Business, Design & Workforce Division Meeting
Friday, 12:00-2:00pm | December 2, 2022
In Person + Virtual Zoom

Join Zoom Meeting:
https://smccd.zoom.us/j/86356783087?from=addon
Meeting ID: 856 4923 3363

1. Welcome	Dean Hyla Lacefield
2. Announcements | Updates	Dean Hyla Lacefield
3. Reminder about Finals Week	Candice Nance
4. Share that Althea Kippes was featured in AARP!	Althea Kippes
5. Workshop Wednesdays	*See notes below…*

6. Tri-Chair Meeting Report-Out	Billy Burger

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 (Fall 2022):

1. ~~FLEX: August 15, 2022~~
2. ~~Friday, September 9, 2022 12-2pm~~
3. ~~Friday, October 7, 2022 12-2pm~~
4. ~~FLEX: October 12 2022~~
5. ~~Friday, November 4, 2022 12-2pm~~
6. Friday, December 2, 2022 12-2pm

Participants	Pres. Kim Lopez Hyla Lacefield Billy Burger	Jamie Hui Juan Vera Randy Angle	Dr. Julian Branch Dr. Ritu Malhotra Gampi Shankar

	Brian Bennett	Ronda Chaney	Sarita Santos
	Elsa Torres	Leonor Cabrera	Richard Schulke
	Althea Kippes	Dr. Candice Nance	

NOTES:

1. Welcome

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2. Announcement | Updates

DEAC Agenda: DEAC 12.7.22 Agenda.docx
DEAC Minutes: DEAC Notes 12_7_22.pdf

3. Reminder about Finals Week

https://canadacollege.edu/academics/finalexams.php

Finals week is the week of the 12th-17th .

We have received a note in the past that if you do not work during finals week, you will not be paid.
You may be able to get approval to hold finals on the last day of class.

4. Althea Kippes was featured in the AARP magazine!

Click [HERE](#) to read it.

5. Workshop Wednesdays

We would like to invite you to the last two Workshop Wednesdays of the fall semester. Next week is a joint drop-in session focusing on SLO/PLO Assessment and/or Canvas support. During finals week, CSM's Instructional Technologists will be available for Canvas drop-in support to assist with wrapping up this semester and/or planning for Spring 2023. We hope to see you there!

Workshop Wednesday #1

Wednesday, December 7, 2022 – 2:00pm-3:00pm via Zoom and in person

Title: Assessment and Canvas Joint Support Session: (1) SLO/PLO Assessment Workshop/Drop-in Support and (2) Canvas drop-in support with CMS's Instructional Technologists

Description: We will provide a refresher on assessment (SLO/PLO) and our college's 3-year assessment cycle. Come with any assessment questions (e.g., what to assess, how to assess, how to report your findings). Support with Canvas will also be provided by one of CSM's Instructional Technologist. All are welcome!

Presenters: Jessica Kaven (Instructional Assessment Coordinator) and Erica Reynolds (CSM, Instructional Technologist).

In Person: Building 9, room 154 (formerly CIETL, now the Faculty Teaching and Learning Center and Lounge)

Zoom (invite also attached to this email): https://smccd.zoom.us/j/84771465121?pwd=cTRtVHFXUVFINndxWC9MNGpNYnFIZz09 (passcode: 452755)

Workshop Wednesday #2

Wednesday, December 14, 2022 – DROP-IN support from 12:00pm-1:00pm via Zoom ONLY

Title: Canvas drop-in support with Instructional Technologists

Description: Do you need help with Canvas as we conclude the Fall semester and as we plan for the Spring semester? Drop-in Canvas support with Instructional Technologists Marisol Quevedo and Erica Reynolds.

Presenters: Marisol Quevedo (CSM, Instructional Technologist) and Erica Reynolds (CSM, Instructional Technologist)

Zoom ONLY: https://smccd.zoom.us/j/82382089335

Faculty Learning Program:

The Spring 2023 Cohort application deadline is Friday, 12/9 by 4pm (link to program announcement; link to program application)

For questions regarding the Faculty Learning Program (FLP), please contact FLP Coordinator, Ray Lapuz at lapuz@smccd.edu. You can also find the link to the 11/1 session presentation here.

