



**Business, Design & Workforce  
Division Meeting**  
**Friday, 12:00-2:00pm | April 7, 2023**  
**In Person + Virtual Zoom**

Join Zoom Meeting: <a href="https://smccd.zoom.us/j/88061666732">https://smccd.zoom.us/j/88061666732</a> Meeting ID: 838 9852 8173 Meeting Recording: Contact Hyla Lacefield - <a href="mailto:lacefieldh@smccd.edu">lacefieldh@smccd.edu</a>	
1. <a href="#">Welcome</a>	Dean Hyla Lacefield
2. <a href="#">Announcements and Updates</a>	
3. <a href="#">Instructional Support Session: HSS Mini-Mester Experience</a>	
4. <a href="#">Strong Workforce Presentation</a>	Dr. Chialin Hsieh, VPI (Vice President of Instruction), Dean Hyla Lacefield, Dr. Julian Branch
5. <a href="#">Library Technology Loans for Students: Policies + Process</a> <i>15mins</i>	Diana Tedone-Goldstone
6. <a href="#">Faculty Teaching &amp; Learning Discussion</a> <i>15mins</i>	Jessica Kaven

<p>7. <a href="#">Professional Development Planning Committee Announcement</a></p>	<p>Ellen Young</p>		
<p><b>Next Division Meetings (Spring 2023):</b></p> <p>1. <a href="#">May 5, 2023</a> In-person</p>			
<p>Participants:</p>	<p>Hyla Lacefield Dr. Julian Branch Leonor Cabrera David Gainey Marina Noel Mary Hale Lezlee Ware Diana Tedone-Goldstone Tessa Noriega Ellen Young</p>	<p>Billy B Dr. Candice Nance Gampi Shankar Dr. Ritu Malhotra Peggy Perruccio Althea Kippes Carlos Luna Jessica Kaven Ronda Chaney Richard Schulke</p>	<p>Maria Huning Patty Hall Elsa Torres Janet Laurin Dr. Chialin Hsieh Kristina Brower Adriana Lugo Paul Gaskins Chris Burns</p>

**NOTES:**

**1. Welcome**

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**2. Announcements | Updates**

Format for Fall’s Divisions meetings:

Move to bimodal, at least for the first meeting of the semester.

We will have a business hub in Building 13

As we re-enter building 13, it would be useful to know the layout of the building and what is available to whom.

Building 13 Update:

We should have boxes by the end of the semester so that we can move over the summer.

We will update you as soon as we have a specific date.

### 3. Instructional Support Session: HSS Mini-Mester Experience

We would like to invite you to next week's Instructional Support Session on MiniMesters. We hope to see you there!

#### Topic Tuesday

Tuesday, April 11, 2023 – 1:00pm-2:30pm via Zoom and in person

- Topic: HSS (Humanities & Social Sciences division) MiniMester Experience: 8-Week Late Start Session
- Description: Colleges across the state successfully utilize 1st and 2nd 8-week short-course schedules to increase course taking opportunities for students. We will share information about the 8-week "late start" session being piloted Fall 2023 in the Humanities and Social Sciences division.
- Presenters: James Carranza (Dean, Humanities & Social Sciences) & Nadya Sigona (Faculty, Counselor)
- In Person: Building 9, room 154 (formerly CIETL, now the Faculty Teaching and Learning Center and Lounge) – the room is open for use!
- **Zoom link:**  
<https://smccd.zoom.us/j/87021010234pwd=eSt3MTBKN25tZkc5N2hWVfYRwc4dz09>  
**Meeting ID:** 870 2101 0234  
**Passcode:** 980268

For all recorded Instructional Support sessions, please visit the Faculty Teaching and Learning webpage (click on the "Instructional Support Sessions" tab).

#### 4. Library Technology Loans for Students | Policies + Process

Guests:

*Paul Gaskins, Diana Tedone-Goldstone, Carlos Luna, Tessa Noriega, Adriana Lugo*

Technology Loan Program Webpage:

<https://canadacollege.edu/library/technology-services.php>

Waitlist Procedure:

<https://canadacollege.edu/library/docs/can-library-waitlist-procedure-sp23.pdf>

As we get closer to the end of the semester, we are collecting our hardware and preparing for the upcoming semester.

About **40%** of our inventory **was not returned.**

- We need your support in enforcing our policies so that we can provide these resources to future students.
- This may result in loss of enrollment and students having to drop classes.
- It is no longer allowed for students to hold on to technology semester-to-semester.
- The library loans Chromebooks, PC laptops, hotspots, and calculators for 3 months at a time.
- Put in requests as soon as possible.
- Computers are now being remotely deactivated (bricked) if not returned.
- Library holds are being used as a last resort, as it may impact a student's enrollment.

