

## Business, Design & Workforce Division Meeting

Date: 10/11/2024 | Time: 2pm to 3:30pm | In-person: 13-330 | Zoom Recording:

Email Agenda Items to Alex at [kramera@smccd.edu](mailto:kramera@smccd.edu) and/or Robyn at [ledesmar@smccd.edu](mailto:ledesmar@smccd.edu)

Meeting Transcript: [https://otter.ai/u/sSA-uumi-AJ\\_n3\\_AAq-cVwTJMYE?utm\\_source=copy\\_url](https://otter.ai/u/sSA-uumi-AJ_n3_AAq-cVwTJMYE?utm_source=copy_url)

	<b>Welcome &amp; Approval</b> (2:00 - 2:05 PM) Alex	<ul style="list-style-type: none"> <li>● August - 08/12/24 BDW Division Meeting <a href="#">Otter AI Transcript</a></li> <li>● September - <a href="#">09/13/24 BDW Division Meeting</a></li> </ul>
	<b>College Partners/Announcements</b> (2:05 - 2:15 PM) Alex	<ul style="list-style-type: none"> <li>● OER/ZTC Reminders for Spring 2025 <ul style="list-style-type: none"> <li>○ <a href="#">Video</a></li> </ul> </li> <li>● ITS Reminder <ul style="list-style-type: none"> <li>○ Close laptop carts &amp; turn-off projectors</li> <li>○ “Turn off” reminders added to classrooms</li> <li>○ Issues with camera in room 330/331 - suggestion for routine maintenance for cameras</li> <li>○ 22-137 issues with neat board</li> </ul> </li> </ul>
	<b>BDW Staff &amp; Faculty Announcements</b> (2:15 - 2:30 PM)	<ul style="list-style-type: none"> <li>● Guess that date! Win 100K <ul style="list-style-type: none"> <li>○ Oct 18 - Submit your completed Comprehensive Program Review in Nuventive (LC)</li> <li>○ Oct 31 - All curriculum for Fall 2025 must be submitted (HL)</li> <li>○ Nov 11 - Veterans Day - NO SCHOOL (LC)</li> <li>○ Nov 18 - Reassign Time Applications Due (CN)</li> </ul> </li> <li>● Perkins Update <ul style="list-style-type: none"> <li>○ Annual application closes Nov 1st at 5pm</li> <li>○ Submitted by FT faculty from department</li> <li>○ Request for faculty &amp; staff</li> <li>○ Review committee <ul style="list-style-type: none"> <li>■ PT &amp; FT faculty are permitted</li> <li>■ Approx 6 hours for faculty</li> <li>■ Meet between 11/18 - 11/22</li> <li>■ Spring 2025 meeting (tentative)</li> </ul> </li> </ul> </li> <li>● <a href="#">Website Update</a> <ul style="list-style-type: none"> <li>○ Deadlines &amp; quick links</li> <li>○ Info &amp; applications</li> </ul> </li> <li>● Office Hours w/ Jasmine (in-person or on Zoom) <ul style="list-style-type: none"> <li>○ 10/17 10am-12pm</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ 10/25 10am-12pm</li> <li>○ 11/1 10am-12pm</li> <li>○ Zoom and in-person</li> <li>● Apprenticeship Highlights <ul style="list-style-type: none"> <li>○ 2 apprenticeship programs</li> <li>○ Convo with employers <ul style="list-style-type: none"> <li>■ Need something more specific - training in classrooms</li> <li>■ Brand new courses launched for FA25 for DDA &amp; dig. Marketing</li> <li>■ Students in classrooms by SP25 and in the workplace in FA25</li> <li>■ Board study sessions upcoming stay tuned for more info</li> </ul> </li> </ul> </li> <li>● Class Climate Student Surveys <ul style="list-style-type: none"> <li>○ 15% completion rate</li> <li>○ Last date to submit October 18th</li> <li>○ Encourage students to complete - reach out to D.O. if you need some assistance with verbiage</li> </ul> </li> <li>● Per Paul Roscelli - honors is enrollment is meeting/exceeding pre-pandemic numbers <ul style="list-style-type: none"> <li>○ please reach out Paul if interested in getting more involved</li> </ul> </li> </ul>
	<b>Committee Updates</b> (2:35 - 2:55 PM)	<ul style="list-style-type: none"> <li>● Tri-Chair Committee <ul style="list-style-type: none"> <li>○ Received 3 Just in Time applications</li> <li>○ FASH - Earth Day Fashion Event</li> <li>○ DAA - 24-Hour animation challenge</li> <li>○ Outreach - HS Counselor &amp; community partner forum</li> </ul> </li> <li>● Review Committee spreadsheet</li> <li>● Academic Senate <ul style="list-style-type: none"> <li>○ articulation position at .6 release will be available &amp; another position at .5 release will be available. Reach out to Gampi if interested</li> <li>○ Surveys and discussion around class cancellations regarding minimum enrollment</li> <li>○ Surveys and discussion around class modality - same survey for students</li> <li>○ Deadline October 31st</li> <li>○ Bachelors of Science in Interaction Design presented to AS 10/09</li> </ul> </li> <li>● Curriculum Committee <ul style="list-style-type: none"> <li>○ Last week's meeting was canceled due to power outage</li> <li>○ October 17th deadline for courses - CALGETC</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Area 7 lifelong wellness</li> <li>○ Changing Art History courses &amp; Ethnic Studies</li> <li>○ UC driven - suggestion talk with Gloria Darafshi before she leaves</li> <li>● DEAC - no updates</li> <li>● DPGC - no updates</li> <li>● EAPC - rep TBD</li> <li>● Planning Budget Committee - check out website for review of detailed budget <ul style="list-style-type: none"> <li>○ Huge build-out for EDC</li> <li>○ Two senates will be doing presentations different</li> </ul> </li> <li>● PDC - no updates</li> <li>● Safety Committee - two main topics 1. Parking at tennis courts redesignated for pickleball which causes community members to park off the side of the road on the curve. → No parking zone 2. Student parking in faculty lots. P.S. suggestion was “see it, call it in” counter suggestion was for P.S. to patrol more and ticket appropriately. <ul style="list-style-type: none"> <li>○ New staff/faculty permits will expire at the end of the year and new permits will be available by the end of semester.</li> <li>○ Dispatch number to public safety is 650-738-7000 (cell) or ext. 7000 (landline)</li> <li>○ Doors do not lock from the inside - INTD needs new copies of hard copy keys</li> <li>○ Window covering for doors in building 13</li> <li>○ Overall facilities/project management request for temperature maintenance bldg 13/18</li> </ul> </li> <li>● TC - rep TBD</li> <li>● ZTC - already covered</li> </ul>
	<b>BDW Division Updates</b> (2:55 - 3:15 PM) Robyn	<ul style="list-style-type: none"> <li>● Flex Day timesheets reminders <ul style="list-style-type: none"> <li>○ Part-time Faculty Submission Due Dates: FALL - December 16, 2024</li> <li>○ First thing Monday morning</li> <li>○ Flex Day <a href="#">Reporting Form</a></li> </ul> </li> <li>● Email Correspondence - SMCCD emails address <ul style="list-style-type: none"> <li>○ <a href="#">ITS tutorials and other FAQ</a></li> </ul> </li> <li>● Summer Schedule &amp; Availability Request <ul style="list-style-type: none"> <li>○ <a href="#">Summer Schedule Spreadsheet</a> <ul style="list-style-type: none"> <li>■ Fac Coord only</li> </ul> </li> <li>○ <a href="#">Availability Request</a> <ul style="list-style-type: none"> <li>■ All faculty</li> </ul> </li> <li>○ <b><i>D.O. Due Date = Dec 6th (8 weeks)</i></b></li> </ul> </li> </ul>

