



### Business, Design & Workforce (BDW) Division Meeting

**Date:** 08/11/2025 | **Time:** 3:00pm to 4:30pm | **In-person:** 13-330 | **Zoom:**

*Reminder: Meetings are recorded solely for transcription purposes only.*

### Fall 2025 Division Meeting Schedule

1<sup>st</sup> Friday of the month via Zoom from 12:00pm to 1:30pm  
(subject to change due to [Academic Calendar](#))

#### Welcome

(3pm to 3:15pm)

- Introduce new faculty members
  - Genevieve Freckelton – MART adjunct faculty
  - Thena Gee – EHD tenure-track faculty
  - Jessie Kaur – EHD tenure-track faculty
  - Patty Medina – CBOT adjunct faculty
  - Shawn Nelson – MART adjunct faculty
  - Dr. Georgi Tatarski – MEDA adjunct faculty
- News, announcements, kudos (all)
  - Over the summer, fashion design students volunteered their time and participated in a fashion show in collaboration with local bay area artists. The event was featured on a podcast – stay tuned for more details.
  - Hyla is working with BACCC to develop not for credit AI training courses for users interested in coding. This curriculum will be available for users across the state of CA. Dom Wu is currently working with State Chancellors Office as an AI Fellow
  - Kristina Brower is part of the K-16 ECE Pathways Design Team – collaboration between all 3 colleges - working towards some consistency and uniformity within the mission, values, and goals between the three child development centers.
  - The Summer 450 "Collab GameDev" students made "Bunny Bumpkin" in just 8-weeks this summer. On this same link is SuckItUp! from 2023 MART 450.  
<https://randys450.itch.io/>
  - ACTG, BUS, LEGL summer get togethers were a success!
  - INTD won an award from Kitchen Bath National Association (KBNA) and at the next annual convention K-Biz two INTD instructors, including Sarah Cravy & Anjana Joshi, will be hosting their own workshop.
  - New Scantron machine located in 13-243 (copy room)
- Review [May meeting minutes](#) (all)
  - Division approved May meeting minutes
- Diego Payan – Retention Specialist within the [Cañada College Interest Areas](#)
- Help with early alerts, connecting students with peer mentors, tutoring

	<p>services or other academic services to support their success in your course and beyond.</p> <ul style="list-style-type: none"> <li>■ Leading peer mentors within the Learning Center</li> <li>■ Early Alert notifications</li> <li>■ Liaison &amp; academic resource for you to refer students</li> <li>■ <a href="mailto:payand@smccd.edu">payand@smccd.edu</a></li> </ul>
<b>Committee Updates</b> (3:15pm – 3:30pm)	<ul style="list-style-type: none"> <li>● Review &amp; approve Fall 2025 committee assignments</li> <li>● AS – one previous vacancy – new appointment Leonor Cabrera               <ul style="list-style-type: none"> <li>○ Gampi Shankar &amp; Richard Schulke</li> <li>○ 1 adjunct rep needed (in-person commitment) – please reach out to Ramin Ehkitar for confirmation</li> </ul> </li> <li>● CC – no changes               <ul style="list-style-type: none"> <li>○ Hyla Lacefield</li> </ul> </li> <li>● DEAC – no changes but please re-confirm with Emanuela</li> <li>● EAPC – no changes               <ul style="list-style-type: none"> <li>○ Kristina Brower</li> </ul> </li> <li>● HTP – no changes               <ul style="list-style-type: none"> <li>○ Paul Roscelli</li> </ul> </li> <li>● IPC – no changes               <ul style="list-style-type: none"> <li>○ Paul Roscelli</li> <li>○ BDW rep – new appointment Kristina Brower</li> </ul> </li> <li>● PBC – no changes               <ul style="list-style-type: none"> <li>○ Gampi Shankar</li> <li>○ Vacancy - 1 BDW rep needed</li> </ul> </li> <li>● PDC – no changes               <ul style="list-style-type: none"> <li>○ Ritu Malhotra</li> </ul> </li> <li>● Safety – no changes               <ul style="list-style-type: none"> <li>○ Paul Naas</li> </ul> </li> <li>● Technology - one vacancy               <ul style="list-style-type: none"> <li>○ BDW rep - new appointment Jaleh Naasz</li> </ul> </li> <li>● ZTC – one vacancy               <ul style="list-style-type: none"> <li>○ Check in with Marina Noel</li> </ul> </li> </ul>
<b>Optional Committee Updates Entry</b>	<p>*Optional* Enter Committee Updates for BDW Division Meeting → <a href="#">HERE</a></p> <ul style="list-style-type: none"> <li>● Meeting updates will be transferred and included in the division meeting minutes for everyone to review.</li> </ul>
<b>Workforce Fall 2025 Updates</b> (3:30pm to 4:05pm)	<p><i>Jasmine Jaciw</i>, Director of Workforce Development (<a href="mailto:jaciwj@smccd.edu">jaciwj@smccd.edu</a>)</p> <ul style="list-style-type: none"> <li>● Update on Annual Resource Request &amp; Just-in-Time Applications               <ul style="list-style-type: none"> <li>○ Annual resource requests submitted in October specifically pertain to requests for the following academic year. The Just in Time application is for misc. requests that come up during the current semester.</li> <li>○ Updated application to better adhere to reporting guidelines as well as faculty feedback</li> <li>○ Mandatory progress report new add-on</li> <li>○ Advisory board meeting is required every academic year per the Title V Perkins eligibility guidelines</li> </ul> </li> </ul>

