



## Business, Design & Workforce Division Meeting

Friday, 12:00-2:00pm | March 8, 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](mailto:lacefieldh@smccd.edu)

<u>1.</u>	Welcome	Dean Hyla Lacefield 12:00-12:10pm
<u>2.</u>	Announcements and Updates <i>10mins</i>	
<u>3.</u>	DE Gaps & Tech Tools Needed <i>20ins</i>	Gampi Shankar 12:10 - 12:30
<u>4.</u>	Resource Request Prioritization <i>30mins</i> <a href="https://docs.google.com/spreadsheets/d/1c4T6-Peb6JEY-AMtYeKu-u0OjKly7DHD/edit#gid=1715890278">https://docs.google.com/spreadsheets/d/1c4T6-Peb6JEY-AMtYeKu-u0OjKly7DHD/edit#gid=1715890278</a>	Dean Hyla Lacefield 12:30 – 1:00
<u>5.</u>	Course Material Adoptions <i>10mins</i>	Sarah Harmon and Jai Kumar 1:00 – 1:30pm

<u>6.</u>	Spring 2024 Instructional Design Support 15mins  <a href="https://docs.google.com/presentation/d/1jT9SW3PIRkrQW9Ukcf_j4SCGFVxkRI6jZpp5pkadUaU/edit#slide=id.p">https://docs.google.com/presentation/d/1jT9SW3PIRkrQW9Ukcf_j4SCGFVxkRI6jZpp5pkadUaU/edit#slide=id.p</a>	Allison Hughes (not present) 1:30 - 1:45pm		
<u>7.</u>				
<b>Next Division Meetings:</b>  1. <del>February 2, 2024</del> 2. March 8, 2024 3. April 12, 2024 4. May 3, 2024				
<b>Participants:</b>		Brian Bennett Icaro Vazquez Leonor Cabrera Janet Stringer Sara D. Elsa Torres Janice Weeks Holly Matsuo	Emanuela Quaglia Gampi Shankar Janet Laurin David Gainey Jai Kumar Randy Angle Sarah Harmon Sarita Santos	Doris Allen Ritu Malhotra Marina Noel Elna Murcia- Cordoba Hyla Lacefield Paul Naas Malkiat Sandhu Mary Hale

## **NOTES:**

### **1. Welcome**

### **2. Announcements | Updates**

- Director of Workforce moving forward with second-round interviews.
- Dean of Business, Design & Workforce interviews have been scheduled.
- Fashion Aide position being split into two parts, both with benefits.
- Cannot start search for BDW Division Assistant yet.

### 3. DE Gaps & Tech Tools Needed

Back-to-Back tech and DE gap meetings are occurring.

List of needs:

[https://docs.google.com/spreadsheets/d/1ddf96nx67F\\_gvXdweP6zBN5tVjkAQTFjb9sLRf8\\_8Ro/edit#gid=0](https://docs.google.com/spreadsheets/d/1ddf96nx67F_gvXdweP6zBN5tVjkAQTFjb9sLRf8_8Ro/edit#gid=0)

Added Docusign to list.

### 4. Resource Request Prioritization

Resource Prioritization Process: <https://canadacollege.edu/planningbudgetingcouncil/resource-prioritization-process.php> (Non-personnel)

#### Step Three: Divisions Prioritize Requests

All College Divisions are welcome to prioritize their non-personnel resource requests in the manner most appropriate for them. We recommend that divisions use the Resource Prioritization Guide below to prioritize their resources. Or they may use another prioritization tool. Whatever tool is used (if any), the Division must document its use and present the tool along with their overall prioritization to PBC each year.

- Do the program's goals support the achievement of the College's Vision and Values, including:
- Closing the equity gaps identified in the Program, Division or College?
- Contributing to Latinx (HSI) and Asian American, Native American, and Pacific Islander (AANAPISI) student success in the Program, Division or College?
- Contributing to Black and African American student success in the Program, Division or College?

Current requests:

<https://docs.google.com/spreadsheets/d/1c4T6-Peb6JEY-AMtYeKu-u0OjKly7DHD/edit#gid=1715890278>

**Note:** Discussion about whether the MEDA request was mentioned during the last division meeting.

Must be entered in Nuventive.

Request to have it addressed sooner.

Presentation by Ritu about request

Mention of needing to start vetting process for requested software.

### 5. Course Material Adoptions

- Electronic resources:

- Exclusive Access
- Instructor-Created
- Library Subscription
- Zero Textbook Cost (ZTC)

Want to send in a request for material adoption?  
Email or visit Jai at the Cañada College Bookstore!  
[kumar@smccd.edu](mailto:kumar@smccd.edu)

**and / or**

Use the [Faculty Adoption Website](#).

### Questions?

Sarah Harmon, OER/ZTC Coordinator  
[harmons@smccd.edu](mailto:harmons@smccd.edu)

Diana Tedone-Goldstone,  
Librarian  
[tedoned@smccd.edu](mailto:tedoned@smccd.edu)

Slides:

<https://docs.google.com/presentation/d/10ryJN8HM0KhCDzCE8KRjawFUXO2kZIDJfB8Pksa8MFk/edit?usp=sharing>

## 6. Spring 2024 Instructional Design Support

[https://docs.google.com/presentation/d/1jT9SW3PIRkrQW9Ukcf\\_j4SCGFVxkRl6jZpp5pkadUaU/edit#slide=id.p](https://docs.google.com/presentation/d/1jT9SW3PIRkrQW9Ukcf_j4SCGFVxkRl6jZpp5pkadUaU/edit#slide=id.p)

## 7. Notes

Curriculum Committee meetings:  
Fashion  
Digital Art & Animation (April 4)

Hyflex students switching between in-person and online sections at will?