	<b>Semester Division Meetings</b> (3:15 - 3:20 PM)	<b>Friday, November 1st</b>   10:30 AM - 12:00 PM <i>Agenda items due 11/06/24</i>  <b>Friday, December 6th</b>   10:30 AM - 12:00 PM <i>Agenda items due 12/04/24</i>
	<b>Open Discussion/Follow-Up</b> (3:20 - 3:30 PM)	<ul style="list-style-type: none"> <li>● Advisory board meeting minutes <ul style="list-style-type: none"> <li>○ webpage has templates available online - recordings are encouraged</li> </ul> </li> <li>● <a href="https://canadacollege.edu/businessdivision/advisoryboard.php">https://canadacollege.edu/businessdivision/advisoryboard.php</a></li> <li>● Open to all suggestions/ideas for best ways Division Office can support collect or store meeting minutes <ul style="list-style-type: none"> <li>○ Alex and Jasmine would like to be invited to these meetings</li> </ul> </li> <li>● 3 major facilities requests <ul style="list-style-type: none"> <li>○ Cameras</li> <li>○ AC/temperatures</li> <li>○ Doors - emergency drills</li> </ul> </li> <li>● Suggested BDW sharepoint</li> </ul>
	<b>Adjourn</b> (3:30 PM)	

<b>Online Attendees</b> <ol style="list-style-type: none"> <li>1. Richard Claire</li> <li>2. Janice Weeks</li> <li>3. Hyla Lacefield</li> <li>4. Kathleen Lorist</li> <li>5. Elsa Torres</li> <li>6. Sarah Cravy</li> <li>7. Mark Walker</li> <li>8. Elna Murcia-Cordoba</li> <li>9. Jamie Hiu</li> <li>10. Leonor Cabrera</li> <li>11. Candice Nance</li> <li>12. Gampi Shankar</li> <li>13. Jaleh Naasz</li> <li>14. Paul Naas</li> <li>15. Holly Matsu</li> <li>16. Ritu Malhotra</li> <li>17. Emanuela Quaglia</li> <li>18. Sara Dykes</li> <li>19. Janet Stringer</li> <li>20. Adelina Montano-Rocks</li> </ol>	<b>In-Person Attendees</b> <ol style="list-style-type: none"> <li>1. Alex Kramer</li> <li>2. Jasmine Jaciw</li> <li>3. Robyn Ledesma</li> <li>4. David Gainey</li> <li>5. Sarito Santos</li> <li>6. Marina Noel</li> <li>7. Hyla Lacefield</li> <li>8. Dom Wu</li> </ol>
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