

Business, Design, and Workforce Division Meeting – Friday, October 13, 2017
Meeting Minutes

10/13/2017

12 – 2:00 p.m.

Building 13, Room 116

Present: Jonna Pounds, Jonathan Wax, Lale Yurtseven, Anne Nicholls, Melinda Ramzel, Paul R, Dick Clark, Paul Naas, Elsa Torres, Candice Nance, Marketing Department, Jenna French, Nenaji Jackson, Ryan Chan, Wanda Nalls

Next meeting: November 3, 2017

1. Jenna French – Learning Disability Testing / DRC Services

- a. Hand outs on DRC, Wellness Center
- b. Study Skills class
- c. Encourages all faculty (esp. Adjunct) to contact the DRC with any questions
- d. Add the disability statement to your syllabus if it is not there already
- e. Elsa brought up the concern regarding the Wellness Center not being open in the evenings

2. Marketing – Megan Rodriguez Antone

- a. Introduction to Marketing Team; Michael, Jose, Mayra, and Megan.
- b. Marketing Request Form:
<https://canadacollege.edu/marketing/requestform.php>
- c. New website introduction.
- d. Mayra has new outreach events:
 - i. Reading Circle: November 4 @ Redwood City, ask Mayra for more information
 1. Middle College and Outward Bound students participate
 - ii. Toy Drive – Palo Alto NGOs
 1. First week of Nov. bins will go up for donations
 2. December 16, 2017 event; details forthcoming
 3. Bolster Awareness of Menlo Park Center
 - iii. Reach out to Mayra if you are open to having a campus tour group shadow.in your class. Paul Naas is doing this with several MART classes.
- e. New schedule is out with new 50th Anniversary Logo
- f. New 50th anniversary website coming; send Marketing any old photos you want used for this component.
- g. Elsa asked about the Arts and Olive Festival

3. iESO! Adalente – Nenaji Jackson

- a. Department of Education Grant.

- b. Pathway to SFSU
- c. ECE & Business Programs are focused in the ESO Adalente
- d. Hybrid Course for SFSU Program for student success at SFSU
 - i. The hybrid course is focused on students starting an ECE small business on their own.
- e. jacksonn@smccd.edu please give her feedback on the program
 - i. Melinda is taking lead on incorporating ECE component
 - ii. Lale asked for more information on the amount of students and other data on participants
 - iii. Ada Ocampo was introduced to touch base about business department to answer questions
- 4. CTE Liaison - <http://asccc.org/cte-faculty-liaison>**
 - a. Not discussed at meeting.
- 5. SLO Update – Melinda Ramzel**
 - a. 3 Year Assessment Plan Presentation
 - i. All *active* courses must be assessed by your department at least once within a 3-year period.
 - ii. Faculty choose which courses they want to assess and how they want to assess their classes.
 - iii. Anne Nicholls requested information about when cycles need to be done.
 - iv. 11/01/17 is date the SLO Update this semester is due.
- 6. CTE Student Needs – Daryan Chan**
 - a. There needs to be a system set up for substitutions. This information needs to be conveyed to Ryan and counseling.
 - b. Confirmation on substitutions
 - c. Early Registration is Nov 2 and Regular Registration Nov 9
 - d. Cooperative Education Questions → How do they connect with Professors? They are looking for advice on that.
- 7. Earthquake Drill – Oct 19.**
 - a. There will be a drill this day.
- 8. Holiday Basket – “Let’s Party”**
 - a. Jonna Pounds is organizing this. More information forthcoming.

Reports:

- 1. Academic Senate – Hyla Lacefield, Lale Yurtseven
 - a. Lively discussion on academic freedom.
- 2. AFT – Paul Naas
 - a. Nothing to report except there is a meeting next week, Wednesday afternoon 2-5pm. Contact Paul for more information.
- 3. Classified Senate – Jonna Pounds
 - a. Nothing to report.
- 4. Curriculum – Candice Nance, Elsa Torres

- a. Testing Class Maximum, give feedback to Leonor.
 - b. 11/02 is deadline to submit for classes with substantial changes
 - c. 11/02 is deadline to submit for new classes for Fall 2018
 - d. State is not kicking degrees back for review.
 - e. BACC forms, encourage to get more information on these
 - f. Labor Market data available at the start of the process
5. Distance Education – Sarita Santos
- a. Nothing to report
6. IPC – Jamie Hui
- a. Jamie is no longer on IPC
7. PBC – Melinda Ramzel
- a. Nothing to report
8. Safety Committee – Elsa Torres
- a. Updates on Title IX
 - i. Specifics on new discrimination; sexual harassment update.
 - ii. Next meeting
9. Technology Committee – Lale Yurtseven
- a. Nothing to report