- Nominations for review team members opens annually
  - Made up of 7 individuals
  - Including Tri-Chair – Alex, Jasmine and CTE Liaison Sima Tawakoli
  - 2 FT faculty
  - 1 Classified
  - 1 Business Office
  - Must submit application for nomination
- New SharePoint Resources
  - Faculty coordinators will receive an email notification from Jasmine giving everyone access to SharePoint
  - More transparency in the form for allocation and budget reporting
  - Contact info, future meeting dates, meeting minutes & scoring sheet

*David Gainey*, Director of Apprenticeships ([gaineyd@smccd.edu](mailto:gaineyd@smccd.edu))

- Update on Digital Marketing & Extended Reality pathways
- Partnered with LAUNCH Apprenticeship Network – associated with the Foundation for California Community College - partnership approved by Board of Trustees
  - enrolling students in our first for-credit apprenticeship courses
  - MART 100 – XR Immersive Production (late start)
  - BUS 180 – Digital Marketing
  - For faculty teaching these courses there are no changes to instructional methods or content
- Credit for Prior Learning, the Chancellor's office is working to attract as many students as possible.
  - MAP Initiative – Pilot Program
  - Multiple grants were awarded to support the CPL & apprenticeship.
  - First innovative pathway for apprenticeship in our district.

*Mercedes White-Gomez*, PSC, Menlo Park ([whitem@smccd.edu](mailto:whitem@smccd.edu))

- FIRST for-credit in-person offering:
  - Business Information Worker (BIW) for credit certificate program
    - Basic computer skills
    - Intro to keyboarding
    - Microsoft Office
  - Counselor on site
  - Computer skills workshop & registration workshop
  - ESL Level 2 language requirement
- Not for Credit offerings:
  - Water Treatment & Distribution program
  - Dispensing Opticians Training program
- Menlo Park refresh and open house coming soon – stay tuned for more info!
  - Visit Menlo Park [webpage](#)

*Janet Ramirez*, Transition Coordinator, Adult Education ([ramirezj@smccd.edu](mailto:ramirezj@smccd.edu))

- Sequioa Adult School is the primary partnership
- Assists adult students with the college matriculation process and creating a seamless transition from the adult school to Canada College.
- Works closely with Mercedes to enroll students at Menlo Park

