



Business, Design & Workforce Division Meeting

Friday, 12:00-2:00pm | November 4, 2022

In Person + Virtual Zoom

Agenda Items

Join Zoom Meeting:

<https://smccd.zoom.us/j/85649233363?from=addon>

Meeting ID: 856 4923 3363

1. Welcome	Dean Hyla Lacefield
2. Announcements Updates	Dean Hyla Lacefield
3. Success Team Updates 12:00-12:30pm	Gampi Shankar + David Meckler (Faculty Leads) Melissa Maldonado + Juan Vera (Retention Specialists)
4. Enrollment Support for Spring 2023 10 minutes	Sarah Cortez
5. 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

NOTES:

Presidents' luncheon was a great success! Thank you.

Success Team Updates:

Sarah Cortez

Drop-in and registration and counseling is open mid-November at the Welcome Center.

Sarah is also available to visit your class by appointment to present options to your class!

Contact: cortezs@smccd.edu



Spring 2023 - Registration

Cañada College

Join us In-person or on Zoom for
DROP-IN REGISTRATION
and get the support you need!

TIMES	DATES
Day Sessions: Monday/Thursday 11:30 a.m. – 1:30 p.m.	November Weeks: November 16 – 17 November 28 – December 1
Evening Sessions: Tuesday/Wednesday 4:30 – 6:30 p.m.	December Weeks: December 5 – 8 December 12 – 15
PLACE	January Weeks: January 3 – 5 January 9 – 12 January 16 – 19 January 23 – 26

In-person
Building 9, 1st Floor

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

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

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

Melissa Maldonado & Juan Vera

We have 7 peer mentors right now!

By next week, we should have most SEPs updated.

The guest speaker series was incredibly successful. Thank you for all your help, support and inspiration!

Most students showed up through zoom.

Even very young attendees were there.

The panels were recorded and posted here: <https://www.youtube.com/watch?v=na2tNFQpda8>

Early Alerts:

We're still working on accessibility for Juan.

Faculty has access to Early Alerts as well and students will be contacted by retention specialists.

If students are determined to fail their class, and they are on Student Aid, the least impactful time to withdraw from the class is the last week.

Last Day to Withdraw from Semester Length Classes: **November 15**

Date may vary based on when your class began.

If you have no other option than to Fail your student, please be sure to document every instance of attempting to help them succeed.

Incompletes are technically supposed to be for one or two missing assignments and/or had some specific problem.

Kim Lopez and Chialin will consider a better resolution.

Gampi Shankar:

Being informed and communicating about important forms and acknowledgements for student success is of utmost importance.

Sometimes even students don't know what an SEP is, and that's okay! That's what our retention specialists are here for. Please reach out!

Other:

There is a lot of concern being voiced around students not paying attention, not participating, failing to get extra time allowance from DRC, etc. and the resulting failure blowing back on faculty who have advocated for student success.

Kim is aware, sympathetic and considering solutions.

Strong Workforce Funds Request:

The process for requesting Strong Workforce funds is changing.

Updates will be present during the next Division meeting.

We are still hiring retention specialists.

If you need student assistants for your class...

Keep in mind that student assistants are not TA's
Student assistants cannot help with grading and should not have access to other students' grades.

Building 13:

The building will hopefully be open by Spring Semester.

We are checking to see if windows are able to be opened for ventilation purposes.

Anyone who originally had an office in Building 13 will have an office there again. It will be a shared space with BDW and Human Development & Services.

Other:

Please attend:

Trunk show for the Fashion Department:

Saturday, November 5th | 3-255

10am-Noon

Health Career Fair:

Wednesday, November 9th | The Grove (Building 5)

10:00am - 1:00pm

Academic Senate:

Thursday, November 10th | 2:10 - 4:00 pm:

<https://smccd.zoom.us/j/84174625171>

If we missed an event, please let us know!!

Contact: Halem@smccd.edu