



Business, Design & Workforce Division Meeting

Date: 12/06/2024 | Time: 12pm to 2:00pm | In-person: 13-330 | Zoom:
<https://smccd.zoom.us/j/85138378691?pwd=CUql761RznAvj7eKOcZzBEI0PnGGfP.1>

Meeting ID: 851 3837 8691

Passcode: 708242

OTTER AI SUMMARY → [12/06/2024 Division Meeting Otter AI Summary](#)

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| 1. | Welcome (12:00 - 12:10) | <ul style="list-style-type: none">● Review November Meeting Minutes (All)<ul style="list-style-type: none">○ approved● Reminder: meeting is recorded however, transcribed meeting minutes & summary will only be shared● Meeting readjusted to 1st Friday of month from 12pm to 1:30pm● News, Announcements, Kudos (All)<ul style="list-style-type: none">○ Interior Design students won a few awards at the National Kitchen & Bath Association Gala○ Successful Annual Growth Summit hosted last night in collaboration with ESO Venture & Canada College Menlo Park |
| 2. | Dual Enrollment Updates (12:10 - 12:30) <ul style="list-style-type: none">● Mayra Arellano Director of HS Transition & Dual Enrollment● Maribel Zarate Retention Specialist | <ul style="list-style-type: none">● Program Updates:<ul style="list-style-type: none">○ Monthly newsletter○ Dual Enrollment Road Map○ Expanded programming<ul style="list-style-type: none">■ newly added INTD & FASH■ Close to 1000 students in 2025 across all DE programs○ DE 2023/2024 Summary Report○ Program Expansion may create challenges/areas for improvement<ul style="list-style-type: none">■ Monthly check-ins with Daryan Chan, Dual Enrollment Faculty Coordinator to offer support to all faculty○ Co-teaching partnerships: HS teacher did not meet min quals. paired with Canada faculty to teach the course.○ Evaluation updates<ul style="list-style-type: none">■ HS must submit verification of their education/experience■ Reviewed & approved by the Dean & the program coordinator to determine |

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| | | <p>if they meet minimum quals.</p> <ul style="list-style-type: none"> Looking ahead 1) Hands-on learning 2) DE strategic plan 2025/2028 3) DE Advisory Committee |
| 3. | Committee Updates (12:35 - 1:30) | <ul style="list-style-type: none"> AS - Gampi Attendance at A.S. is strongly encouraged. 1) senate and PBC two positions that were petitioned for and both approved. Screening committee needs to be created (Hyla volunteered for EHD) 2) new personnel requests = 6/8 faculty presentations available on the PBC webpage if you would like to review but approval notifications will be made available end of Dec/early Jan 3) district AS Credit Prior Learning (CPL) workgroup looking for CTE faculty part of committee <ul style="list-style-type: none"> Hyla (interview policies & information about Senate funding & the model they are developing) - HR decided all first round interviews must be on Zoom which creates a larger applicant pool. Faculty Interview Process Questions for Discussion Faculty Interview Process Survey <ul style="list-style-type: none"> Poll results taken during the meeting #3 – 2/7 votes were adjuncts #4 – 3/4 votes were adjuncts #5 – 3/5 votes were adjuncts Professional development funding available for tenure track fac only in 3rd/4th year - AS created funding opportunities for 1st/2nd year tenure track fac CC - approved for apprenticeship classes which is in alignment with the BA pathway, FASH presented for reinstatement of prereqs. DEAC - Emanuela is listed but is not the official rep EAPC - Kristina B new rep as of SP25 HTP - n/a IPC - Candice reviewed new & renewed released time applications - encouraged new faculty coordinators to attend - David Eck is the the new IPC committee lead PBC - n/a PDC - Ritu discussing proposals for flex days <ul style="list-style-type: none"> Allison Hughes Ways to integrate microcourses into flex agenda - alternative PD options Roz Young working to gather more info for |

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| | | <p>classified</p> <ul style="list-style-type: none"> ● SC - public safety is putting up temporary barriers at the access road that is next to 22 & between parking lot 8 & lot 9 to prevent UBER & other DoorDash drivers from driving onto campus. <ul style="list-style-type: none"> ○ New parking permits will be issued in Jan. ○ Off-leash dogs on campus - county statute requires dogs to remain on leash that will be enforced ● TC - n/a ● ZTC - No updates report |
| 4. | College Announcements (12:45 - 1:05) | <ul style="list-style-type: none"> ● Grades are due December 23, 2024 by 4PM <ul style="list-style-type: none"> ○ available to students via WebSMART on December 24, 2024 ○ Fall 2024 end of semester document ● Text-book reserves for faculty <ul style="list-style-type: none"> ○ Textbook Request Form. This will help the library to better support students. ○ GOT QUESTIONS? Reach out to Michael Zelaya Library Support Specialist ○ heffernanzelayam@smccd.edu ● Campus Holiday Gathering <ul style="list-style-type: none"> ○ Friday, December 13 ○ 12pm to 1:30pm ○ RSVP → HERE |
| 5. | BDW Division Updates (1:05 - 1:10) | <ul style="list-style-type: none"> ● Workforce Development <ul style="list-style-type: none"> ○ Tri-Chair Committee (Jasmine) ○ Review Team Update (Jasmine) ○ Menlo Park (Mercedes) ○ Apprenticeship (David) ○ Fall 2025 New Apprenticeship Cohort ● Eligible Training Provider List (ETPL) Update (Mary) ● Spring Open Office Hours (Alex) ● Spring Ordering Spreadsheet (Robyn) Due Jan 17 |
| | Cultural Center Student Announcements (1:30 to 1:45pm) | <ul style="list-style-type: none"> ● Student Time to Advertise UndocuAlly Training <ul style="list-style-type: none"> ○ Upcoming UndocuAlly training ○ Date: January 9, 2025 - 9:30-11am ○ Location: Skyline College ○ Modality: In Person (Only) ○ The UndocuAlly Training will provide faculty, classified staff, and the District knowledge on the needs, concerns, and issues of undocumented students and their families. It will be a space where participants are |

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| | | <p>educated about student issues and challenges (in the classroom experience, campus representation, and laws currently impacting undocu-students, for example). The training will help SMCCCD's staff, faculty, and administrators better understand the need to create a welcoming and supportive campus environment for undocumented students.</p> <ul style="list-style-type: none"> ○ Undocumented Community Center (UCC) ○ Cultural Center |
| | Holiday Celebration (1:45 to 2:00pm) | <ul style="list-style-type: none"> ● Holiday Raffle <ul style="list-style-type: none"> ○ Winners will be emailed digital gift cards :) |

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| <p>Online Division Attendees</p> <ol style="list-style-type: none"> 1. Elsa Torres 2. Emanuela Quaglia 3. Hyla Lacefield 4. Mia Berta 5. Mercedes White 6. Mark Walker 7. Ritu Malhotra 8. Jaleh Naasz 9. Marina Noel 10. David Gainey 11. Leonor Cabrera 12. Janice Weeks | <p>Online Division Attendees</p> <ol style="list-style-type: none"> 13. Jamie Hui 14. Anjana Joshi 15. Gampi Shankar 16. Dom Wu 17. Candice Nance 18. Elna Murcia-Cordoba 19. Janet Laurin 20. Jasmine Jaciw 21. Paul Naas 22. Kathleen Lorist 23. Brian Bennett 24. Robyn Ledesma |
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