

Business, Design, and Workforce Division Meeting – Friday, October 26, 2018

Meeting Minutes

10/26/2018

12:00 – 2:30 p.m.

Building 13, Room 116

Present: Leonor Cabrera, Jonna Pounds, Jonathan Wax, Ritu Malhotra, Lisa Webb, Elsa Torres, Lezlee Ware, Peggy Perruccio, Annie Nicholls, Althea Kippes, Candice Nance, Paul Naas, Sarita Santos, Melinda Day, Jamie Hui, Hyla Lacefield, Ronda Chaney, Fleeta Rodriguez, Patty Hall, Dr. Moore, Diana Tidone, Allison Hughes, Maria Huning,

Next meeting: November 9

1. Lezlee Ware – Distance Education

- a. Review of Strategic plan for distance education
- b. DE now lives in ASLT Division
- c. Update on NetTutor
- d. Online Counseling is starting to roll out
- e. Exploring a Proctoring System
- f. Faculty Checklist for Successful Online Teaching – For Dean usage for new hires
- g. Issue with online publishers getting access to Canvas shells
 - i. Question on Bookstore supporting this efforts
- h. PBC will be voting on approval of new district strategic plan

2. Diana Tidone - ZTC

- a. Zero Textbook Cost Courses
- b. Working on a streamlined process for ZTC designation, faculty and contact Diana Tidone or Allison Hughes for any questions.
- c. SB-1359 requires these classes to be designated and students will see as they sign up for classes that their class has free textbooks
- d. It is a search option in WebSCHEDULE for students
- e. Courses for cali.org for the LEGL Program can be listed as ZTC
- f. The OER Guide:
<https://guides.canadacollege.edu/c.php?g=447704&p=3081974>
- g. Question re: how this will impact the bookstore
 - i. Not every course will be ZTC in the future, but this could possible impact the college's bookstore.
- h. Questions re: curriculum challenges and UC transfer impact of ZTC, this will be addressed in the future

- i. Question re: homework packets/study guides, but a free textbook being supplied
 - j. Soon there will a low cost
- 3. Allison Hughes– Trac DAT**
- a. Assessments are due for SLOs and PLOs are due the same day grades are due.
 - b. PLO and SLO explanation as part of assessments and accreditations
 - c. Addressing Programs that don't have full-time faculty, it still has to be done
 - i. Suggestion on sending this issue to Academic Senate
 - 1. Academic Senate will be addressing this issue in the future
 - 2. Question: Funding, needs to be something sustainable
- 4. Dr. Moore – Update and Check-in**
- a. Open forum for questions occurred on Wednesday
 - b. Review of President's Luncheon
 - c. October 22, 2019 is date of next one
 - d. Accreditation is moving forward
 - e. RFP for the Shuttle was approved at the board meeting earlier in the week, so that program will be expanding
 - f. Hiring Timeline is on track
 - g. VPISS will be up in spring, and Dean of Science & Technology will be in January – phasing our interim-process
 - h. Question re: ratio of full-time and part-time, and how can the college can address this issue.
 - i. PRIE will be running the numbers to see what needs to be addressed.
 - i. Question re: Director of Workforce Development will be closed on 11/14.
 - j. Unconscious-bias training reminder
 - i. Leonor will ask HR for a list of who needs to do it.
- 5. Maria Huning – on behalf of Mallory Stevens**
- a. Career Education Showcase on Friday, 9 a.m. – 1:30 p.m.
 - b. Volunteers Needed
- 6. Jonathan Wax – Marketing Update**
- a. Update on marketing efforts going forward
 - b. Videos, facebook ads, banner ads,
 - c. Strong Workforce Tri-Chair
- 7. Leonor Cabrera - Resource Allocation**
- a. Group Discussion on how the division will have a more equitable process moving forward
- 8. Elsa Torres – Safety Committee Update**
- a. Meeting on 9/24/18
 - b. Health Center Update

- i. New VIPSS Update. Evening hours are only there from 5pm on Tuesdays.
- c. Next meeting will be 11/19/2018
- d. Committee is addressing lyft/uber pickup