

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

**Friday, September 20, 2019**

Meeting Minutes

10:00 a.m. – 12:00 p.m.

Cañada College

Building 13, Room 217

*Present:* Ritu Malhotra, Julian Branch, Elsa Torres, Annie Nicholls, Althea Kippes, Paul Naas, Melinda Day, Bernadette Newland, Jamie Hui, Hyla Lacefield, Ronda Chaney, Daryan Chan, Sarita Santos, Barbara Velline, Candice Nance, Jamillah Moore, Charlene Suda, Maureen Wiley, Peggy Perruccio, Kären Wiggins-Dowler, Gampi Shankar, Dick Claire, Alicia Aguirre, Karen Engle, Janice Weeks, David Gainey, Patty Hall, Althea Kippes, Jonna Pounds, Jonathan Wax, James Carranza, Leah Goold-Haws

*Next meeting:* ?

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### **1. Maureen Wiley – Guided Pathways Update**

- a. Review of jams presentation on interest areas
- b. Science, Art, Design and Performance, Business, Education and Health Services, Human Behavior and Culture
- c. Working draft of meta majors/program mapper
- d. Several programs are still not defined within the special interest areas
- e. Please contact Maureen if you would like to get more involved
- f. Question on architecture's placement on the program mapper.
- g. Division advocated for college's investment in supporting an entirely online program.
- h. Looking for guidance on our certificate program maps, please contact Maureen.

### **2. Strong Workforce Update – Julian Branch**

- a. Strategic enrollment presentations
- b. Working on reporting for fiscal year: 17-18, 18-19
- c. Funds are coming down the pipeline for fiscal year: 19-20
- d. Interior Design requesting computers, as they have for the past three years.

- e. Medical assisting is requesting support in industry outreach for externships, again.
- f. Division is advocating for more face time with Director of Workforce Development.

**3. DSN Global Trade Sector Navigator – Leah Goold-Haws**

- a. Staff Director for Global Trade
- b. Role of regional director is to ID what is happening in the global space.
- c. Each sector has a work plan that is monitored.
- d. Question on how to leverage local employers through these regional directors.
- e. Question of matching funds: Director of Workforce Development confirmed that 100% of matching funds are in-kind.
- f. Question re: who are our new DSNs: LaSonja Hill and Dayo Diggs.

**4. Accreditation Presentation – Karen Engle and Alicia Agguire**

- a. Visit is occurring September 30 – October 3
- b. ISER was finished at the beginning of the summer
- c. Presentation on what will be occurring during the visit.
- d. Please refer to:  
<https://canadacollege.edu/accreditation/2019timeline.php>

**5. Dr. Jamillah Moore – Update on Discussion from last meeting**

- a. Additional support for Jonna Pounds: Staff Assistant will be here to support Jonna Pounds.
- b. Permanent Dean will be the goal for a July 1 start date.
- c. We will be going out for interim-Dean and Dean.
- d. Jonathan Wax, the Program Services Coordinator for the Division, is now full-time back in the division.
- e. Swinerton will be coming to future Division meetings.
- f. PBC will be the place where information on facility updates will be shared.
- g. Concern raised on safety issue with current construction projects.

**6. Tenure Committee Process – Hyla Lacefield and James Carranza**

- a. Discussion on who will be replacing Dean Cabrera on the committees in the event she doesn't return. James will be a substitute for the dean's position on the committees.

- b. Question on Dr. Malhotra's committee with the industry expert not being present on campus; Ask AFT and Academic Senate Present
- c. Observations have started to occur, and Dean Carranza is willing to step in and help where possible.

**7. New Program in Career Education Process – Candice Nance**

- a. Update on Two year Cycle, Fashion, EHD, COOP 672, Digital Art and Animation, Human Services
- b. Curriculum Committee voted in new process to help on the front-end with new program development.
  - i. LMI Data
  - ii. Advisory Board meeting minutes documenting advisory goar approval of new programs
  - iii. BACCC Requirements
  - iv. COE Data

**8. Reports**

- a. A resolution will be presented to the board next week.
- b. Many tenure committees have started in Academic Senate
- c. Chemistry sequence is now fully online.
- d. New classes need to added by mid-October, technical review is here to assist.
- e. IPC: Accreditation process is concerns, Reassign time process was recently examined, looking at the timeline carefully. October 21 is the new due date.
- f. PBC: Resource request review, graduation survey result presentation: about 90 responses out of 600+.
- g. Professional Development Committee: Barbara Velline

**9. Digital Art October – Planning has started.**

**10. Campus Movie Fest - Monday, September 23.**

**11. Artistry in Fashion – Saturday, September 28.**

Meeting adjourned at 12:05 p.m.