



Business, Design & Workforce Division Meeting

Date: 03/14/2025 | **Time:** 12:00pm to 1:30pm | **In-person:** 13-330 | **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

Next Meeting: 05/02/2025

	<p>Welcome (12:00 - 12:15)</p>	<ul style="list-style-type: none"> ● Review March Meeting Minutes (all) ● News, Announcements, Kudos (all) <ul style="list-style-type: none"> ○ Janet Ramirez - Transition Coordinator for Adult School <ul style="list-style-type: none"> ■ Works directly with adult learners who are transitioning from the various adult schools into Canada College ■ Main feeder school is Sequoia Adult School ■ Got questions? ramirezj@smccd.edu ○ Jaleh - Eco Elegance Fashion Show <ul style="list-style-type: none"> ■ Tues, April 22nd from 11am to 1pm ■ All are welcome! Please come and support our fashion program staff, faculty and students. ○ Phi Theta Kappa's (PTK) annual Catalyst Convention, Cañada College PTK Honor Society students <ul style="list-style-type: none"> ■ Top 100 Chapter out of 1,250 Chapters worldwide ■ Distinguished College Service Project ■ Continued Chapter Excellence ■ Autumn McMahon honored as a Distinguished Advisor
	<p>Committee Updates (12:15 - 12:50)</p>	<ul style="list-style-type: none"> ● Academic Senate - Gampi ● Recent safety drill please fill out the survey. A few things to note: <ul style="list-style-type: none"> ○ many staff and faculty did not receive the text notifications or they could not hear the announcements ○ new window coverings in all classrooms in building 13 ○ Classroom doors where not locking ● CCN Phase III Summer 2025 work group sessions <ul style="list-style-type: none"> ○ Philosophy, communication studies, KAD and a few others are open for nominations ○ Please send Lisa Palmer or me a note if interested in this CCN-Fac.Workgroups: ● Academic Senate President nominations are still open (next four weeks) and VP nominations have been received

- Reach out to Hyla Lacefield or David Eck if you are interested in submitting your nomination
- DE Committee - Emanuela
 - View DE meeting minutes → [HERE](#)
 - Possible invite Nada for additional RSI updates for the May meeting
 - Join RSI Office Hours for Support 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.
 - Self paced QOTL essential workshops for new faculty are available prior to taking QOTL
 - There will be a RSI presentation during this upcoming Flex Day 04/17
 - New QR for tech support - more information to come
 - Starting fall 2025 - approx 15 online courses will be randomly selected for review to ensure that courses are meeting the requirements.
 - Threshold for compliance is 85%.
 - NEED MORE INFO → [RSI webpage](#)
- Honors Transfer - Paul Roscelli
 - Honor Recognition w/Rebecca Taveau was being hosted on 04/10 and 04/11
 - 10 out of 80 students will be presenting at Berkeley this year
 - Over 200 students are currently participating in the Honors Transfer program this year which is up from last year.
- IPC - Paul Roscelli
 - New matrix (new tool) through Nuventive that maps SLOs & PLOs
 - Great way to see where your SLOs are connecting to the PLOs across multiple courses
 - Write up and use this information as part of your program review
 - Can be a great resource for programs with a lot of courses
 - Flex Day encouraged to work on SLO reporting
- PBC - Gampi
 - Upcoming meeting Wednesday, April 16, 2:10-4:00 PM in Building 13, R233 and via [Zoom](#). The draft agenda can be viewed [here](#). For more information and updates, please feel free to visit the [PBC website](#).
 - Consolidating the Non-Personnel requests
 - Final list will be posted at a later time
 - May be publicly posted on the PBC website
 - Request updates may be shared by division office to

		<p>ensure all channels of communication are utilized</p> <ul style="list-style-type: none"> ○ PBC Resource prioritization ● PD Committee - Ritu <ul style="list-style-type: none"> ○ Improve outreach and communication regarding Flex Day workshops and attendance ○ Develop more relevant flex day workshops for faculty and classified professionals ○ Upcoming conference in Riverside (May 1st - 3rd) there is one open spot that came available. <ul style="list-style-type: none"> ■ Contact Ritu if this is something you might be interested in attending malhotrar@smccd.edu ● ZTC/OER - applications are open <ul style="list-style-type: none"> ○ Big push from District and the State to work towards lowering textbook costs for students. ○ New dedicated grant funded position (Program Manager) opening for FA25 specifically for Canada College
	Optional Committee Updates Entry	<p>*Optional* Enter Committee Updates for BDW Division Meeting → HERE</p> <ul style="list-style-type: none"> ● Meeting updates will be transferred and included in the division meeting minutes for everyone to review.
	SWP Updates (1:00 - 1:15)	<ul style="list-style-type: none"> ● Tri-Chair Updates <ul style="list-style-type: none"> ○ Next meeting 04/15 ● Do you have any end of semester events? <ul style="list-style-type: none"> ○ Reach out to Mary Hale if you need support for submitting a Just in Time application ○ Submit your JiT applications as soon as possible ○ Submit reimbursements requests ● Flex Day Presentation: Navigating Perkins and Strong Workforce Program Resource Requests Updated Process <ul style="list-style-type: none"> ○ 10:00am to 11:30am ○ Hybrid (13-331 and via zoom) ○ REGISTER → HERE ● On behalf of David Gaaney, updates on apprenticeships <ul style="list-style-type: none"> ○ Jasmine, Hyla and David are attending CCCAOE and getting a lot of valuable, up-to-date information about CTE program administration. ○ In general, there continues to be a lot of support for apprenticeship at the state level and the Chancellor's Office is working on ways to grow the programs in the community colleges. ○ Together with apprenticeship programs at Skyline and CSM, I presented to the SMCCD Board of Trustees 02/26/25 - Search for and watch video → HERE ○ We have a first pass on a new website, with a lot more information made available: Apprenticeships Business, Design and Workforce Division Cañada College