	<ul style="list-style-type: none"> <li>Algebra course option through the adult school.</li> </ul>
<b>Division Updates</b> (4:05pm – 4:40pm)	<ul style="list-style-type: none"> <li>Review &amp; Approve hiring committees (Alex + all)</li> <li>Tenure (Kaur) <ul style="list-style-type: none"> <li>Dean – Alex</li> <li>4-year – Althea (chair) &amp; Elsa</li> <li>2-year – Maggie Barrientos (CSM) <ul style="list-style-type: none"> <li><i>Please consider removing Althea from chair and move to non-chair for (Gee) - follow-up needed</i></li> <li><i>Please consider reassigning Paul if he would be willing to move to chair (Kaur) - follow-up needed</i></li> </ul> </li> </ul> </li> <li>Tenure (Gee) <ul style="list-style-type: none"> <li>Dean – Alex</li> <li>4-year – Leonor (chair) &amp; Paul</li> <li>2-year – Tina Watts (SKY) <ul style="list-style-type: none"> <li><i>Please consider the removal of Leonor Cabrera &amp; Paul Naas – future plans to retirement or make contingency for early departures – follow-up needed</i></li> </ul> </li> </ul> </li> <li>MEDA tenure-track faculty hiring committee posted 08/15 <ul style="list-style-type: none"> <li>Alex (chair)</li> <li>Ritu, Leonor, Althea &amp; Elsa</li> </ul> </li> <li>CDC faculty coordinator hiring committee <ul style="list-style-type: none"> <li>Alex (chair)</li> <li>Kristina, Tina Watts, Maggie Barrientos &amp; Yovanka Crossley</li> <li>Ray Lapuz – preapproved <ul style="list-style-type: none"> <li><i>Please revisit this list and confirm – follow-up needed</i></li> </ul> </li> </ul> </li> <li>Review &amp; approve tenure committees (Alex + all) <ul style="list-style-type: none"> <li>ECE, FASH, MART</li> <li>Confirmed all existing tenure-track committees</li> </ul> </li> <li>Division agreed to move forward with the list; including the four items that require follow-up to confirm changes.</li> </ul> <p>Mary Hale, Program Services Coordinator, BDW (<a href="mailto:halem@smccd.edu">halem@smccd.edu</a>)</p> <ul style="list-style-type: none"> <li>New fliers, postcards and brochures for all programs – check in your mailboxes or can be found in the DropBox link  <a href="https://www.dropbox.com/scl/fo/5t9xw94wu5pih2ujqw381/AGm5WNVLNAkJnKk95FQqNmQ?rlkey=bt2pwu816aq1ygeibmwaghwwo&amp;st=fvdcxzg5&amp;dl=0">https://www.dropbox.com/scl/fo/5t9xw94wu5pih2ujqw381/AGm5WNVLNAkJnKk95FQqNmQ?rlkey=bt2pwu816aq1ygeibmwaghwwo&amp;st=fvdcxzg5&amp;dl=0</a></li> <li>Templates to program overview &amp; class listing are open for editing if you would like to make edits on your own or reach out to Mary for assistance.</li> <li>Can be a great resource for late start courses <ul style="list-style-type: none"> <li>All flyers must follow marketing guidelines and must be approved by ASSC prior to being posted around campus.</li> </ul> </li> </ul> <p>Robyn Ledesma, Division Assistant (<a href="mailto:ledesmar@smccd.edu">ledesmar@smccd.edu</a>)</p> <ul style="list-style-type: none"> <li>For conference &amp; reimbursement receipts: <ul style="list-style-type: none"> <li>I encourage everyone to download this free app <b>CamScanner App</b> → converts photos into PDF which you can email directly from app.  <a href="#">Watch Tutorial</a></li> <li>Receiving photos can be challenging to convert to a PDF or image</li> </ul> </li> </ul>

