

## **Business, Design, & Workforce Division**

### **AGENDA - MINUTES**

Friday, October 1, 2021

12:00pm-1:15pm

Location: Zoom

1. Return to campus safety
  - a. It would be great to have student feedback on how the college is keeping them safe
  - b. Employees and students returning to campus must be fully vaccinated or have an exemption
    - i. Return to campus for employees <https://smccd.edu/return-to-campus/employees.php>
    - ii. Return to campus for students <https://smccd.edu/return-to-campus/students.php>
2. Interim President Kim Lopez stopped by for questions
  - a. Gampi Shankar had concerns about Building 13 tree removal, and garbage in the ravine
    - i. President Lopez will follow up
3. Search for the next Cañada College President
  - a. All can serve on the committee for the Presidential search, complete a questionnaire
4. Sarita Lopez detailing for Jonathan Wax
  - a. Flyers/outreach materials
  - b. Assisting with budgets
5. Nicole Kelly detailing for Julian Branch
6. Guided Pathways
  - a. Create pathways for students
  - b. Program mappers
    - i. Transfer degrees have specific requirements
  - c. Support students with completion
  - d. Offer courses where students can finish on time
  - e. Data before and during Guided Pathways Data Coach) Karen Engel
    - i. Completion time for degrees
7. Interest Areas/ Retention Specialists (see attached slides)
  - a. How to be efficient with the staff we have
  - b. Success Team
    - i. Dean
    - ii. Lead Faculty
    - iii. Counselor
    - iv. Retention Specialists
    - v. Peer Mentor
    - vi. Data Coach
    - vii. Manager (Director of Student Support)
8. Division meeting updates:
  - a. First Friday of the month
  - b. Shorter division meeting and then Interest Area meetings

- c. Business Interest Area meets weekly, do not need to replicate another Business meeting
- 9. Reassigned Time <https://canadacollege.edu/ipc/reassignment.php>
  - a. Complete Google form, IPC reviews and makes recommendation, Vice President of Instruction makes the final decision
  - b. Encouraged to submit a reassigned time application, there is an appeal process
  - c. How to apply <https://canadacollege.edu/ipc/reassignment-forms.php>
  - d. Positions past and present <https://canadacollege.edu/ipc/reassignment-archive.php>
- 10. Early Alert
  - a. Questions
    - i. What are the implications of faculty using Early Alert? Are they being tracked?
    - ii. Is there data collected, and how is it used?
    - iii. Are faculty required to use Early Alert?
    - iv. Are students automatically notified by email/text/phone when an alert is issued? Will they see the alert in their Student Success Link page?
  - b. It is the faculty purview to drop or not drop a student, make a note of when they last participated
  - c. Training on how to use Early Alert for faculty
- 11. Student assistants needed for Spring 2021
  - a. In need of 3 technology savvy student assistants
  - b. Email potential students to Hyla
  - c. Training this Fall, onboarding
  - d. Flyer needed



**Art, Design & Performance**  
Create or perform everything from digital art and animation, studio art, musical and theatrical performances, interior design, fashion, and graphic design.

**Business**  
Prepare for positions in administration, marketing, accounting, and management within large and small businesses, and get help in starting your own business.

**Human Behavior & Culture**  
Consider a career in the social sciences, education, or language arts. In the Human Behavior and Culture Interest Area, study a wide range of topics that impact our communities.

**Science & Health**  
Degrees in this Interest Area can lead to careers as engineers, scientists, radiologic technologists, fitness trainers, dieticians, environmental educators, and medical assistants, among many other options.

### Who are the Retention Specialists?

1	<b>Interest Area Retention Specialists Leads</b> <ul style="list-style-type: none"> <li>• Art, Design &amp; Performance   TBD</li> <li>• Business   <b>Melissa Maldonado</b></li> <li>• Human Behavior &amp; Culture   <b>Diana Espinoza-Osuna</b></li> <li>• Science &amp; Health   <b>Gonzalo Arrizon</b></li> </ul>
2	<b>Special Programs Retention Specialists   Program Services Coordinators</b> EOPS   CWA   TRiO   Promsie   ESL   International   EHD   Middle College Upward Bound   Puente   Athletics



## Approximately 10-20 hours a week

Varying by period of semester/year (semester beginning, middle, end, and summer)

Note: RSs are still in their special programs | regular work week 37.5 hours

- Weekly/bi-weekly Success Team and Community of Practice meetings (16 hrs/sem)
- Develop initial message bundles (text, email, Canvas posts, etc.) by need or event
- Establish system for regular contact with students
- Coordination with special program retention specialists (Promise, ESL, EOPS, etc.)
- Integration of Banner, CRM, & Canvas tools to help students stay on the path



## Areas of Impact Retention Specialist Leads First-time | Continuing | Returning Students

- Create channels for frequent and consistent communication to students (text, email, phone, etc.)
- Daily maintenance of system for all interest area student contacts from point of application (CRM, Banner, Canvas, etc.)
- Maintain regular contact with students for them to enter and stay on the Interest Area pathway



## Interest Area Success Teams

	Human Behavior and Culture	Arts, Design & Performance	Business	Science & Health
<b>Dean</b>	James	Hyla	Hyla	Ameer (Matt)
<b>Lead Faculty</b>	Denise Erickson	David Meckler	Gampi Shankar	David Monarres
<b>Counseling Division</b>	Gloria Darafshi	Chris Rico	Daryan Chan	Sandra Rodriguez
<b>Retention Specialists</b>	Diana Espinoza-Osuna	TBD	Melissa Maldonado	Gonzalo Arrizon
<b>Learning Center (ASLT)</b>	Peer Mentors	Peer Mentors	Peer Mentors	Peer Mentors
<b>Data Coach</b>	Alex Claxton	Karen Engel	Karen Engel	Milena Angelova
<b>Manager</b>	Director of Student Support			

[Student Success Link | Salesforce](#)

EARLY  
ALERT

## What is Early Alert ?

Early Alert is a voluntary partnership between Instructors and Staff to assist students in successfully completing their course. Faculty identifies students who are struggling in their class and refers them to support services. The goal is to catch students early before they fall into probation and refer them to important Student Services.



Remember: Connect with student first before issuing an alert

Note: Please be patient with response time from the Counselor or Retention Specialists

## Issue an Early Alert through your course Canvas

