

Business, Design, and Workforce Division Meeting

Friday, April 26, 2019

Meeting Minutes

12:00 – 2:30 p.m.

Cañada College

Building 13, Room 217

Present: Leonor Cabrera, Jonna Pounds, Jonathan Wax, Janice Weeks, Annie Nicholls, Althea Kippes, Melinda Day, Jamie Hui, Hyla Lacefield, Ronda Chaney, Daryan Chan, Sarita Santos, Candice Nance, Peggy Perruccio, Patty Hall, Barbara Velline

Next meeting: Next Semester

1. Jamie Hui – Connect to College

- a. Please provide feedback to Jamie Hui or Mayra Arellano

2. Melinda Day – May 16 Event “Day of Play”

- a. Adult focused event at 10am in the main quad
- b. End of year celebration
- c. Please attend and inform your students they are welcome to attend

3. Leonor Cabrera – Tenure Committees

- a. We need an industry expert for Medical Assisting Tenure-track Tenure Committee, please connect with Dean if you know of any.
- b. We need to set up committee for Accounting Faculty: Patty Hall, Candice, Nance, need one more.
- c. We need to set up committee for Business Faculty: Sarita Santos, Patty Hall, Candice Nance, and need one more.

4. Candice Nance – Curriculum Committee Update

- a. Curriculum is complete for the year
- b. We need a new division rep in the fall semester

5. Leonor Cabrera – Accreditation

- a. Need syllabi for all classes in the college catalog. Coordinators, please send them to Division Assistant.
- b. All active classes from spring and fall semesters.

6. Leonor Cabrera – Strategic Enrollment Plan / Career Education + SW

- a. Overview of presentation given at Cabinet
- b. We change lives – one student at a time
- c. Max. FTES, Load, and FTEF to meet needs to students
 - i. Build growth into FTET allocations

- ii. Unique headcount – we have a higher percentage of part-time rather than full-time
 - iii. Internal Canada reporting based FTES = 12 units/semester vs 15 units/semester, need to research number of career education students have post-secondary degrees
- d. ID local community students (zip codes/neighborhoods) and research areas of interests
 - i. Each year focus on a single disproportionate impacted group and retain students
 - ii. Perkins addresses special populations
 - iii. SWF changed multipliers for completed certificates
 - iv. Focus on student-gap
 - v. Outreach non-traditional method
- e. Increase High School Relationships – dual enrollment, AB288 concurrent enrollment
 - i. Compete with city recreation for youth summer camps; schedule mailed Feb.
 - ii. Bridge programs for Freshmen, Sophomores, and Juniors
 - iii. Education first generation students and parents regarding success with first year college experience
 - iv. Partner with Promise Scholars
- f. Increase post-secondary partnerships for students' transfers
 - i. Institutional support 4-year programs
 - ii. Regional joint venture/san mateo county – teacher prep pipeline
 - iii. Leverage and lead teacher pipeline effort – what is Canada known for
 - iv. Dedicated attempt to reach out to San Francisco State
- g. Job placement / internships
 - i. Volunteer mentors- update skills to meet industry tech changes
 - ii. Student focus on employment search skills and self-marketing
 - iii. Leverage industry experts for knowledge of what employers seek
 - iv. Develop employer relationships for internships and student employment
 - v. Software to capture graduate. Alumni job changes, promotions, wage data
 - vi. Create alumni network – LinkedIn platform

- vii. Focus groups for students and employers – UI/UX research with current career platform
 - h. Robust Conversation on marketing issues. Please email Barbara Velline your suggestions and will help synthesize all the projects
- 7. Julian Branch – Strong Workforce Projects Update**
 - a. Not present.
- 8. Safety Committee – Elsa Torres**
 - a. Current term is up, we need another division representative
 - b. Ronda Chaney volunteered to join the committee
- 9. Classified Senate – Jonna Pounds**
 - a. Disconnect with Administration was discussed at last meeting.

Meeting adjourned at 2:35 p.m.