Cañada College

Business, Design & Workforce Division Meeting
Date: 02/07/2025 | **Time:** 12:00pm to 1:30pm | **In-person:** 13-330 | **Zoom:** Meeting ID: 883 7581 3588 Passcode: 179108 *Reminder: Meetings are recorded solely for transcription purposes only.*
Spring 2025 Division Meeting Schedule First Friday of the month from 12:00pm to 1:30pm ~~03/07/2025~~ → 03/14/2025 04/04/2025 05/02/2025

	Welcome (12:00 - 12:15)	● Review January Meeting Minutes (all) ● News, Announcements, Kudos (all) ○ An interior design student who has just won a scholarship! CA Peninsula American Society of Interior Designers (ASID) scholarship. ○ DAA students, specifically students who are actively involved in the CAT Club were able to utilize existing grant funding (Jobs for the Future Grant) to purchase a table ($7500) at the Game Developers Conference (GDC) and will be there on behalf of Cañada College! ○ Major shoutout to the Division wide Evaluation Committee for tenured faculty ■ Paul Roscelli ■ Althea Kippes ■ Gampi Shankar
	Compliance Training & Updates (12:15 - 12:30)	● Mwanaisha Sims | Director of Civil Rights and Compliance | simsm@smccd.edu ○ Identify & define the behaviors you are required to report ○ Describe actions you should take when responding to a disclosure ○ Understand compliance for Title IX & DHR process ○ SMCCCD, Equal Employment Opportunity, Nondiscrimination and Compliance ○ Cañada College | Title IX, Sexual Harassment and Sex-based Discrimination

	Honors Transfer Program Updates (12:30 - 12:45)	• Rebekah Taveau | ESL/interdisciplinary Studies Professor and Honors Transfer Program Coordinator | taveaur@smccd.edu ○ HTP slideshow ○ HTP webpage ○ Benefits: Personal satisfaction, honors notation on transcript, present & publish works and so much more ○ Honors contracts: any student can propose an honors contract and works with professor to develop their proposal ○ Honors professor collab: any faculty can work with students interested in an honors contracts
	Fashion Show Updates (12:45 - 12:50)	• Jaleh Naasz | Fashion Design & Merchandising Faculty Coordinator | naaszj@smccd.edu • Eco Elegance: Student showcase & Fashion show ○ April 22, 2025 from 11am to 1pm ○ Cañada College Theater & Rooftop ○ In honor of the 55th annual Earth Day, promoting sustainability & fashion ○ **Support from BDW Division:** ■ Save the date ■ Spread the word ■ Register to attend ■ Ideas for a guest speaker (fashion & sustainability) ■ Sponsorship ideas for foundation event
	Committee Updates (12:50 - 1:15)	• AS: Gampi ○ Hiring & evaluation committees specifically for faculty should be predominantly faculty sitting on the committee ○ PIV process for Funeral Svcs. is important is critical for all of us to understand, for many reasons: https://www.canadacollege.edu/academicsenate/funeral_services_program_improvement_and_viability.php ○ Need for committee members ■ ACADEMIC SENATE BDW REP ■ MARCH ELECTIONS FOR THE NEXT CYCLE OF PRESIDENT & VP ○ Prof Development committee that reviews requests if you are not eligible then you could

		apply & be eligible for a smaller academic senate funding up to $200

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- ○ Participated retroactively in the CCN updates - reach out to the VPI office for compensation.
- **CC: Hyla**
  - ○ Participated retroactively in the CCN updates - reach out to the VPI office for compensation. Up to 3 hours of pay *per class*.
  - ○ Emergency change to catalog for the Funeral Services program due to PIV
  - ○ On behalf of CTE: requested the creation of a CTE taskforce that will assign at least 1 non-program faculty to work with new CTE program
  - ○ Lisa Palmer is stepping down as CC chair so position may be available with release time
- **DEAC:** Feb 5th meeting - quick notes: https://docs.google.com/document/d/163hhMi61_ck0g7N-gaFUK09Wgm6wqFJz59WBoWcESJo/edit?tab=t.0
  - ○ CCJC Accreditation
  - ○ QOTL-E for first time online instructors a great foundational workshop but is optional for all faculty
  - ○ Regular and Substantive Interaction (RSI) office hours available - Tuesday 11am to 12pm via Zoom
    - ■ use google link above to find Zoom info.
- **EAPC:** no updates at this time
- **HTP:** no additional updates at this time
- **IPC:** no updates at this time
- **PBC:** March 21st program review specifically resources request process
- **PDC:** Ritu
  - ○ Virtual Kick-off for the Middle Academy
  - ○ Future meeting scheduled for this leadership academy
  - ○ Looking forward to sharing more in future meetings
- **SC:** no updates at this time
- **TC:** vacancy - please email Alex if you are interested
- **ZTC:** no updates at this time