	<p>resolution is not great so photo will pixelate when blown up. This streamlines the process and supports the work of the Division office.</p> <ul style="list-style-type: none"> <li>• Available Support Services – laminated resource located in every classroom in bldg 13. <ul style="list-style-type: none"> <li>○ “How To” guide for ITS trouble shooting for device in hy-flex/multi modal classrooms. - <i>follow up with ITS</i></li> </ul> </li> <li>• Fall 2025 <ul style="list-style-type: none"> <li>○ Teaching Assignments (sent via Adobe Sign) &amp; Syllabi due by 08/15 per Office of Instruction</li> </ul> </li> <li>• Spring 2026 <ul style="list-style-type: none"> <li>○ Faculty Availability Requests – due by 08/17</li> <li>○ Failure to submit an availability request may result in not being assigned a course or may receive an assignment that doesn't reflect availability</li> <li>○ Schedule development spreadsheet emailed out by end of week <ul style="list-style-type: none"> <li>■ Spring 2026 schedule goes live on WebSchedule Oct. 1<sup>st</sup>.</li> <li>■ Book orders are going to be due in early October</li> </ul> </li> </ul> </li> </ul>	
<b>Follow-up/Action Items</b>	<ul style="list-style-type: none"> <li>• <a href="#">Community Safety &amp; Immigration Enforcement Awareness</a> – Joint Message from Chancellor and College Presidents <ul style="list-style-type: none"> <li>○ Look out for updated literature</li> </ul> </li> <li>• Attend the RSI workshop on 8/12 <ul style="list-style-type: none"> <li>○ <a href="#">Flex Day Agenda and Registration</a></li> <li>○ <a href="#">Flex Day Memo 2025/2026</a> <ul style="list-style-type: none"> <li>■ Including timesheet deadlines</li> </ul> </li> </ul> </li> <li>• Reminders: <ul style="list-style-type: none"> <li>○ Visit Program Review website <a href="https://canadacollege.edu/programreview/index.php">https://canadacollege.edu/programreview/index.php</a></li> <li>○ Division meetings <b>will be held via Zoom</b> through November <ul style="list-style-type: none"> <li>■ Last meeting in December will be held in person and on Zoom</li> </ul> </li> </ul> </li> </ul>	
<b>Adjourn (4:40pm)</b>		
<b>Online attendees</b>	<ul style="list-style-type: none"> <li>• Ritu Malhotra</li> <li>• Althea Kippes</li> <li>• Candice Nance</li> <li>• Gampi Shankar</li> <li>• Paul Roscelli</li> <li>• Sharon Kasser</li> <li>• Georgi Tatarski</li> <li>• Elna Murcia-Cordoba</li> <li>• Holly Matsuo</li> <li>• Mark Walker</li> <li>• Janet Laurin</li> <li>• Jasmine Jaciw</li> <li>• Brian Bennett</li> <li>• Diego Payan</li> </ul>	<ul style="list-style-type: none"> <li>• Richard Claire</li> <li>• Sarah Cravy</li> <li>• Jessie Kaur</li> <li>• Patty Medina</li> <li>• Shawn Nelson</li> <li>• Genevieve Freckelton</li> <li>• Randy Angle</li> <li>• Janice Weeks</li> <li>• Alexander Jones</li> <li>• Mercedes White-Gomez</li> <li>• Janet Ramirez</li> <li>• Elsa Torres</li> </ul>

<b>In person attendees</b>	<ul style="list-style-type: none"> <li>● Jamie Hui</li> <li>● Thena Gee</li> <li>● Leonor Cabrera</li> <li>● Kristina Brower</li> <li>● David Gainey</li> <li>● Mary Hale</li> </ul>	<ul style="list-style-type: none"> <li>● Robyn Ledesma</li> <li>● Jaleh Naasz</li> <li>● Hyla Lacefield</li> <li>● Marina Noel</li> <li>● Mike Jarett</li> <li>● Alex Kramer</li> </ul>
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