



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

**Date:** 09/05/2025 | **Time:** 12:00pm to 1:30pm | **Zoom:**

<https://smccd.zoom.us/j/82080600911?pwd=Xby78PlvztXDKjOQ2Mr5xUKerneQ7O.1&from=addon>

*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](#))

\* All division meetings will be held on Zoom except for the first and last meetings of the semester which will be held in-person and online.\*

<b>Welcome</b> (12pm to 12:10pm)	<ul style="list-style-type: none"> <li>News, announcements, kudos (all) <ul style="list-style-type: none"> <li>Dean's office visit</li> <li>Warm welcome to new faculty</li> <li>Fashion update: Working to help the fashion students form a student club, any intel welcome!</li> </ul> </li> <li>Review <a href="#">August meeting minutes</a> (all) - Division approved</li> </ul>
<b>Distance Education Check-In</b> (12:10pm to 12:25pm)	<ul style="list-style-type: none"> <li>Allison Hughes – Instructional Designer (<a href="mailto:hughesa@smccd.edu">hughesa@smccd.edu</a>) <ul style="list-style-type: none"> <li>Pedagogy</li> </ul> </li> <li>∄ Lindsey Irizarry – Instructional Technologist (<a href="mailto:irizarryl@smccd.edu">irizarryl@smccd.edu</a>) <ul style="list-style-type: none"> <li>Point of contact for all RSI, Canvas, and Nuventive</li> </ul> </li> <li>∄ Faculty Teaching and Learning (FTL) Website — <a href="https://canadacollege.edu/facultyteachingandlearning/">https://canadacollege.edu/facultyteachingandlearning/</a></li> <li>∄ For new faculty here is a support guide reference document: <a href="https://docs.google.com/document/d/1yAd1Mk1za-WeRBRLX2pkL2E4HyNbCSwxu1gBNPxe7s/edit?tab=t.0#heading=h.f8e3o3wzw0q6">https://docs.google.com/document/d/1yAd1Mk1za-WeRBRLX2pkL2E4HyNbCSwxu1gBNPxe7s/edit?tab=t.0#heading=h.f8e3o3wzw0q6</a></li> <li>∄ Would New Faculty &amp; Program coordinators benefit from a Canvas shell so we can have a one-stop-shop for all the links/resources? <ul style="list-style-type: none"> <li>Programs may reach out to Lindsey for Canvas shells</li> </ul> </li> <li>∄ What are ways to engage early posting on discussion boards? <ul style="list-style-type: none"> <li>Incentive, create multiple due dates</li> <li>use the "Message Student Who" feature to message students who haven't submitted— <a href="https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-students-from-the-Gradebook/ta-p/741">https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-students-from-the-Gradebook/ta-p/741</a></li> </ul> </li> </ul>
<b>Circling Back</b> (12:25pm to 12:35pm)	<p>Follow-up from last meeting (Alex)</p> <ul style="list-style-type: none"> <li>New signage regarding <a href="#">On-Campus Immigration Enforcement Response</a></li> <li>Committee confirmations <ul style="list-style-type: none"> <li>College <ul style="list-style-type: none"> <li>■ Ramin nomination will be voted on during next Academic Senate (AS) meeting on 09/11</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>■ Emanuela confirmed her participation in Distance Education Advisory Committee (DEAC)</li> <li>■ Kristina moved to serve as rep for BDW for Curriculum Committee (CC)</li> <li>■ Marina confirmed her participation in Zero Textbook Cost (ZTC)</li> <li>■ <b>Representatives needed:</b> <ul style="list-style-type: none"> <li>● <b>Planning &amp; Budget Council (PBC)</b> <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesdays from 2:10-4:00 PM</li> </ul> </li> </ul> </li> <li>○ Evaluations / Tenure Committees <ul style="list-style-type: none"> <li>■ Paul will remain member of Thena's tenure-track committee</li> <li>■ Althea will remain chair for Jessie's tenure-track committee</li> </ul> </li> <li>○ Hiring <ul style="list-style-type: none"> <li>■ Confirmed that Ray Lapuz will be a member of the Child Development Center (CDC) Faculty Coordinator hiring committee</li> </ul> </li> </ul>
<b>Committee Updates</b> (12:30pm to 12:55pm)	<p>AS – Leonor, Richard Schulke,</p> <ul style="list-style-type: none"> <li>• Monica M</li> <li>• Common Course Numbering (CCN) - new coordinator position filled as of 09/04</li> <li>• Adjuncts participation will count towards load</li> <li>• Tenure Track yr 1-2 not eligible for PD funds but can apply for</li> <li>• Academic Senate Speaker Honorarium Limits: \$150/semester  <a href="https://www.canadacollege.edu/academicsenate/funding.php">https://www.canadacollege.edu/academicsenate/funding.php</a></li> <li>• Supplemental Travel for 1st and 2nd year tenure track : \$300/year  <a href="https://www.canadacollege.edu/academicsenate/funding.php">https://www.canadacollege.edu/academicsenate/funding.php</a></li> </ul> <p>CC – Hyla &amp; Kristina</p> <ul style="list-style-type: none"> <li>• Short turn around</li> </ul> <p>Classified Senate – It's that time of the year! <a href="#">Holiday gift basket</a> fundraiser for Classified Senate Student Scholarships.</p> <ul style="list-style-type: none"> <li>• Continuing the momentum from last year's opening day theme, Garden of the Future, this semester the SMCCCD opening day theme was Cultivating Community.</li> <li>• If you would like to contribute monetarily or add a small item to the basket, reach out to Robyn. All donations are greatly appreciated.</li> </ul> <p>DEAC – 92% engagement from online instructors</p> <ul style="list-style-type: none"> <li>• RSI status: We're at ~90–92% engagement across ~100 online instructors RSI Update PowerPoint and  <a href="https://canadacollege.edu/facultyteachingandlearning/rsi.php">https://canadacollege.edu/facultyteachingandlearning/rsi.php</a></li> <li>• Connecting one-on-one with the ~ 10% of the remaining online faculty</li> <li>• Weekly DE Office Hours – Tuesdays @ 11am or by appointment</li> <li>• Proposing an Academic Senate Resolution on RSI</li> <li>• Training: QOTL1 starts Oct 13; QOTL2 starts Oct 20. AI @ One Course Listings - register early.</li> <li>• Heads-up: A refreshed DE Handbook is coming to divisions in October for feedback and Senate approval.</li> </ul> <p>EAPC – Krsitina Discussing new initiatives, small task forces – stay tuned for polls that may inquire</p> <p>HTP – Paul R. - first meeting/orientation with various students (approx 30 showed up)</p> <p>IPC – Paul R. - overview of policies &amp; procedures</p> <p>PBC – Gampi (co-chair)</p> <ul style="list-style-type: none"> <li>• 10% of all categorical (grant) funds is Federal. It is about 2% when considering all funding sources.</li> </ul>