	Workforce Updates (1:15 - 1:25)	● Jasmine Jaciw | Director of Workforce Development | jaciwj@smccd.edu
		○ In-person office hours Feb 20th - Mar 28th

		2pm to 3pm (drop in, first come first serve)

		○ Annual applications from last semester
		○ Review team process is concluded
		○ Applicants will be notified in March
		○ Just In Time (JIT) applications
		   ■ *If you need anything - this is the time to submit your requests* (equipment, software requests, instructional supplies etc…) please submit a JIT application in order to be eligible for round 8 funding
		   ■ All applications must be submitted by FT faculty
		○ California Community College Association for Occupational Education (CCCAOE) applications are due - Limited space available - CCCAOE application
		○ Spring 2025 Conference Info
		○ R7 summary of funds
		○ SWP Regional (2 fiscal year cycle) - majority of spending went to salaries
		○ SWP local (2 fiscal year cycle) - majority of spending went to equipment specifically for Digital Arts & Animation & Interior Design
		● Tr-Chair Updates
		○ JIT application for FASH upcoming conference
		   ■ Approved
		○ JIT application for EFD technology equipment
		   ■ Approved
		● Next tri-chair meeting 02/18
		● JIT applications due 02/12

	Division Updates (1:25 - 1:30)	● Non-Personnel prioritizations - big March deadline ○ 1.2 millions dollars of requests within our division that we need to prioritize ○ Combing out to find the duplicate requests that have already been approved and have SWP funding to support ○ The remaining requests would be presented to our review team to organize & prioritize then presented to the division for feedback or possible changes. ● Spring 2025 Instructional Design Support ● The Instructional Technology & Design Team ● Jenni McGuire, mcguirej@smccd.edu - Jenni is available for instructional design consultations and support via email. Please reach out to her

		if you need any assistance with instructional design questions and projects this semester. [Book an appointment with Jenni on Calendly.](#) ● Erica Reynolds, reynoldse@smccd.edu - Erica is available to support our online faculty with preparing for our RSI review in the Fall. Erica will be available at weekly office hours for RSI support, and you can book consultations with her as well. [Book an appointment with Erica on Calendly.](#) ● Terri Hannon, hannont@smccd.edu - Terri will be helping us to continue building out our Teaching Resource Repository with Lindsey. If you have ideas of suggestions for resources and guides that we should add to the repository, please reach out to Terri. [Book an appointment with Terri on Calendly.](#) ○ [Faculty Teaching and Learning Virtual Lounge](#)
	Follow-up/Action Items	● Clarification needed on what specific day & specific timeframe should async class host final exams? ● For example: some challenges that have come up in the past 　○ async instructors host final exams but it may conflict with other sync classes and their final exam schedule 　○ Need to make sure students with accommodations have ample amount of time while also not conflicting with other class exam schedules 　○ After consulting with District Academic Senate President David Eck and Curriculum Committee Chair Lisa Palmer, Office of Instruction confirmed- *"if the faculty is teaching an online async section, the faculty can't require the student to take the final at a specific time on a specific date. If faculty have any questions or concerns about how they should conduct a final exam during finals week, please have them reach out to our DE coordinator Nada Nekrep, or Sarah Harmon."* Please review your syllabus and make any necessary updates to ensure that you are following the college and district guidelines. Please notify your students accordingly. 　○ Additional Resources: 　　■ This information is also outlined in the

		District Teaching and Learning Committee's [Distance Education Modality Guidance documents](#), which is tied to the CCCCO definitions and guidelines for modality.
		■ Check out the [Cañada College Faculty Teaching & Learning Resource Directory](#) - amazing resources such as Proctorio | Online Proctoring Tool
		■ Academic Calendars are created 2-3 years in advance - if you would like to propose changes check out the [Academic Calendar Planning Considerations](#)
		■ Reach out to your Academic Senate President Gampi Shankar or Adjunct Representative Richard Schulke for support and guidance on how to propose any changes to final exam schedule or changes to the verbiage for final exams.
		■ All faculty are encouraged to attend an Academic Senate meetings
		● Clarification on road access between building 22 & parking lot 8
		    ○ Temporary road blocks to prevent drivers on access road
		    ○ Division office can support INTD with a dollie if they need to transport and drop off any materials or supplies

	Adjourn (1:30)	●

Online Attendees: In-Person Attendees:

Emanuela Quaglia	Jamie Hui	Paul Roscelli
Mercedes White	Janet Laurin	Jasmine Jaciw
Elsa Torres	Elna Murcia-Cordoba	David Gainey
Sarah Cravy	Brian Bennett	Alex Kramer
Gampi Shankar	Mark Walker	Robyn Ledesma
Hyla Lacefield	Kathleen Lorist	

Leonor Cabrera	Marina Noel	
Candice Nance	Paul Naas	
Janice Weeks	Dan Palladino	
Jaleh Naasz	Ritu Malhotra	