



Business, Design & Workforce Division Meeting

Date: 05/02/2025 | **Time:** 12:00pm to 1:30pm | **In-person:** 13-330 | **Zoom:**

Reminder: Meetings are recorded solely for transcription purposes only.

Summer 2025 Division Meeting Schedule

Just Kidding! There are no division meetings scheduled over the summer session. Division meetings will resume in the fall semester.

Welcome

(12:00 - 12:15)

- Review [April Meeting Minutes](#) (all) - approved
- News, Announcements, Kudos (all)
 - Interior Design program will be hosting their annual graduation event on Friday, May 23rd from 12pm to 2pm
 - Light refreshments and snacks will be available. Everyone is invited to attend in building 6-101 and 102.
 - Voting for Academic Senate Vice President is underway.
 - Richard Schulke, Paralegal Adjunct Faculty is running for the role of VP and would love your support.
 - All faculty should have received an email with their individual voting link. If you have not received it please reach out to Gampi Shankar.
 - Eco Elegance was a huge success for fashion design students, the fashion design team and for the campus community.
 - Over 200 high school students were in attendance.
 - SMCCCD Foundation was also able to award a scholarship to one student
 - ESL Ally Recognition Award recipient - Icaro Del Rio Vazquez, Business Adjunct Faculty
 - Recognized by Canada College for his exemplary work with ESL students.
 - Providing students extra office hours, helping them get connected with college resources, and going above and beyond to help students reach their full potential.
- Paralegal program hosted a successful Law Day event in collaboration with 14 different high schools and their Mock Trial teams. Also in attendance was San Mateo County Trial Lawyers Association and the San Mateo County Bar Association.
 - Over 150 guests came together in The Grove on 04/25
 - 3 scholarships were awarded and ranged from \$4,000 to \$6,000
- From The PTK Scholarship Team there are 400 NEW scholarship opportunities for CTE Students in 2025–2026 visit [2025–2026 PTK Scholarship Application](#) or contact Paul or Gampi for more info

	<ul style="list-style-type: none"> ● An honor student highlight from Paul = 12 to 15 students from the program were admitted to UCLA. 10 students admitted to Cal. Several students are waiting to hear back from Ivy League schools like Yale ● The Interior Design program has been selected as a recipient of the 2025 Excellence in Education Award by the National Kitchen and Bath Association. ● Thank you! <ul style="list-style-type: none"> ○ Division Evaluation Committee: Althea, Gampi, Paul ○ Candice, Elsa, Hyla, Leonor
Tutoring Recruitment Announcement (12:15 - 12:25)	<ul style="list-style-type: none"> ● Julian Taylor Tutor Coordinator & Basic Skills Specialist ● taylorj@smccd.edu (650) 306-3459 ● Hiring approx 30 student tutors for the Fall 2025 semester. <ul style="list-style-type: none"> ○ Tutors must have training and faculty recommendations. ○ Faculty Peer Tutor Recommendation Form – Used to recommend tutors for general tutoring services (drop in and appointment tutoring) in the Learning Center. ○ Embedded Tutor Request Form – Used to request embedded tutoring for your course. Allows you to recommend a specific student for each request. ○ Learning Center Tutor Application – Online application for students to fill out to show interest in becoming a tutor.
Committee Updates (12:25 - 1:00)	<ul style="list-style-type: none"> ● Academic Senate - Gampi <ul style="list-style-type: none"> ○ Final academic senate meeting 05/08 - VP elections are going on at that time and if needed, one additional senate meeting may be held on 05/21 ○ Visit website for meeting minutes → HERE ○ Attended the 2025 Spring Plenary Session in Irvine, CA and something that was frequently discussed was RSI, CPL & United Faculty updates. ○ The Senate gives out 3 awards to exemplary faculty. Please submit your nominations. Winners will be announced at the Employee End-of-Year Celebration Thursday, May 15 from 12-1:30 p.m ○ Commencement ceremony is Saturday, May 24th at 10am. We would love to see more faculty in full regalia in attendance. If you are interested in being part of this celebratory event please contact Aziza Dela Torre delatorrea@smccd.edu ● Curriculum Committee - Hyla <ul style="list-style-type: none"> ○ If you were involved with the CCN - Common Course Numbering please submit your timesheets. ○ Contact Lisa Palmer or Anniqua Rana for more information. ○ New committee chairs - Camille Kaslan & Adrianna Lugo ● DEAC - Emanuela ● Final meeting is 05/07 DEAC Meeting Document ● ITS Support response about receiving support using the QR in the classroom, <ul style="list-style-type: none"> ○ “As you know, ITS has been providing classroom support for the first 2.5 weeks of the semester. Once that support period ends: If a

