Cañada College

Business, Design & Workforce Division Meeting **Date:** 03/14/2025 | **Time:** 12:00pm to 1:30pm | **In-person:** n/a | **Zoom:** *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 04/11/2025 (rescheduled from 04/04 - spring break) 05/02/2025	

	Welcome (12:00 - 12:05)	● Review [February Meeting Minutes](#) (all) ● News, Announcements, Kudos (all) ● Dr. Ameer Thompson, Dean of Science and Technology and Acting Dean of BDW thompsona@smccd.edu

	Non-Personnel Request Review (12:05 - 12:20)	● HUGE THANK YOU FOR YOUR PARTICIPATION!!!
		● Correction: Average Score should be relabeled as Total Score
		● Comments:
		  ○ DAA requires high-end technology & other equipment however, the items listed such as industry standard hardware are not needed at the moment.
		    ■ From DAA understanding, they had to list their requests now to ensure that they could resubmit requests in the future.
		  ○ DAA recently received industry hardware such as computers and photography equipment.
		  ○ CBOT laptops request is specifically for laptops as part of a loan program in collaboration with Library.
		  ○ FTEF Allocations are personnel-ish requests. Will remain on the list for PBC to determine their eligibility. Will be identified by an asterisk.
		● Additional feedback:
		  ○ Slightly awkward ranking non-personnel requests for other departments without full understanding of how this request will affect program or division.
		  ○ Appreciated the straight forward process
		  ○ Option to abstain for future non-personnel requests forms
		● Recommendations being sent to PBC → [LIST](#)

	Announcement from RSI Updates *For your review*	● [Important Details for Regular & Substantive Interaction (RSI) in Online Courses](#) ● **Call for Action for Faculty Teaching Online**

		○ All FACULTY teaching 100% ONLINE courses (Sync or Async) during: Fall 2025 Semester ○ Cañada College needs to meet accreditation requirements to continue offering online courses ○ Your online course can get randomly selected to be reviewed for meeting the RSI standards. ○ RSI ensures meaningful instructor-student interaction and engagement in your online courses. ● Review the RSI Resources on the Faculty Teaching and Learning website ● **Join RSI Office Hours for Support** ○ **Join us on Zoom every Tuesday, 11 am – 12 pm Meeting ID: 819 8244 2822; Passcode: 888753** ○ **Nada Nekrep (nekrepn@smccd.edu) or Erica Reynolds (reynoldse@smccd.edu) can also meet with you outside this timeframe.** ● Deadline: All online courses need to be completely RSI-aligned by the end of Summer 2025.
	Announcement from Library *For your review*	● Carlos Luna is our Temporary Librarian while Diana Tedone-Goldstone is out on leave. ● So far, we have taught 15 Library Instruction sessions in January/February and already have 11 more classes booked for March! These specialized lessons can cover everything from the research process, creating a Works Cited/Reference page, finding resources for Faculty-- and much more! ● If you'd like to schedule your Instruction Session please try to do so at least two weeks in advance, ideally three, as our calendar is filling up fast! ● Also, if you're referring students for an Individual Research Help Appointment —thank you! Just a quick reminder: unless a student specifically needs Spanish-speaking support from me or Carlos, please encourage them to book with any of our wonderful Librarians rather than directing the whole class to schedule with just one Librarian. Our team is here to help. ● Lastly, our Library Events are up! We have a large range of events including citation help, fake news, Google products, Cricut crafting and a new Basic Technology Primer! Please encourage your students to sign up ahead of time. ● As always, thanks for your collaboration. Please don't hesitate to reach out if you have any questions. Sincerely, Adriana and Carlos"

	Committee Updates (12:20 - 1:00pm)	- Recruitment for Academic Senate president and vice-president - Voting information will be emailed soon to all faculty - All PT & FT faculty are eligible to run - Please be mindful that these roles require an extensive time commitment and substantial responsibility.

