Division Meeting Notes: 10 – 9 – 2020

* Welcome, glad everyone came, understand about being off camera
* Agenda packed
* Breakout rooms: conversation starters (15 mins)

Share Outs

* + Monarres: no commute, tech (lack thereof) issues
	+ Wilcox: zoom connectivity (human) hard to connect to students without face to face
	+ Mahoney: grilling Nick on tech for teaching, better communication
	+ Tricca: pretty good success with Canvas help line, less wait time, using Canvas in new ways, zoom: no immediate help available, complicated process, nice to have 800 number to get help, most problematic of new technologies in online mode
* I am always available, cc Krystal for meeting requests
* Guided Pathways update from Attila Elteto:
	+ Designated faculty coordinator for Science & Health Interest Area
	+ GP: community college policy focusing on
		- First Year Experience (FYE)\*\*big one for this year to figure out\*\*
		- Course - how are students taking the classes
		- Support Services – aligning to
		- Members for S&H interest area in slides to be sent out (see attachment)
		- Link to program planner
			* Shows pathways in map/flow chart view vs list view
			* Toggle between UC/CSU requirements and length of completion
			* Identify bottlenecks in flowchart for depart
			* Pre-reqs need to be approved through Curriculum Committee
			* When students view planner, will view what their college experience will be like
			* FYE: to launch next summer
				+ Coltscon
				+ Consider: When students enter classes, what are they missing as far as knowledge of campus/programs?
				+ STEM Center very on top of things and ahead of curve, but look at the STEM center programs and consider what your students need that may not be listed
	+ 
* STEM Center:
	+ Rance: Class of 2021 Majors: able to identify 81 STEM students, chart of majors and howmany students in each
		- Another class survey to see where students apply to track where they are going
		- Pandemic may affect where students go based on cost and other factors
		- If your students need help with planning classes, pleas let me know, will connect to Sandra, STEM counselor, for additional help
		- Speaker Series: 18 students this past Wed Oct 7, most thus far
		- Changed format to better engage and entertain students: video clip of new virtual experience
			* Talk show format: getting 13-17 questions
			* Students enjoy and engage in the new format
			* Shared students experience of learning about mechanical engineering and how it applied to working as a tow truck driver and
			* Please refer chemists, biologists, and the like for more variety in Speaker Series
	+ Marcella:
		- Welcome Module - students and faculty find resources and information
			* Add-in to Canvas with resources for Library, Learning Center and STEM Center hours, instant help via chat
		- Faculty Resource Page
			* Information for professors pass along to students in need
			* Instructions on how to download welcome module
			* Button for weekly announcements for STEM Center Canvas shell
				+ STEM warm handoff: refer students to SC
				+ Buttons with instructions for
		- Recommendation forms: if have received rec letter request: DUE MONDAY OCT 12TH AT 5PM for NSF Scholarship
	+ Gonzalo:
		- Resource reminder: we are officially at mid semester
		- Mid-semester progress reports going out
		- PROMISE, EOPS smartsheet self-assessment for each course ie (attendance, homework, etc.) Due Fri OCT 16th
		- Keep grade current on Canvas so students can fill out smartsheet
		- Will send example to Krystal to send out
		- Working with Nadya Sigona for Early Alerts
			* Class visits (now framed as Early Success) w/ counselors, retention specialists
		- <https://app.smartsheet.com/b/form/56c1c0d700544c6ebd22d806fdb3a826>
	+ Sumathi: looking for mentors in all disciplines
* Bettina Lee, Disability Resource Center/Personal Counseling Center, Director
	+ Started July 1
	+ Created Faculty resource page for services: FAQs
		- Faculty rights and responsibility
		- Proctor request form
		- Tips for service animals
		- Info on unique accommodations (captioning, adaptive furniture, extended breaks, breaks, distraction reduced environment, extra time for assignments, flexible attendance, memory aid
	+ DRC here for Faculty as well
	+ DRC here to collaborate
		- Help with captioning videos
		- Transcription
	+ Meet the staff page has hours of all employees in DRC to know when to expect a response
	+ Accessibility tips
	+ Be specific when discussing parameters with students (ex: breaks in first/last 20min of class, extensions are within 24hrs
	+ Give specific consequences for not following parameters for unique accommodations.
	+ Go over accommodations with students
	+ If you need help discussing accommodations with student: DRC willing to help facilitate the meeting
	+ Questions:
		- If student brings memo from another college, do we honor it: answer: please refer to DRC at Cañada to verify if accommodations are appropriate for the class, but up to faculty if they want to honor it or not
	+ If you would like workshop or one-on-one please reach out to Bettina
	+ Questions:
		- Student with so many accommodations on memo, but students only saying need extended time
		- Answer: will be meeting with students to go over accommodations and figure out if all listed is what is actually needed.
	+ Revamping proctor request form: asking if you are using Proctorio – Canvas kicking DRC out if Proctorio is activated.
	+ DRC cannot guarantee proctor space due to virtual mode, only 2 proctors and only 2 students, first come first serviced
	+ If you cannot accommodate a student: offer to review accommodation for how it will work in your class, try not to just say NO to the accommodation
	+ Will look into DRC Canvas to help with proctoring to disable proctorio
	+ Keep universal design in mind
* Dr. Moore:
	+ Hello everyone, thanks for allowing me to jump in on the agenda
	+ Dr. Gena Rhodes passed away Oct 8th, son called to notify Dr. Moore
	+ Graciano shared financial outlook
	+ MOUs for CSEA and AFT for Spring 2021
	+ Funding update: finding resource to backfill for Sept and Oct grants that are ending
	+ Working with district office to find ways to sustain folks who are working in grants to find work
	+ Everyone will remain employed and no one will be turned out during a pandemic
	+ Move forward in transparent process
	+ Cañada is not the only college with grants, full district conversation
	+ Sports conditioning require college sports to have regular testing, looking for third party option for testing due to liability
* Need reps for PBC: Ray Lapuz and Academic Senate: Nick DeMello