

Business, Design, and Workforce Division Meeting

Friday, September 2, 2020

Meeting Minutes

12:00 – 2:00 p.m.

Cañada College

Zoom Meeting

Present: Leonor Cabrera, Jonna Pounds, Jonathan Wax, Brian Bennett, Gampi Shankar, Julian Branch, Elsa Torres, Annie Nicholls, Paul Naas, Jamie Hui, Hyla Lacefield, Ronda Chaney, Sarita Santos, Paul Roscelli, Michiko Kealoha, Kathleen Lorist, Karen Wiggins-Dowler, Peggy Perruccio, Janice Weeks, Althea Kippes, Richard Schulke, Babara Velline, Paul Naas

1. Technology Needs & Other Support – Group Conversation

- a. Discussion on filming drawing, and sharing with students, in distance learning.
- b. Technology tools: Touch pad screen, recording yourself doing it, using air sketch.
- c. Suggestion to reach out to Distance Learning Coordinator for additional help.
- d. Suggestion on this device: https://www.amazon.com/iOCHOW-Definition-Multi-Language-Recognition-Presentation/dp/B07X57F8DT/ref=sr_1_8?dchild=1&keywords=document+camera&qid=1599247027&sr=8-8
- e. Suggestion on using this device: <https://www.youtube.com/watch?v=v0eoNAgNMQE>
- f. Going into classrooms to record lecture materials is a material, but you must be alone.
- g. Bathrooms at top floor of Building 9 are the open hours if you are on campus.

2. Preparation for Spring Semester – Hyla Lacefield

- a. Building 22 will be offline until March.
- b. Everyone has a space they will be moved to
- c. There will be many cubicles in Building 19
- d. Facilities will help with boxes.
- e. Business Hub will be in transition while Building 13 is offline

- f. RFP is going out for who will be managing the facility in Building 1.
- g. Unknown date for Building 1 being occupied.
- h. Upcoming campus forums

3. Division/Department Marketing Updates – Jonathan Wax

- a. Overview of marketing campaign

4. Adobe – Hyla Lacefield

- a. Overview of signing and downloading the software
- b. Visit: <https://its.smccd.edu/how-to-install-adobe/>

5. Process for assistants – Hyla Lacefield

- a. Student assistants
 - i. Reach out to Jonna for assistance with forms
 - ii. PAF
- b. Other types of assistants (non-student assistants)
 - i. Doable, but complex
 - ii. PRF – Have to create the position
 - iii. PAF

6. Distance Learning Committee – Sarita Santos

- a. Tech support in classes
- b. Send students to Julian Taylor in learning center if you have students who are interested.
- c. Learning Center Coordinator – Working on a class for teaching students
- d. It goes back to money and resources time and time again.