Business, Design & Workforce
Division Meeting

Friday, 12:00-2:00pm | February 2, 2024
Virtual Zoom

Join Zoom Meeting:

https://smccd.zoom.us/j/89361321381?from=addon
Meeting ID: 840 7803 5646
Meeting Recording: Contact Hyla Lacefield - lacefieldh@smccd.edu

1.	Welcome	
2.	Announcements and Updates • Office supplies order • Shred Box Arriving • Mailboxes Labeled • Additional furniture for 13 orders in progress. *10mins*	Dean Hyla Lacefield 12:00-12:10pm
3.	Hands-On Technology Training *40mins*	Information Technology Services 12:10 - 12:50
4.	Professional Development Forms and Website *15mins*	Candice Nance, on behalf of Salumeh Eslamieh 12:50 – 1:05
5.	Program Review Resource Request *40mins*	Discussion / Action 1:05 – 1:45pm

6.	ZTC and the Cañada College Bookstore *15mins*	Sarah Harmon 1:45– 2:00p
7.	Ghost Students	Hyla Lacefield

Next Division Meetings:

1. ~~February 2, 2024~~
2. March 1, 2024
3. April 5, 2024
4. May 3, 2024

Participants:	Hyla Lacefield Michael Manneh Richard Schulke Adelina Althea Kippes Candice Nance Paul Roscelli Carole Meagher Richard Claire Alexis Arreola Kathleen Lorist Ludmila Prisecar	Ritu Malhotra Elna Murcia-Cordoba Elsa Torres Emanuela Quaglia Gampi Shankar Huong Trinh Janet Laurin John Winchester Paul Naas Chialin Hsieh Sarah Harmon	Janice Weeks Leonor Cabrera Marina Noel Mercedes White Roger Marcelo Sarita Santos David Gainey Mary Hale Anthony Lim Diego Payan Janet Stringer

NOTES:

1. Welcome

2. Announcements | Updates

- Office supplies order
- Shred Box Arriving
- Mailboxes Labeled
- Additional furniture for 13 orders in progress.

3. Hands-On Technology Training

Review video here:

Slides from video:

Written Instructions:

Still sorting out who will do in-depth training.

Discussed issues with camera placement in room, visibility on Zoom calls and how these areas impact instruction.

4. Professional Development Forms and Website

Available for:	Application Type:	Deadline:
All Faculty	Short-Term (conference/workshop)	*minimum 30 days before conference
Full-Time Faculty	Spring Semester Long-Term Project	October 15th
Full-Time Faculty	Fall Semester Long-Term Project	March 1st
Full-Time Faculty	Extended Leave (Sabbatical)	March 1st

Official webpage here:
https://canadacollege.edu/professional-dev/faculty.php

Review required details and process carefully: https://canadacollege.edu/professional-dev/required.php

Updated form available:
https://canadacollege.edu/professional-dev/docs/facultypddocs/faculty-professionaldevelopment-application-rev.2.2024.pdf

- Ground transportation compensation has not been fixed.
  - Proof Uber, Lyft, etc. Fares are expected prior to actual ride time, which results in inaccuracy.
- All applications must go through the Business Office.
  - Will be reviewed

5. Program Review Resource Request

Reviewed the three BDW requests that were manually typed in for EHD.

MEDA requests pending:

     Move from mobile units to Building 18.
     Simulation lab.
     Full time faculty.
     Or adjuncts for Saturday and weekends
     Collaboration with Marketing to expand reach.
     EPIC software to enhance program offerings.
     Student Aides for supports

We have 3 tenured evaluations due for:

     Candice Nance
     Paul Roscelli
     Sarita Santos

     Possible volunteers for committee:

          Paul Roscelli to be chair and for Sarita Santos
          Ritu Malhotra for Candice Nane
          Paul Naas for Paul Roscelli
          Althea Kippes – On Committee
          Sarita Santos – On Committee

     ==All new adjuncts will be evaluated this semester.==

6. ZTC and the Cañada College Bookstore

==Applications are open now:==
https://smccd-czqfp.formstack.com/forms/can_ztc_adopter_program_application_spring24

To increase ZTC course adoptions and encourage faculty exploration and innovation in finding new, better, and less costly ways to deliver quality learning materials to students, Cañada College's Textbook Affordability Subcommittee is providing professional development support and incentives for faculty to convert courses currently using traditional textbooks to use ZTC material. In addition to supporting adoption of ZTC by individual instructional faculty, the award encourages scaling of ZTC adoptions to impact a significant number of students.

TAS: ZTC Adopter Program:
https://www.canadacollege.edu/academicsenate/tas_earlyadopterprogram.php

Additional state funding pending.

Reporting to bookstore must be accurate.
Textbook orders must be reported to Sarah Harmon and Jai Kumar.
Kumar@smccd.edu
HarmonS@smccd.edu

7. Ghost Students

If you have students in your classes who have not engaged with you or the class this semester, you must drop them before census.
Dean Lacefield will reach out.