- Recruitment for Academic Senate president and vice-president
  - Voting information will be emailed soon to all faculty
  - All PT & FT faculty are eligible to run
  - Please be mindful that these roles require an extensive time commitment and substantial responsibility.
- Curriculum Committee is currently looking at high unit certs & degrees
  - Gather your information about these certs & degree and email info to Lisa Palmer
  - Part of the EMP goals for us to review high unit certs & degrees to ensure student retention & completion
- Gampi sent out an email regarding 4 college-wide coordinator positions that are open ranging from .2 - .4 FTE - all include release time.
  - Faculty Learning coordinator
  - Faculty Equity coordinator
  - Honor Transfer coordinator
  - CTE Liaison
    - Email Gampi Shankar with questions or concerns.
- First level hiring practices memo from Chancellor Moreno - Faculty Screening Process changes
  - First level screening committee can now determine the method in which the interview can be held i.e. in-person or via Zoom.
  - Candidates who are interviewing *MAY* be eligible for mileage reimbursement.
  - **All those on screening/hiring committees need to be aware of these changes**!!!!
    https://smccd.edu/academicsenate/documents/das/2425/memo-re-spring-faculty-hiring-3.5.25.pdf
- Class cancellation final memo has been approved and has been sent to the Deans enrollment minimum ranges from 15 to 20 depending on modality. Effective summer and fall 2025. More details to come:
  - AS webpage for meetings and minutes
  - Agenda from Academic senate meeting of yesterday: Academic Senate Agenda 2025-03-13.pdf
- Flex day is coming up and this is an opportunity to complete SLO & PLO assessments.
  - Based on the review cycle we are currently in '23-'26 and its currently '25, you should be ⅔ complete for your active course assessments with at least 1 SLO measurement
  - Completed by next spring (SP26)
  - Adjunct are strongly encouraged to submit an assessment but not required
    - Email Paul Roscelli with questions or concerns.
- DEAC - Distance Education Advisory Committee
  - Discuss RSI with Faculty – Gather feedback on Regular and

		Substantive Interaction (RSI), identify concerns, and encourage faculty training.

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Substantive Interaction (RSI), identify concerns, and encourage faculty training.

- ○ Schedule DE Meetings – Coordinate with Nada or Erica Reynolds if faculty need RSI guidance.
- ○ Promote QOTL Training – Inform faculty about the April 7 training and encourage early enrollment.
- ○ Collect DE Handbook Feedback – Gather faculty input on updates needed for the DE Handbook.
- ○ Address Exam Scheduling Concerns – Discuss best practices for asynchronous exams and provide feedback to the DE team.
- ○ Enhance Faculty Support – Identify preferred DE resources and ways to improve real-time support.
- ○ Assess Room 13-337 Usage – Determine if the space should continue for DEAC meetings or be repurposed.
- ○ Prepare for Next Meeting – Bring faculty concerns and discussDEAC space and Zero/Low-Cost course survey results.
- ● OER/ZTC Committee
  - ○ ZTC Proposals Now Open - LINK: https://canadacollege.edu/academicsenate/tas_earlyadopterprogram.php

Please enter your committee updates for BDW division meeting:
- ● https://docs.google.com/forms/d/e/1FAIpQLSe_sWSEnxqMyMseLwYGXd_3bjJJ8kk-YQR4kvFIANJlrfo3VQ/viewform?usp=sharing
- ● Meeting updates will be transferred and included in the division meeting minutes for your review.

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Follow-up/Action Items

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- ● For timed Canvas tests, be mindful of timing discrepancies with students who go over their allocated time.
- ● How do we ensure that PT faculty are completing the RSI requirements?
  - ○ Accreditation & financial aid requirements may be impacted by RSI completion rates
  - ○ Your online course can get randomly selected to be reviewed for meeting the RSI standards.
  - ○ RSI ensures meaningful instructor-student interaction and engagement in your online courses.

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Adjourn (1:05)

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Online participants

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Paul Roscelli	Leonor Cabrera
Gampi Shankar	Janice Weeks
Hyla Lacefield	Sarah Cravy
Sima Tawakoli	Janet Ramirez
Randy Angle	Jaleh Naasz
Brian Bennett	Mia Berta (ASSC student rep)
Elsa Torres	Candace Nance
Emanuela Quaglia	David Gainey
Janet Laurin	Gabe Lewall

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		Mercedes White Jamie Hui	Marina Noel Ritu Malhotra