	<ul style="list-style-type: none"> <li>Who is responsible for major goals EMP? Faculty perspective PIV</li> </ul> <p>PDC – Ritu</p> <ul style="list-style-type: none"> <li>Next meeting 09/09</li> </ul> <p>SC - Paul N</p> <ul style="list-style-type: none"> <li>Next meeting 09/25</li> </ul> <p>TC – Jaleh</p> <ul style="list-style-type: none"> <li>Wed. Sept. 3, 2025 1:15pm meeting update: <ul style="list-style-type: none"> <li>Submit a request ITS SITE so the committee can review all the things that come up &amp; evaluate functionality.</li> <li>Student printing: WEPA Printing \$5 free printing (60 BW letter size pages)</li> <li>Library Front Desk: Courtesy 11x17 printing (When asked)</li> <li>Technology refresh 5-7 years</li> <li>Training topic suggestions welcome, please e-mail any to naaszj@smccd.edu for BDW for the Oct. meeting. ☐ I plan to recommend a Canvas page for FT Faculty/Program Coordinators ☐ Training on Canva platform and Adobe Express for Lecture slides &amp; flyers</li> </ul> </li> </ul> <p>ZTC – Marina (n/a)</p>
Staff & Faculty Updates (12:55pm to 1:13pm)	<ul style="list-style-type: none"> <li>☐ SLO Review/Guidance (Hyla) <ul style="list-style-type: none"> <li>Get back on track to the cycle</li> <li>SLO Data Entry Request Form <a href="https://docs.google.com/forms/d/e/1FAIpQLSc8QVedv9zcn3Cz9Oq-mRJUJlaW8qJd5MwF5lyFqfbRG2_b2w/viewform">https://docs.google.com/forms/d/e/1FAIpQLSc8QVedv9zcn3Cz9Oq-mRJUJlaW8qJd5MwF5lyFqfbRG2_b2w/viewform</a></li> </ul> </li> <li>☐ Course Auditing Process (Alex) <ul style="list-style-type: none"> <li><a href="https://canadacollege.edu/policies/auditing.php">https://canadacollege.edu/policies/auditing.php</a></li> <li>Lots of questions about this policy</li> </ul> </li> </ul>
<b>Workforce Updates</b> (1:13pm to 1:20pm)	<p>Strong Workforce Program updates (Jasmine)</p> <ul style="list-style-type: none"> <li>First tri-chair meeting 09/08</li> <li>Menlo Park Site opening house <ul style="list-style-type: none"> <li>10/16 from 11am to 1pm</li> <li>Invite coming soon</li> </ul> </li> <li>Resource request reminder <ul style="list-style-type: none"> <li>No annual application</li> <li>Resource request through program review</li> </ul> </li> <li>High School counselor &amp; community partner event <ul style="list-style-type: none"> <li>Invitation sent to faculty coordinators</li> </ul> </li> </ul> <p>Apprenticeship (David)</p> <ul style="list-style-type: none"> <li>Updated website <a href="#">Apprenticeships   Business, Design and Workforce Division   Cañada College</a></li> <li>Huge thank you to the team for all their work thus far</li> </ul>
<b>Division Updates</b> (1:20pm – 1:30pm)	<ul style="list-style-type: none"> <li>Evaluations &amp; Tenure Committees (Alex) <ul style="list-style-type: none"> <li>First meeting by September 10<sup>th</sup></li> <li>Keep an eye out for emails regarding evaluations</li> </ul> </li> <li>Check in with faculty coordinators next week to work on spring 2026 schedule development (09/26)</li> <li>Timesheets deadline (09/11 - EOD)</li> <li>ITS reminder <ul style="list-style-type: none"> <li>Please turn off projectors and set Neat Boards to the default screen (this will automatically turn off screen) <ul style="list-style-type: none"> <li>Leaving Neat Board on during White Board mode – will result in Neat Board being left on and create long-term challenges and</li> </ul> </li> </ul> </li> </ul>

