Business, Design & Workforce Division Meeting (Flex Day)

Date: Thursday, January 9th, 2025 | Time: 2:30 to 4:00 PM | In person: 13-330 | Zoom:
https://smccd.zoom.us/j/89459969866?pwd=thmrihTppGQO9iTWIQexp8Wy9WFKrt.1&from=addon

| 1. | **Welcome**
2:30 - 3:00 PM | Review December Meetings ← live link News, Announcements, Kudos Welcome to new faculty! Andrew Patterson (CBOT) Chantal Sosa (ACTG) Dan Palladino (Business) Holly Matsuo (Fashion) James Adams (EHD) Jane Garrino (Fashion) Judy Bornstein (Business/Dual Enrollment) Mike Jarrett (Business) "Hype Song" Activity - What is that one song that pumps you up, energizes you or puts you in a good mood? BDW Spring '25 Playlist ← live link Free public playlist - no account required Want to add your favorite hype song to mix? Keep the jams coming & email Robyn! HAPPY LISTENING 🙂 |
| 2. | **Committee Updates**
3:00 - 3:10 PM | Review spring '25 committee representation Academic Senate ← live link One adjunct vacancy Richard Schulke has volunteered (email Gampi Shankar shankarg@smccd.edu) Visit link for more info Althea is replacing Hyla in SP25 Curriculum Committee ← live link One faculty vacancy Visit link for more info D.E.A.C. - Emanuela will be BDW Faculty Rep E.A.P.C. - Kristina will attend H.T.P. - Paul R will continue as BDW Rep I.P.C. - Paul R will continue as BDW Rep P.B.C. - Gampi S will continue as BDW Rep P.D.C. - Ritu M will continue as BDW Rep S.C. - Paul N will continue as BDW Rep Technology Committee ← live link One vacancy |

		○ Mike Jarrett might be interested
		○ Visit link for more info
		● Z.T.C. - Leonor will continue as BDW Rep
3.	**Spring 2025 Evaluations** 3:10 - 3:20 PM	● Review evaluation timeline ● View & download a PDF copy of timeline → HERE

4.	**Workforce Development Updates**
	3:20 - 3:40 PM
		● Strong Workforce Program + Perkins (Jasmine Jaciw)
		● Updates:
		    ○ Perkins currently 50% spent remaining balance must be spent by June 30th
		    ○ **Just in Time application to be reviewed this month must be submitted by 01/20/25 email to jaciwj@smccd.edu**
		    ○ Applications that miss this deadline will be reviewed at the Feb tri-chair meeting
		    ○ Future Partnerships
		        ■ Live in Peace
		        ■ Street Code Academy
		    ○ Career Education Marketing Campaign
		        ■ Will being SP25 starting with input from FT faculty
		        ■ Advertising will start in FA25
		    ○ Tri-Chair Updates
		        ■ Rad Tech, Service Contract for X-Ray systems
		        ■ VP weekly approved - will receive additional funding
		        ■ Budget breakdown of spending next division meeting
		● Menlo Park (Mercedes White) ← live link
		● Cañada College at Menlo Park offers low cost not for credit skills-based certification programs that can be completed in three months or less.
		    ○ Vision Point marketing strategy provide new data regarding enrollment
		    ○ Spring '25 not for credit class offerings
		    ○ Feb 4 - Dispensing Optician Training program
		    ○ Feb 27 - Water Treatment & Distribution program
		    ○ Feb 21 - Intro to AI program
		    ○ Early March - Entrepreneurship Small Business Incubator
		        ■ First Spanish cohort SP25
		    ○ Menlo Park OneDrive flyers ← live link
		● Apprenticeship (David Gainey)
		● District Flex Day Presentation

