

Business, Design, and Workforce Division Meeting

Friday, March 15, 2019

Meeting Minutes

12:00 – 2:30 p.m.

Cañada College

Building 13, Room 217

Present: Leonor Cabrera, Jonna Pounds, Jonathan Wax, Ritu Malhorta, Annie Nicholls, Althea Kippes, Paul Naas, Melinda Day, Jamie Hui, Hyla Lacefield, Ronda Chaney, Daryan Chan, Sarita Santos, Candice Nance, Charlene Suda, Karen Engle, Maria Huning, Peggy Perruccio, Patty Hall, Albert Vargas, Sarah Harmon, Diana Tidone, Julian Branch, Tammy Robinson, Jessica Kaven

Next meeting: ?

1. Candice Nance - CTE Curriculum | Sub Committee

- a. CTE Curriculum Sub Committee Overview Approved by Academic Senate.
- b. Set up to help faculty with the process of developing new program/degree/certificate
- c. Will be proposed a part of the summer project
- d. Impacts programs, not specific to new courses
- e. Will help expedite the process
- f. Looking for input on the proposal.
 - i. Question: Does student need to be currently enrolled?
 1. Open for debate at this time.
- g. Proposal for the development of curriculum subcommittee
 - i. Will be a resource for faculty to help throughout the process of developing new CTE Curriculum.
 - ii. More information on proposal: [here](#)

2. Sarah Harmon and Diana Tidone – ZTC and OER

- a. Open Education Resources and Zero Textbook Costs - link
 - i. There is a taskforce now focusing on low cost and zero cost, and there is a taskforce at all three colleges.
 - ii. Looking to define ZTC and OER courses/resources
 - iii. Going to division meetings to start discussion and there will be a flex day activity on this issue
- b. Survey taken at the start of spring:

- i. 36.8% said that the cost of a textbook prevented them from taking a course in the past.
 - ii. 26.4% said costs of a textbook caused them to drop a course.
- c. OER Myths
 - i. That there aren't any materials out there: False
 - 1. The committee has access to a listserve of resources
 - ii. That OER materials are inferior to publisher materials: False
 - 1. This has changes drastically overtime (3-5 years), there is a significant difference
 - iii. Gives you the ability to be more nimble and personal in what materials you
 - iv. There is a need to explain to students the potential benefits of OER
 - v. Resources for OER LINK TO PRESENTATION
 - vi. There is a Faculty Survey:
 - <https://tinyurl.com/OERZTCSp2019Survey>
 - vii. Question: CTE Curriculum review requires textbooks from within the past 5 years, there are OER materials that are up to snuff on this issue, so yes, you can use them.
 - viii. There is also grant money out there to help with these efforts.
 - ix. There will be OER faculty coordinator: will be there to help find grants, will put on workshops on OER materials, common grounds, how to publish OER, outreach to students.
 - x. Board of Trustees is having a meeting on this issue this weekend.

3. Dr. Robinson - Update

- a. Program Reviews went well.

4. Karen Engle – Strong Workforce Strategic Plan

- a. Diagram on majors and enrollments
- b. Link to Presentation – here
- c. PRIE Website – Enrollment Management
- d. Strong Workforce April 10th is on the docket for discussion
- e. Student Outreach and Pathway Mapping
 - i. <https://www.bakersfieldcollege.edu/academics/program-mapper>
- f. Discussions will be continuing on Program Mapping

5. Strong Workforce – Julian Branch

- a. No update.

6. Summer and Fall Enrollment Strategies - Leonor Cabrera

- a. Faculty have been involved in the process of what will be cancelled.
- b. Discussions on what to put online and what informs these decisions.
- c. Encouraging the larger campus community to learn the process our division goes through to decide these things.
- d. Online Student Support Services – We need to develop this
 - i. There are funds for tutoring/embedded tutors for classes, this has worked for accounting classes in the past
 - ii. We need to think bigger – DEAC is having these conversations and they are piloting NetTutor
 - iii. There is a need to pilot NetTutor with more departments, please reach out to the DEAC to start this conversation.
 - iv. Sarita Santos has classes piloting in NetTutor, and there are lots of challenges. NetTutor tutors are just googling answers for students and are not proving to be subject experts
 - v. Discussion on NetTutor and solutions
 - vi. Retention Specialist Conversation
 - 1. Division agrees there is a need for a retention specialist for our division, in particular one that focuses on the online student in our programs.
 - 2. Jonathan Wax purposed this position through the college's process last semester, but funding was denied.
 - vii. Conversation on short-term and temp work; there needs to be lead time on this type of work. Please communicate with the Division Assistant ASAP if there are questions.

7. Candice Nance – Academic Senate

- a. CTE Addendum (reviewed before)
- b. Professional Development Funds – 50% over budget last year
 - i. Division agrees on equity Issues on awarding
 - ii. Patty Hall and Jessica Marshall – purposed a plan in the past
- c. Dr. Robinson advocated for the reduction of duplication of paperwork

8. Classified Senate – Jonna Pounds

- a. Changing the by-laws
- b. Presentation on Director of Dual-Enrollment presentation
 - i. Ruth Miller is on the committee for this position

9. IPC – Leonor Cabrera

- a. We still need a representative on this committee.

10. Distance Education - Sarita Santos

- a. Look for email from Lezlee Ware

11. Curriculum Committee – Candice Nance

- a. Needs to be submitted before spring break

12. OYE Update – Maria Huning

- a. Part-two will be at Sequoia High School
- b. Send Materials to Maria Huning by Friday, March 29, 2019

13. Day of Play – Melinda Day

- a. Right before finals, look out for more details

Power went out at 1:45p.m. Meeting adjourned.