	<p>possible replacement.</p> <ul style="list-style-type: none"> <li>○ Help desk: (650) 574-6543</li> <li>● <a href="#">Violent Intruder Drill</a>: Wednesday, September 24 at 10:45 AM and 6:15 PM</li> <li>● <a href="#">Great California ShakeOut</a>: Tuesday, October 14, 2025, at 10:14 AM</li> <li>● Travel &amp; Conference Expense Policy Update: <ul style="list-style-type: none"> <li>○ At the May 21, 2025 Board Meeting ([Item 15.3 &amp; 15.4 – <a href="#">link here</a>]), Chancellor Moreno emphasized the importance of complying with BP 8.55, AP 8.55.1, and AP 8.55.2 and recommended strengthening internal controls.</li> <li>○ Enforcement and compliance with these policies include: <ul style="list-style-type: none"> <li>▪ Pre-Approval/Advance Travel requests must be submitted <b>at least 30 days in advance</b>.</li> <li>▪ Conference Reimbursement requests must be submitted <b>within 30 days after the date of travel</b>.</li> <li>▪ Any non-compliant requests will require an additional email explanation attached to the conference form.</li> <li>▪ In addition, if prior conference reimbursement requests remain outstanding, new pre-approval for conference requests will be placed on hold until all required paperwork has been submitted to the Business Office.</li> </ul> </li> <li>○ Please take a look at the revised conference pre-approval/ advance form. We also updated the links on the <a href="#">Professional Development Website</a>.</li> </ul> </li> </ul>
<b>Follow-up/Action Items</b>	<ul style="list-style-type: none"> <li>● <b>Representatives needed:</b> <ul style="list-style-type: none"> <li>○ <b>Planning &amp; Budget Council (PBC)</b> <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesdays from 2:10-4:00 PM</li> </ul> </li> </ul> </li> <li>● ITS request for 13-330 &amp; 13-331 overheard project times out after an hour or so in HDMI</li> <li>● Follow-up with safety committee about advance notice of</li> <li>● Follow-up with PD committee about communication for approval process after its submitted to division office</li> </ul>
<b>Adjourn (1:37pm)</b>	<ul style="list-style-type: none"> <li>●</li> </ul>
<b>Online attendees</b>	<ul style="list-style-type: none"> <li>● Ramin</li> <li>● Elsa</li> <li>● Paul R</li> <li>● Hyla</li> <li>● Brian</li> <li>● Sarah C</li> <li>● Kristina</li> <li>● Thena</li> <li>● Emanuela</li> <li>● Mary</li> <li>● David</li> <li>● Elna</li> <li>● Gampi</li> <li>● Jaleh</li> <li>● Jamie</li> <li>● Leonor</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Diego</li><li>• Kathleen</li><li>• Janet R</li><li>• Allison</li><li>• Lindsey</li><li>• Janice</li><li>• Shawn</li><li>• Ritu</li><li>• Jasmine</li><li>• Janet L</li><li>• Paul N</li><li>• Jesse</li><li>• Mercedes</li></ul> |
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