Business, Design & Workforce Division Meeting
Thursday, 12:00-1:00pm | February 3, 2023
In Person + Virtual Zoom

Join Zoom Meeting:	
https://smccd.zoom.us/j/83898528173?from=addon Meeting ID: 838 9852 8173 Meeting Recording: Contact Hyla Lacefield - lacefieldh@smccd.edu	
1. Welcome	
2. Announcements | Updates	Dean Hyla Lacefield
3. Census Drops	
4. Early Alerts	Maria Huning
5. Resource Prioritization	Dean Hyla Lacefield
6. Evaluations, Enrollment & Fall Scheduling	Dean Hyla Lacefield

7. Committee Reports:
  a. Academic Committee for Equity and Success (ACES)
  b. Academic Senate
  c. AFT 1493
  d. Cañada College Antiracism Task Force
  e. Classified Senate
  f. CSEA Chapter 33
  g. Curriculum Committee	

h. [Distance Education Advisory Committee](#) i. [Guided Pathways Steering Committee](#) j. [Instructional Planning Council (IPC)](#) k. [Planning & Budget Council (PBC)](#) l. [Professional Development Planning Committee](#) m. [Safety Committee](#) n. [Technology Committee](#)			
Next Division Meetings (Spring 2023): 1. March 3, 2023 2. April 7, 2023 3. May 5, 2023			
Participants:	Hyla Lacefield Ronda Chaney Althea Kippes Sarita Santos Emanuela Quaglia Janice Weeks Kristina Brower David Gainey Jessica Kaven	Maria Huning Elsa Torres Gampi Shankar Kristina Brower Jonna Pounds Leonore Cabrara Candice Nance Mary Hale	Janet Laurin Dr. Julian Branch Richard Schulke Jamie Hui Janet Laurin Peggy Perruccio Richard Schulke Brian Bennett

NOTES:

1. Welcome

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2. Announcement | Updates

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3. Census Drops

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4. Early Alerts - Maria Huning

- We no longer have a retention specialist for 3 areas.
  We've had some staff changes - these specialists have moves on to full-time positions

on our campus.

- Do not complete Early Alerts through WebSmart – they will not be addressed!
  ⚠ Complete Early Alerts through **Canvas** – it can be found in the sidebar. It will be collected by Maria and distirbute it accordingly.

- Early alerts go to our team, not to the student!
  We are attempting to determine when a deadline to submit Early Alerts will be.

Turnaround for Resolution:
As soon as Maria spots an Early Alert, it will be assigned withing 24-48 hours.
Turnaround, once the Early Alert has been acknowledged, is generally no more than a week.

- Work with your Dean, work with DSPC...
  If a student cannot be reached, it's a professor's responsibility to decide whether a student should be dropped or not.
  Please note their last-attended date so financial aid can be calculated properly.

View Early Alert Myth Buster poster HERE:
https://www.canadacollege.edu/businessdivision/images/early_alert_poster_2023.pdf

5. Resource Prioritization

This is a part of program review. During program review, you may put in requests.

- Accounting, Business, CBOT, Economics and Paralegal completed their Program Reviews already. Many of them have entered their resource requests.
- If there's professional development that you want to do, we can probably make that accessible considering the parameters of what we're allowed to provide you with.
- HOWEVER, Professional Development requests do not go under Personnel Resource Requests – we're sorry that it shows up in the dropdown menu!

- *Example:* We are working with ITS to provide access to Microsoft Office and Adobe Creative Cloud to students who may need it. It's currently pending because Personnel Resource Requests may not be the best space to request such things since it requres access and resources.

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    Example: We no longer have instructional aids for the business labs. If you need a tutor, particularly for CBOT, please sent them to Maria Huning.

Hyla reviewed requests and their status with the participants.
Voting was carried out:

    Participants were all in favor of continuing with requests in this manner.
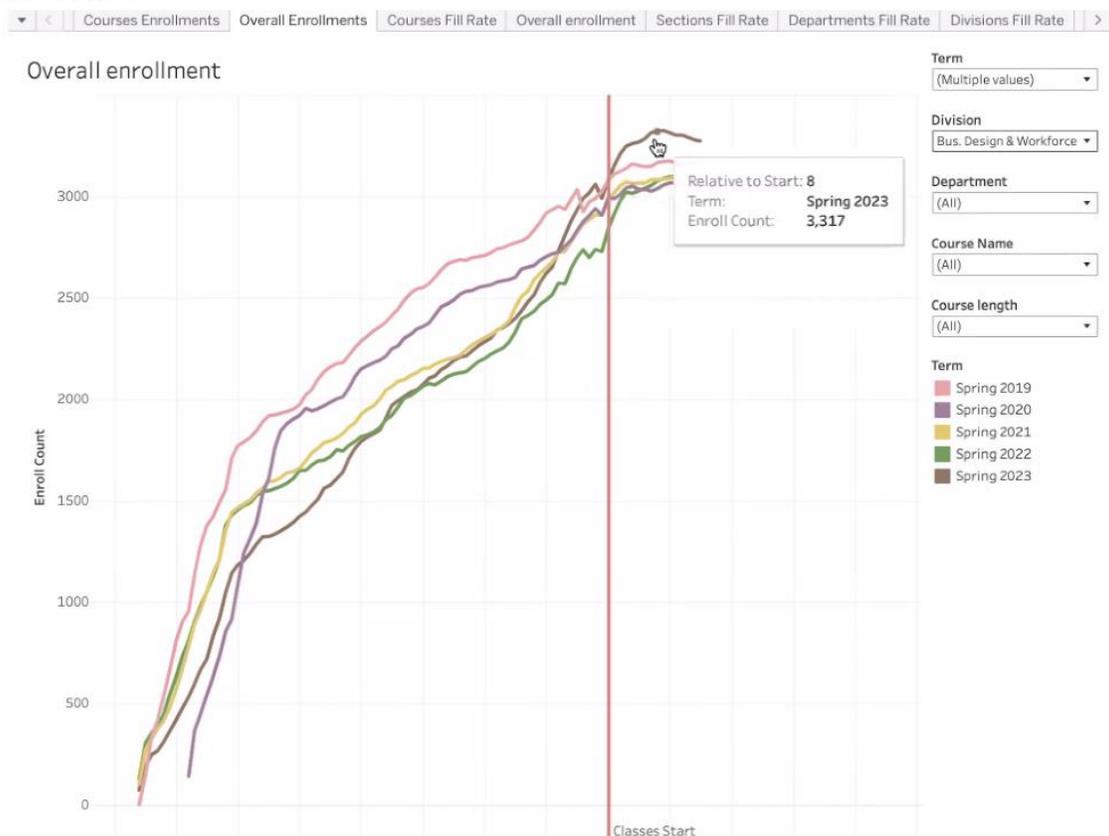Please request recording for details.

<mark>We will bring this subject back again for the March division meeting with the inclusion of Business.</mark>

6. Evaluation, Enrollments & Fall Scheduling

Business, Design & Workforce, thank you for all your hard work! Look at our enrollment!!

Other Notes:

If you have evaluations coming up, we will reach out to you soon.