		<ul style="list-style-type: none"> ○ Lastly, we are scheduling the pre-apprenticeship courses for the fall semester (BUS 180 for Digital Marketing and MART 100 for XR), with the goal of having our first apprentices in the spring, 2026. ○ Got questions? Contact David at gaineysg@smccd.edu
	Division Updates (1:15 - 1:25)	<ul style="list-style-type: none"> ● ICE on campus → BRING TO PRESIDENT OFFICE <ul style="list-style-type: none"> ○ Staff & faculty should not engage with ICE officers ○ Allowed to be in public campus spaces <ul style="list-style-type: none"> ■ Classrooms & offices may not be considered public spaces ■ Information in the email from Chancellor Moreno and information on the small red cards may provide conflicting information. ■ More clarifying information is needed and will be emailed to Division but in the meantime please refer back to the email from Chancellor Moreno on Wed, 9th ● Class Cancellation Timeline and New thresholds for student enrollment <ul style="list-style-type: none"> ○ 20 student threshold for online async & 15 student threshold for F2F in-person/hybrid/sync ○ Always an opportunity for Alex to advocate for a class that may be low enrolled but should be offered anyways. Please communicate those needs in advance. ○ Dual schedule development should be more aligned with college schedule development and schedule patterns. ○ Summer timeline ○ Fall timeline ● On behalf of Sarah Harmon - Summer 2025 ZTC Adopter Program is Now Open! <ul style="list-style-type: none"> ○ Help all faculty to convert their course materials to open educational resources (OER) or other zero-cost (ZTC) materials. Applications will be accepted through April 27th. ○ See the flyer for more information! ● FA25 books orders <ul style="list-style-type: none"> ○ Blank Order Form → HERE ○ If you're using publisher material or a Redshelf reader, please reach out to Jai Kumar kumar@smccd.edu ○ If you're using ZTC or LTC materials, then also include Sarah Harmon harmon@smccd.edu in your emails. ● We are aware that an email from Sarah Harmon went out prior to the Division office notifying faculty of their assignments as they pertain to Fall 2025 ZTC/OER book orders. We apologize for the confusion. We were not aware that this communication was going to be sent out. Priority Registration opens April 30th and we are working as quickly as possible to send out faculty assignments no later than the 25th.

		<ul style="list-style-type: none"> ● Reminders from facilities and ITS <ul style="list-style-type: none"> ○ Turn off overhead document camera & NEAT boards ○ Do not use push pins in the walls or doors
	Follow-up/Action Items	<ul style="list-style-type: none"> ● New mice & keyboards are available in 13-331 behind podium <ul style="list-style-type: none"> ○ Please leave in BIZHUB - do not loan them out to students ● INTD classrooms do not lock from the inside and often do not auto lock during ER drills ● 13-330 may require a facilities work order to trouble-shoot locking mechanism ● Follow-up w/ Brian regarding a classroom key ● Get instructions from Public Safety regarding how to use the intercom hallway emergency phones (please be mindful these are intercom are used in the hallway and do not offer any privacy) ● Recommend follow-up with VPI office regarding the faculty assignments. Faculty was notified by Sarah Harmon (without the knowledge of the division office) that assignments went live on WebSchedule. ● Follow-up with James about blackout safety curtains installed on the doors of building 13. ● Please email the Division office if there is a space or classroom that you would like to consider installing blackout safety curtains.
	Adjourn (1:46)	<ul style="list-style-type: none"> ● Meeting ran over by 15 minutes
	Online participants	<ul style="list-style-type: none"> ● Candice Nance ● Emanuela Quaglia ● Jaleh Naasz ● Jamie Hui ● Janice Weeks ● Mercedes White ● Sarah Cravy ● Hyla Lacefield ● Randy Angle ● Elsa Torres ● Gabe Newall ● Brian Bennett ● Janet Laurin ● Leonor Cabrera ● Marina Noel ● Ritu Malhotra ● Mike Jarrett