	<p>support ticket is submitted, ITS will respond the next day to check the room and address any reported issues. We typically follow up with the user if contact information is provided or if we need additional details. In general, there are very few support calls or tickets during evening hours throughout the rest of the semester. Aside from classroom-related issues, we occasionally receive requests such as forgotten passwords or Banner access problems. These are usually resolved the following day.” — Anthony</p> <ul style="list-style-type: none"> ● ZTC/OER - Leonor <ul style="list-style-type: none"> ○ Accepting applications for OER/ZTC ● Safety Committee - Paul Naas <ul style="list-style-type: none"> ○ Safety guidelines for classroom documents with feedback from Faculty and staff. Public Safety is reviewing suggestions and will respond in the future. ○ “See Something Say Something” signs are still in progress - redesign some content ○ Information Emergency Sheets are being customized per building/classroom, still in process ○ Striping crosswalks near bldg 1 will happen this summer ○ Fire access road - barricades have limited traffic (uber, door dash) ○ Tree stumps near campus entrance will stay in place for time being to hold hillside soil in place. Facilities working with contractors to identify solutions to shore up hillside. ○ Elevators - B3 will be down until mid May. <ul style="list-style-type: none"> ■ Signage to alternative paths of travel will be installed by elevator button ■ A-frames outside the building to notify users. ○ B13 safety shade test - installed and tested during lockdown. Test went well. ○ Lot 2 - additional measures have been taken to make the entrance/exit clearer (striping, bollard chain)
Digital Committee Updates	<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.
Division Updates (1:00 - 1:25)	<ul style="list-style-type: none"> ● Mary - PSC for the Division - How can I support you? <ul style="list-style-type: none"> ○ Marketing and promotional material ○ Logistical support for hiring student assistants ○ First point of contact for the Just in Time applications ○ Recent wins = over 50% of all marketing material has been approved by MCPR ○ Website audit & update. Mary can offer some support for minor changes but larger formatting type of changes must go through our web designers. But Mary can support in submitting that request. ○ Outreach kits for each program which will include a banner, table cloth, runner, brochure and business cards holders. Maybe be slightly

	<p>customized based on your needs.</p> <ul style="list-style-type: none"> ○ https://calendly.com/hale_mary/book_a_meeting ● VisionPoint marketing campaign which will provide Career Education specific marketing in the greater San Mateo county. <ul style="list-style-type: none"> ○ This is designed to promote all of the different programs within the division for the upcoming academic year. ● Fall 2025 Tenure Committee Confirmation (3 tenured faculty, including a discipline expert + Dean) <ul style="list-style-type: none"> ○ ECE #1: Elsa, Althea ○ ECE #2: Leonor, Paul Naas ● Robyn attended the Public Safety flex day and thought this PP was helpful. Public Safety Flex Day PowerPoint ● Cañada's 57th Commencement Ceremony will be held on Saturday, May 24 at 10 a.m. ● Summer Work Schedule for Classified Employees are due no later than May 16, 2025 ● Division Office in-person summer schedule - Monday, Tuesday & Thursday 7:30am to 5:30pm w/ lunch from 12pm to 1pm <ul style="list-style-type: none"> ○ Remote day on Wednesdays ○ College is closed on Fridays ● RSI Support <ul style="list-style-type: none"> ○ Retreat on July 23rd via Zoom - 9:00 AM - 12:00 PM ○ Office Hours every Tuesday <ul style="list-style-type: none"> ■ 11 am - noon, via Zoom ■ Meeting ID: 819 8244 2822; Passcode: 888753
<p>Follow-up/Action Items</p>	<ul style="list-style-type: none"> ● Contracts for summer 2025 - will be sent out soon. ● <i>From Robyn after watching the recording.</i> Sparkpoint is now hosting clothing drives for students. People can donate gently used clothing and students can "shop" the racks of donations. This may take some advanced planning but in preparation for the annual Law Day event... I think it would be cool if Sparkpoint hosted a "Dress for Success" event where we ask the college staff and faculty to donate old suits, sports coats, dress shirts, dress pants etc.. For students who may not have access to a suit or other business casual attire they can shop in advance for Law Day. Not sure if this could be available to high school students but our paralegal students could definitely take advantage of an event like this. ● Some concerns were brought up regarding the approval and distribution process for promotional material through the Marketing department. <ul style="list-style-type: none"> ○ Could the division provide more support to programs to help eliminate some of the delay? ○ One suggestion = creating a template that lists all the classes (similar to fashion) and have marketing approve the template ○ Possibly a division canvas shell ● <i>From Robyn after watching the recording.</i> Instead of referring students to WEBSCHEDULE which we all can agree the updates are horrible. We should refer students to the "Course Schedule" which lives in all the individual

	<p>department webpages and already filters the upcoming schedule in an easy to read format. Maybe we can encourage all faculty to promote upcoming classes on their Canvas pages and post these quick links for their programs and conjoining programs like ACTG & BUS or BUS & CBOT. This may be a temporary solution while we wait for a more definite solution with Marketing.</p> <ul style="list-style-type: none"> ● Here are a few links for reference: <ul style="list-style-type: none"> ○ Accounting → HERE ○ Paralegal → HERE ○ Fashion → HERE
Adjourn (1:30)	<ul style="list-style-type: none"> ● <i>Reminder:</i> submit any proposed August agenda items to Robyn (ledesmar@smccd.edu)
Online attendees	<ul style="list-style-type: none"> ● Mary Hale ● Leonor Cabrera ● Hyla Lacefield ● Jamie Hui ● Janet Ramirez ● Emanuela Quaglia ● Brian Bennett ● Paul Naas ● Gampi Shankar ● Elsa Torres ● Jaleh Naasz ● Althea Kippes ● Richard Schulke <p><i>Please email Robyn if you were in attendance but not listed. Thank you.</i></p>
In person attendees	<ul style="list-style-type: none"> ● David Gainey ● Alex Kramer