



Business, Design & Workforce Division Meeting
Thursday, 3:00-4:00pm | January 12, 2023
In Person + Virtual Zoom

Join Zoom Meeting:

<https://smccd.zoom.us/j/86356783087?from=addon>

Meeting ID: 86356783087

Meeting Recording:

Notes link: [BDW Division Agenda + Notes - 1.12.2023.docx](#)

1. [Welcome](#)

2. [Announcements | Updates](#)

3. [Finals Schedule](#)

4. [Fraudulent Students](#)

5. [Multimodal Support](#)

Dean Hyla Lacefield

6. Training (Including Dropbox Training)	
7. Upcoming Resource Prioritization	
8. Grant Fund Applications	
<p>9. Committee Reports:</p> <ul style="list-style-type: none"> 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 	
<p>Next Division Meetings (Fall 2022):</p> <ul style="list-style-type: none"> 1. FLEX: January 12, 2023 2. February 3, 2023 3. March 3, 2023 4. April 7, 2023 	

5. May 5, 2023			
Participants	Hyla Lacefield Elsa Torres Ronda Chaney Gampi Shankar Ritu Malhotra Sarita Santos Randy Angle	Miguel Bueno Christopher Smith Janice Weeks Billy B Kristina Brower Maria Huning Janet Lauren	David Gainey Paul Naas Marina Noel Peggy Perruccio Richard Schulke

NOTES:

1. Welcome

Welcome to **Miguel Bueno!**

Masters in Science and Economics – Data Analyst at Google

David Gainey is now our Director of Apprenticeships!

He will be maintaining relationships with employers to keep our students and their needs aligned.

You can find David in the Building 22 conference room on MWF.

2. Announcement | Updates

BDW meetings will be on the first Friday of every month.

If you show up in person, food will be available!

If you find you're in need of materials or even a cup of coffee, head to the second floor in the learning center – Trio will be happy to see you!

We are also able to order supplies, so please let us know in Building 22 as well!

3. Finals Schedule

Webschedule shows that classes end on the last day of class and does not include the dates for finals.

⚠ Due to this issue, please post the finals dates prominently in your syllabus!

Be aware of when your finals are and inform your students. Give them the exact date.

Finals week is usually the week following the final week of classes.

Your Canvas shell should stay open until the last day of finals.

You can technically keep it open longer, but you are not required to.

4. Fraudulent Students

We continue to have a number of fraudulent students, people who do not exist who are signing up for classes.

It hasn't impacted our division as much as others.

They are mostly looking for Asynchronous classes.

We think they might be using these accounts to take advantage of financial aid, cash payments or using the SMCCD email account to defraud other benefits.

⚠ If a student has not engaged with you before census, drop them before census.

Note their last attended day – the withdrawal will ask for this.

5. Multimodal Support

Many people are scheduled to teach in a Multimodal format.

This means:

You will be teaching in person, but you will also either have a Neat board or other way of sharing the classroom virtually with online students. Some teachers prefer the full-equipped HyFlex classroom (includes a tracking camera).

⚠ There are student assistants available in the Learning Center that will be able to help you if you do not already have one assigned to you.

Here is the link to get support for tech issues from Learning Center: www.tinyurl.com/lctechteam

Building 13, once open, will have a number of HyFlex rooms – possible 8 total, the rooms have already been marked. If you would like to volunteer as additional support in Multimodal teaching, we'd be very grateful to place you on an emergency contact list.

6. Training (Including Dropbox Training)

A series of small, discreet trainings will be introduced and encouraged periodically.

For those who missed the Dropbox Flex Day program, please follow the link below to review:

You can request access to your SMCCCD Dropbox account through this form:

<https://work.smccd.edu/dropbox.html>

Best practices for sharing and signing Acrobat (PDF) documents if of-interest.

If you have any training requests, please let us know!

7. Upcoming Resource Prioritization

We will be going through all requests placed in program reviews and make suggestions.

All resources are prioritized for Fund One funds. Does not include grant funds.

Fund 2 is Facilities and Infrastructure.

Fund 3 includes grant funds, which includes Perkins, Strong Workforce, etc.

8. Grant Funding Applications

Career Education Grant Funds Request Form:

<https://docs.google.com/forms/d/e/1FAIpQLSdHYkgw-rY82Od6fKZuJ7yaquwYG5HFb44OZK0isa9rqkwi5Q/viewform>

Sarita has already made several of the first requests for funding, which includes:

- Hiring a student assistant
- Hiring an embedded tutor
- A computer to help students on.

⚠ Separate LMI Data from Request. This MUST be included and will be required.

Other Notes

Hiring:

We are the lookout for new retention specialists. We'll need at least 3-4.

Positions come with benefits and are permanent.

Gonzalo, Melissa and Juan have moved on.

Calls for: 2-5 years educational experience – this is a recommendation.

Bachelors degree desired but not required.

Weather:

If you find that the weather is too dangerous to travel to campus, the earlier you can let us know, the better.

We are hearing about high winds and sinkholes.

Above all, keep your safety in mind.

Next TriChair Meeting:

January 18th - Wednesday.