



Business, Design & Workforce Division Meeting

Friday, September 12th | 2:00 PM to 3:30 PM | In-person: 13-330 | Zoom:
<https://smccd.zoom.us/j/85004739513?pwd=jOgLSC5i2ODTaBrRg0HISvBWOba8mw.1>
 Meeting ID: 850 0473 9513 | Passcode: 932603

Transcribed Meeting Minutes: https://otter.ai/u/LuLkKXWF4RH5JAsLf17tw3dTank?utm_source=copy_url

1.	Welcome (2:00 - 2:05 PM)	Alex Kramer <ul style="list-style-type: none"> • Approve August Minutes by October Meetings
2.	College Partners (2:05 - 2:10 PM)	<ul style="list-style-type: none"> • Mia Berta, ASSC rep • Diego Payán, Retention Specialist <ul style="list-style-type: none"> ◦ ASLT & BDW ◦ Point of contact for early alerts ◦ Point of contact for prospective students & offering warm hand-offs ◦ Will continue to be an active presence within our meetings • Stephen Redmond
3.	Middle College Update (2:10 - 2:25 PM)	Stephen Redmond (redmonds@smccd.edu) <ul style="list-style-type: none"> • Executive Director, Middle College and College & Career <ul style="list-style-type: none"> ◦ Class time 12:30 to 3:05pm ◦ 11 units per semester ◦ 11th - 12th graders have an opportunity to earn transferable college credits while also working towards their H.S. diploma ◦ FERPA waiver agreements are signed so Steven can communicate and seek support on behalf of students ◦ Goal 180 -190 students ◦ Sequoia Unified School District ◦ Progress reports sent to faculty with Middle College students = email sent twice a semester ◦ Currently 60% response rate = how can we improve on the 40%?
4.	BDW Staff & Faculty Announcements (2:25 - 2:35 PM)	Paul Roscelli proposal <ul style="list-style-type: none"> • informal division mentorship opportunity with senior faculty with new faculty • Next steps = anyone interested in mentoring email

		<p>Alex and division office will work on getting information to interested new faculty</p> <p>Althea Kippes (Alex Kramer)</p> <ul style="list-style-type: none"> stepping down from IPC encourage faculty to participate <p>Jasmine Jaciw</p> <ul style="list-style-type: none"> 1 of 2 info session today Fri, Sep 13 Second Perkins & Strong Workforce Program Information Session: 9/27 11am-12pm (In-person & via Zoom) Annual Application opens 9/30 and closes 11/1 by 5pm Office Hours with Jasmine (in-person & via Zoom) during application window: <ul style="list-style-type: none"> 10/4 10am-12pm 10/11 11am-1pm 10/17 10am-12pm 10/25 10am-12pm 11/1 10am-12pm
5.	BDW Division Updates (2:35 - 2:55 PM)	<p>Committee Updates (All)</p> <p>Hyla - Academic Senate BDW rep</p> <ul style="list-style-type: none"> PIV (Program Improvement & Viability) updates and approvals - available on the website <p>Paul Naas - Safety committee no updates</p> <p>Sarita - Curriculum committee BDW rep</p> <ul style="list-style-type: none"> Unified course numbering International Bachelor degree holders TBD whether they will need to retake gen ed classes <p>Paul Roscelli - IPC no major updates</p> <p>Gampi - Academic Senate Prez</p> <ul style="list-style-type: none"> Must be present in person (Brown Act) Evaluate programs that display need for evaluation Chancellor Moreno = IEPI = "how are we doing on a district level?" Concerns = lack of bulletin boards in multiple buildings for public use Lack of Public Safety presence in the evening Reach out to Academic Senate with any other faculty concerns <p>Robyn - Classified Senate</p> <ul style="list-style-type: none"> professional development amount has been increased from \$1000 to \$2500 stay tuned for more information and share with colleagues in division and/or other departments <p>Comprehensive Program Reviews Check-In (Alex)</p>

		Reassign Time Renewal Schedule (Alex) College & Division reminders (Robyn) <ul style="list-style-type: none"> • Food distribution & markets available • Smoke-free & vape-free campus • New system for calendar invites & other division reminders <ul style="list-style-type: none"> ○ Timesheets ○ Availability requests ○ Meetings & agenda requests ○ Instructional & office supply requests ○ Stocked breakroom
6.	Committee Representatives (2:55 - 3:20 PM)	Alex Kramer & faculty
7.	Semester Division Meetings (3:20 - 3:25 PM)	Friday, October 11th 2:00 - 3:30 PM <i>Agenda items due 10/09/24</i> Friday, November 8th 10:30 AM - 12:00 PM <i>Agenda items due 11/06/24</i> Friday, December 6th 10:30 AM - 12:00 PM <i>Agenda items due 12/04/24</i>
8.	Open Discussion/Requires Follow-Up (3:25 - 3:30 PM)	Prerequisites Curriculum updates
9.	Adjourn (3:30 PM)	

Online Division Attendees

1. Elsa torres
2. Paul Rosecelli
3. Sarah Cravy
4. Randy Angle
5. Holly Matsuo
6. Jaleh Naasz
7. Kathleen Lorist
8. Brian Bennett
9. Hyla Lacefield
10. Jamie Hui
11. Janice Weeks
12. Leonor Cabrera
13. Marina Noel
14. Paul Naas

15. Richard Claire
16. Sarita Santos
17. Diego Payan
18. Elna Murcia - Cordoba
19. Janet Laurin
20. Ritu Malhotra