For all other recorded Instructional Support sessions, you can find links to the videos on our new Faculty Teaching and Learning webpage (click on the "Instructional Support Sessions" tab).

If you'd like to present a topic and/or lead a training, please let us know.

Jessica Kaven & Lezlee Ware

Your Faculty Teaching and Learning Co-Coordinators

Comments:

Are these meetings recorded?

   Please contact Jessica – many people will be unavailable to attend real-time.

6. Tri-Chair Meeting Report-Out

In the process of updating the Strong Workforce webpage.

Billy reports:

- A new form will be updated on the page for requests, whether it be food, materials, etc...

- Please use the form if you need anything funded! FOAP requests will no longer be accepted without it.
- Requests will be ranked by priority to be met with approval.
- There will be deadlines in year 7 for this form. However, often we understand that we won't necessarily always know what we need UNTIL we need it, so it will be a rolling project based on how much budget we have available.
- You will receive a response about your request status after Tri-Chair meetings, which you will be able to negotiate.

Billy will be available during the following times:

Office Hours: Monday - Friday | 1-2pm
If you need assistance with filling out the form, please contact Billy: burgerb@smccd.edu

Dr. Julian Branch reports that we are on-budget.

Leonor:
What projects are being worked on right now, are they funded and where are we now with them?
Julian states a glance report was provided and is with David Eck - that it is easily pulled.
Mary H has requested the report to include with these notes.

⚠ We are open to feedback on how to improve these reports! Please be open with suggestions.

Next Tri-Chair meeting dates are tentatively:

- Monday, December 12, 2022
- Monday, January 16, 2023

- These meetings can be open, if enough people are interested + requesting it.

OTHER NOTES:

- **Distance Education Advisory Committee**

  For meeting agenda and notes, please follow the links below:

  DEAC 12.7.22 Agenda.docx
  DEAC 11.2.22 Notes.pdf

- If students need help registering/registering for classes, retention specialists are available!
  Contact Max Hartman for resources or to attend classes and offer services to students.

- Saturday, January 7th will be Registration Day on campus.

Look for the details in next week's email from Kim Lopez.

Spring 2023 - Registration

Cañada College

Join us In-person or on Zoom for

DROP-IN REGISTRATION

and get the support you need!

TIMES

Day Sessions:
Monday/Thursday
11:30 a.m. — 1:30 p.m.

Evening Sessions:
Tuesday/Wednesday
4:30 — 6:30 p.m.

PLACE

In-person
Building 9, 1st Floor

On Zoom
https://smccd.zoom.us/j/81252409422

DATES

November Weeks:
November 16 — 17
November 28 — December 1

December Weeks:
December 5 — 8
December 12 — 15

January Weeks:
January 3 — 5
January 9 — 12
January 16 — 19
January 23 — 26

Questions? Please Contact the Welcome Center:
(650) 306-3452 | canadawelcomecenter@smccd.edu

For disability-related accommodations, please email:
canvpss@smccd.edu or call (650) 306-3234.

- Those who live in San Mateo County will not have to worry about being dropped due to unpaid registration fees, as there will be none.

- o Inclusive access materials will not be included with free tuition. Some people are receiving conflicting information.
- o Please review the Q&A for Free Community College. Inclusive access fees are included as fees that will be exempted.
- o If students qualify for specific programs like EOPS or Promise, I beleive there is funding to support textbooks.

- Sparkpoint is another great resource for students who need assistance in paying campus fees after free tuition.
  - o Please note that this is for the Spring 2023 semester only. In Fall 2023, income criteria will be established for the Free Community College at SMCCD

- At 1pm, we shifted to the facilities forum, which is at this link:

  https://smccd.zoom.us/j/89385466561