Division Meeting 4.7.2023

1. Shared Governance/announcments
   1. PBC – Ray Lapuz
      1. Review of program review cycle, changes in red are changes that happened
         1. <https://canadacollege.edu/planningbudgetingcouncil/2022-23/proposed-dates-for-the-2023-24-program-review-cycle-for-pbc.pdf>
      2. Accreditation <https://canadacollege.edu/planningbudgetingcouncil/2022-23/proposed-dates-for-the-2023-24-program-review-cycle-for-pbc.pdf>
      3. PRIE Enrollment Management: <https://canadacollege.edu/prie/enrollmentmanagement.php>
   2. Academic Senate – Sumathi Shankar to represent S&T
   3. NSF TRABAJO – Focus group for mentors please click link to join external evaluators
      1. Sending surveys to students, will be emailed
      2. Luncheon/awards for graduating students in May
      3. Job Shadow during spring break
         1. 10 sign ups, 7 participants
         2. Visited Cytokinetics and JH Technologies
         3. Students learned how to correspond with industry
            1. Thank you letters, post interview
            2. LinkedIn
            3. Professionalism
   4. ASCC
      1. Student Senate applications officially closed
      2. Vote April 11th
      3. Primary concerns with power outages interfering with lab schedules
      4. LC tutors will be making classroom visits
   5. Star Party – Attila
      1. ASTR Club, faculty encouraged to get in volved
      2. Continuing with building of Saturn 5 Rocket (Legos)
      3. April 14th Lot 10, bldg. 24 start at 7pm-9pm open to public
         1. Games, prizes, dress warm,
         2. 8pm will begin on telescope observations
   6. Girl Scout Cookies – [hirzeld@smccd.edu](mailto:hirzeld@smccd.edu)
2. Breakout Rooms for Dept meetings
3. Ellen Young - Flex day coordinator and PD Chair
   1. Needs assessment for professional development
      1. PD needs assessment: <https://smccdsurvey.sjc1.qualtrics.com/jfe/form/SV_24wVpu49v5aWre6>
      2. Sharescreen of Draft of flex schedule, live link available Monday for RSVP
         1. Most are hybrid, only a few in-person only sessions
      3. Will get a link from Marketing Dept to RSVP
4. Diana Tedone Goldstone - Librarian
   1. Library Technology loans
      1. Tessa Noriega -Library support spclts
      2. Technology checkouts are for 3mos not full semester
         1. Students must return for physical inspection and recheck out for the remainder of the semester
         2. This is so inventory can be in full working order and maintenance can be preformed
         3. 40% of inventory didn’t return this semester
         4. Students cannot keep items for whole semester as maintenance is necessary
         5. Library staff performs all maintenance, in conjunction with ITS, but mostly they do the work themselves
         6. Couldn’t meet the need of late start classes because of unreturned equipment
         7. Requesting help from faculty to remind students to return any technology checked-out from library
         8. Check Technology Services Page <https://canadacollege.edu/library/technology-services.php>
            1. Information on how to check out technology and FAQ
            2. Check in with library staff as they will help find solutions to shortages in technology
            3. Above link will always have the most current updated information
            4. Only 3 support specialist, please support library positions to increase library staff
         9. Graphing and non graphing calculators, headphones, laptops, hotspots, chromebooks, computers in library
         10. Reach out with any questions
5. Jessica Kaven – Faculty Teaching and Learning
   1. Link to survey: <https://forms.gle/LUEsXKzeJ4dQi95P6>
   2. Link to powerpoint presentation
   3. Let Jessica and Lezlee Ware know if you’d like to reserve the room
   4. Ray – FLP cohort will continue this fall, new cohort in SP24, big thank you to Jessica and Lezlee
      1. Room for video recording of lectures for online classes?
         1. Soundproof space to record?
            1. DE Room in bldg. 13, 3rd floor
            2. FTLCL can help in the interim for recording space
      2. Mini-mesters
         1. Program Review Training request from Camille
         2. Hoping to have comprehensive training with PRIE
      3. Community building across divisions
         1. i.e. Canvas sharing to borrow ideas