



Business, Design & Workforce Division Meeting

Date 11/01/24 | Time 10:30 am to 12:00 pm | In-person: 13-330

Zoom: <https://smccd.zoom.us/j/89808169121?pwd=oQVzUyTvstXPcW0WQwMQ9hFmHEQ5Jv.1&from=addon>

Agenda Items Due: 10/30/24

Email: Robyn at ledesmar@smccd.edu or Alex at kramera@smccd.edu

1.	Welcome (10:30 - 10:35 AM)	● Review + Approve October Meeting Minutes (All) ● News, Announcements, Kudos (All)
2.	Committee Updates (10:35 - 11:00 AM)	● All
3.	Dual Enrollment Update (11:00 - 11:15 AM)	● Mayra Arellano (arellanom@smccd.edu)
4.	Personnel Requests (11:15 - 11:35 AM)	● Advance Program Review personnel requests to Academic Senate (All)
5.	BDW Division Updates (11:35 - 11:45 AM)	● Reminders: ○ Application for Perkins + SWP - 11/1 ○ Applications for reassigned time - 11/15 ● Updates: ○ Field Trips (Robyn) ○ Menlo Park Site Updates (Jasmine)
6.	College Announcements (11:45 - 11:50 AM)	● Required workplace violence training ● Upcoming VPSS Forums ○ November 12-15th
7.	Semester Division Meetings (11:50 - 11:55 AM)	● Friday, December 6th 10:30 AM - 12:00 PM ○ <i>Agenda items due 12/04/24</i>
8.	Open Discussion/Follow-Up (11:55 AM - 12:00 PM)	● All
9.	Adjourn (12:00 PM)	● Enjoy the weekend!

Online Division Attendees

- 1.
- 2.
- 3.