

# “Extra Credit” Division Meeting

September 9, 2022

## 1. Committee appointments

- Up for committee review? Want to jump over to humanities?  
<https://smccd.zoom.us/j/82999568967?pwd=QUoyTGILc2VJVUxPdWQrbXYwNGRNdz09>

Number of points to hit as Faculty: 67

We are averaging 16.

**Committee ongoing excel:** [https://smccd-my.sharepoint.com/:x/g/personal/huij\\_smccd\\_edu/EfoNLc2Yv9tFjOkvrGB-QjYBk1sdb\\_tji-PJw7ONOGFhfg?e=m5hJYN](https://smccd-my.sharepoint.com/:x/g/personal/huij_smccd_edu/EfoNLc2Yv9tFjOkvrGB-QjYBk1sdb_tji-PJw7ONOGFhfg?e=m5hJYN)

There is a feeling that the college does not understand the demanding nature of our programs and how much each instructor has on their plate. We must be very vocal about this to make sure the college knows the facts. Being on the committee helps so much with this!

- There are suggestions to share duties with a “**Committee Buddy**”.  
IPC needs 2  
Curriculum needs 2  
Academic Senate might accept 1.  
Governance participation is essential.

Consistency in joining meetings is very important to morale as it applies to feeling a sense of group effort. Early reminders and understanding why people are not attending can help.

RSVP with Hyla if you’re attending division meeting from campus and she’ll buy you lunch!

- SMCCD.edu is redirecting people to CommunityEd when users search for [Community Education](#). The feeling is that this is sabotaging our own offerings within the county and that the CommunityEd classes are sub-par at best.

## 2. Building 13 updates

**Note:** There is concern over classrooms being deferred to humanities rather than BDW programs. Emphasizing hiflex classes will make our classes more accessible and therefore more desirable, profitable and applicable for the total cost of each room.

### 1. Timing

Building 13 will not be ready for Spring 2023. There appears to be a leak from the air conditioning unit(s). May be open during Spring break or Summer.

The MEDA lab in building 20 has had multiple roof leaks , ant infestations.

Anonymous report due to questionable working conditions:

<https://www.osha.gov/workers/file-complaint>

### 2. Offices + Swing Space Offices

As of now, anyone who had an office in Building 13 how now been reassigned to that office.

We MUST ask for + order boxes soon to receive them in a timely manner.

## 3. Multi-modal discussion

We need to be thoughtful about our class offerings, timing and modalities to prompt growth. BDW Programs are showing growth in multiple programs due to this.

### 1. Assistants available

Student assistants are available through the learning center with Ron Andrade.

Embedded tutors can be selected from your own skilled students. Please let Hyla know if you would like to hire them!

We have rooms available to practice multi-modal teaching and help is available! Please let us know what you need and we'll do our best to provide.

Here are some helpful tutorials: <https://its.smccd.edu/category/tutorials/>

In case you need help directly from IT: <https://its.smccd.edu/>

## 2. Enrollments

Data reflects that classes are able to fill more successfully when multimodal options are available.

Vaccine attestation is not required for online classes! This can help with students who are not able to access attestation due to our own technical issues.

**Note:** This is from Alex in the PRIE department (from yesterday): "When a course is cross listed (e.g., honors and regular section) only one CRN is given the FTEF. That was causing an issue in previous year's reports by only giving load for the section that had the FTEF, but for this year's report I corrected that issue by accounting for the total cross listed volume of students. The sections without FTEF assigned to them will show up as nulls and not contribute or detract from load."

## 4. Dual enrollment update

Dual enrollment has been prioritized, but there have been serious challenges in making them effective.

- Lines of communication between outside schools and the college have been, at times, non-existent from both sides.
- Coordination is absolutely essential for a safe and productive environment.
- Weeks in, students may or may not be registered.
- Currently, we are backing off any parts that involve sending people to outside schools.

## 5. Evaluations

- Two first-year and two fourth-year tenure-track evaluations are coming up!
- Two people are in their final year of tenure.
- Adjunct evaluations are also coming up, mostly in Elsa's section.

It's recommended to split up larger groups!  
We may be able to bump evaluations to Spring.

There are questions about the impact of the COVID and ghost students from 2020-2021 hold on adjunct evaluations.

## 6. Program Review

Even if you are not up for review and have resource requests, particularly for hiring, you need to do a program review update (yearly review) that explains why you need the additional person/resources. Strong Workforce is going through an alternative way of requesting funds.

1. Regular Program review
2. CTE mid-cycle updates – volunteer needed
3. Resource requests

## **7. Faculty Parking Permits**

Parking permit hang-tags are being created for faculty!  
Please find and collect yours.

Parking has become an issue due to community members parking in student and faculty lots near Building 1.