- ○ Hosted Duality AI
- ○ "Using Game Engines & Digital Twins to Train AI Models"
- Extended Reality apprenticeship
  - ○ Brand new courses that support XR apprenticeship - digital marketing apprenticeship
  - ○ MART 100 XR: Foundations of Immersive Production
  - ○ MART 110 XR: Crafting Immersive Environments in Engine
  - ○ MART 200 XR: Collaborative XR Development
  - ○ MART 210 XR: Enterprise XR Development Project
  - ○ BUS 193: Digital Marketing
  - ○ BUS 233: Social Media Marketing
  - ○ MGMT 100: Intro to Business Management
- **Call to action** = **Do you know someone in XR, VR, AR or someone in need of a digital marketer?** Help support employer outreach for our growing apprenticeship programs - Please refer them to David Gainey | gaineyd@smccd.edu
- Division support (Mary Hale)
- California Eligible Training Provider List (ETPL) ← live link
  - ○ State-maintained list of approved training providers who are eligible to receive Workforce Innovation and Opportunity Act (WIOA) funds to train participants.
  - ○ It helps connect unemployed or underemployed individuals with quality career training programs like ours while continuing to be eligible to receive unemployment benefits
  - ○ Associated with: CalJOBS, Employment Development Department & The South Bay Workforce Investment Board
- Mary is spearheading this project on behalf of the BDW Division = what does that include?
  - ○ Each certificate and degree pathway within our division will require an individual entry
  - ○ Each entry includes up to 15 tabs of criteria such as:
    - ■ Accreditations
    - ■ Program fees
    - ■ Occupational outlook
    - ■ Success and retention rates
    - ■ Business partnerships

		○ Next steps:
		■ We are starting with one degree pathway and waiting for clearance before proceeding.
		■ Pulling data from ACCJC (Accrediting Commission for Community and Junior Colleges), PRIE (Office of Planning, Research, and Institutional Effectiveness) and O*NET OnLine (Occupational Database sponsored by the U.S. Department of Labor)
		■ Then we will be reaching out to full time faculty and PSCs for additional information to complete entries.
		■ Submitting incomplete or incorrect information can result in a six-month wait to resubmit which will delay eligibility for WIOA funding.

5.	**BDW Division Updates**
	3:40 - 3:50 PM
		● Alex's spring '25 weekly open office hours:
		  ○ **Mondays** by appointment (virtual)
		  ○ **Thursdays**, 12-1 PM (virtual or in-person)
		  ○ *Link to schedule:* https://calendly.com/kramera-smccd
		● Division support in March
		  ○ Pending board approval - Dr. Ameer Thompson will serve as the interim Dean
		● New mailboxes for in-person faculty please let Robyn know if I missed anyone
		● Parking permit updates - New staff parking permits will be issued in Jan 2025. '22-'24 parking permits have been extended and honored through Feb 15th. Please continue to display your expired staff permit when you park in staff parking lots. Until the new 2025-2027 permits are distributed, no citations will be issued for the expired permits. Parking is always FREE in "STUDENT" designated parking lots.
		● **Due Monday Jan 13th:**
		  ○ Flex day timesheets ← live link to PDF
		● **Due no later than Friday Jan 17th:**
		  ○ Syllabi word or PDF format will be accepted
		  ○ Send to Claudia Dorantes at dorantesc@smccd.edu and Robyn Ledesma at ledesmar@smccd.edu
		  ○ Signed copies of spring assignments
		    ■ Have been sent via Adobe sign to your @smccd.edu email address

		○ [Spring 2025 orders](#) ← live link ■ Please don't make any edits to the actual format of the spreadsheet
6.	**Semester Division Meetings** 3:50 - 3:55 PM	First Friday of the month at 12:00 to 1:30 PM: ● 02/07/2025 ● 03/07/2025 ● 04/04/2025 ● 05/02/2025
7.	**Open Discussion/Follow-Up** 3:55 - 4:00 PM	● Action Items = ITS request for cameras = 13-330/332 & 13/331 ○ Workorder submitted and division office spoke with an ITS technician ● Follow-up = confirm with Office of Instruction regarding async classes and final exam schedule ○ **Confirmed = full-term online async classes must hold finals during finals week (May 16 - May 22)**
8.	**Adjourn** 4:00 PM	

Online Division Attendees
1. Paul R
2. Ramin E
3. Richard S
4. Sarah C
5. Emanuela
6. Jasmine
7. Elsa
8. Brian
9. Hyla
10. Sara D
11. Jamie
12. Candice N
13. Mercedes
14. Janice W
15. Elna
16. Marina
17. Janet L
18. Holly
19. Leonor
20. Paul N
21. Ritu