time.
- b. Schedule due dates are still not cemented in stone yet, Feb 10 is a soft deadline for schedule by Office of Instruction.

#### **9. Public Comments – All**

- a. Video Captioning Resources:
  - i. Panopto Flex day session link:  
<https://smccd.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=05436003-e57a-43f3-83de-acb10132426a>
  - ii. <https://visionresourcecenter.cccco.edu>
  - iii. Otter.ai
- b. Program Review next semester has been revamped
- c. Strong Workforce Update:
  - i. Year 3 regional and local closed
  - ii. Updating Nova and Banner to mach
  - iii. Regional Director Reporting

- iv. Online CTE Grant – Final Report Due
- v. Programs
  - 1. Mortuary Science – BACCC Approval
  - 2. Laser Tech Program
- vi. Purchasing
  - 1. Digital Arts Computers
  - 2. Interior Design Computers
- vii. Not-for-Credit
  - 1. Water & Distribution Program
  - 2. Sponsored by Cal Water
- d. Animation Show of Shows – Wednesday Feb 17 at 7pm
  - i. Virtual Screening
  - ii. ASCC has underwritten this year's show
  - iii. Sign up here for tickets: <https://www.eventbrite.com/e/21st-annual-animation-show-of-shows-canada-college-streamqa-tickets-134293715117>