#### 5. Faculty Teaching & Learning Discussion

Guest:

*Ellen Young*

We are in the process of starting our three-year plan and what we want to build in terms of opportunities for professional development and serving everyone's needs.

**PD Needs Assessment:**

[https://smccdsurvey.sjc1.qualtrics.com/jfe/form/SV\\_24wVpu49v5aWre6](https://smccdsurvey.sjc1.qualtrics.com/jfe/form/SV_24wVpu49v5aWre6)

**Deadline: April 15, 2023**

**Flex day agenda for review – in progress, keep an eye out:**

<https://canadacollege.edu/facultyteachingandlearning/>

**6. Professional Development Planning Committee Announcement**

Guests:

*Lezlee Ware + Jessica Kaven*

Full presentation can be viewed here:

[FLC Division Meeting Slidedeck Spring 2023.pdf](#)

How is your teaching experience going?

Link to survey: <https://forms.gle/LUEsXKzeJ4dQi95P6>

Instructional Support Sessions:

<https://canadacollege.edu/facultyteachingandlearning/instructionalsupportsessions.php>

The Faculty Teaching and Learning Center & Lounge has been refurbished!

"Greetings faculty!"

The Professional Development Planning Committee (PDPC) is conducting a needs assessment. Your responses will be used to inform the next Professional Development three-year plan.

All faculty, adjunct and full time, are kindly asked to share your feedback by April 14th.

The needs assessment will take 10-15 minutes to complete, and can be found at the following link:

[https://smccdsurvey.sjc1.qualtrics.com/jfe/form/SV\\_24wVpu49v5aWre6](https://smccdsurvey.sjc1.qualtrics.com/jfe/form/SV_24wVpu49v5aWre6)

Thank you in advance for your valuable feedback! If you have questions, concerns, or want to get more involved in the Professional Development Planning Committee, please email Ellen Young at [younge@smccd.edu](mailto:younge@smccd.edu)."

## **7. Strong Workforce Presentation**

This is a specific presentation that drills down on details.

We are now using a new process that did not exist in the past, which involves filling out a form to request Strong Workforce funding.

Please view the slides from this presentation here:

[2023 0404 Strong Worforce Program Follow Up v2.pptx](#)

### **Feedback:**

- Curious why more money is not being spent on existing, successful programs.
  - + Questions about request process, approval process, ability to give input and attend tri-chair meetings where decisions are made.
  - + Frustration about not having tools needed to better instruct their students.

*Leonor Cabrera*

- Frustration about community ed classes through Strong Workforce funding.

*Candice Nance*

- Appreciation for deep dive but agree with Leonor – more breakdowns of funding are desired.

*Maria Huning*

- Questions about meeting minutes and schedules. These are listed on the [Business, Design and Workforce webpage](#). Desire for a fixed meeting time.

*Althea Kippes*

- Courses that are non-credit are usually funded with a different source through our district. ( Non-credit is different from not-for-credit. )

*Ronda Chaney*

- Appreciation for patience and feedback while improving our processes. Complete willingness to work with requestors while working to make requests easier, accessible, and more equitable.

*Dr. Chialin Hsieh*

## **8. Other:**

Academic Senate:

If you have any concerns about anything on the agenda, send Althea and Leonor an email.

We have an upcoming workshop on Wednesday.

If you have students you know need support getting their degree or certificate attainment, this is the workshop to highlight!

[3p Your Credential Awaits 4.12.23.pdf](#)

### Donating technology:

- Try running technology through a foundation to donate.
- It is a complicated process, but still possible.
- Donating to loan-out vs. Donated to be given to students involve different parameters.
- In an emergency, the Learning Center is open until 8pm M-Th and we have a tech support person available.

Please share this with evening and adjunct:

[www.tinyurl.com/lctechteam](http://www.tinyurl.com/lctechteam)

- Having a backup emergency computer would be idea, but we do not have clear access as of now.
- There are various nonprofits that will accept unused technology...

### In-Person Division on May 5:

Sandwiches, snacks, festivities!

We will have a room, likely 22-137 – Jonna will confirm.

Leonor will require pickup.

### Tri-Chair Meeting:

Thursday, April 6, 2023

9am-10am

[View minutes here.](#)

[View all minutes here.](#)