



Business, Design & Workforce Division Meeting

Friday, 12:00-1:00pm | December 1, 2023
Virtual Zoom

Join Zoom Meeting:

<https://smccd.zoom.us/j/89361321381?from=addon>

Meeting ID: 840 7803 5646

Meeting Recording: Contact Hyla Lacefield - lacefieldh@smccd.edu

<u>1.</u>	Welcome	Dean Hyla Lacefield 12:00-12:15pm
<u>2.</u>	Announcements and Updates <i>10mins</i>	
<u>3.</u>	Full Time Faculty Replacement <i>5mins</i>	
<u>4.</u>	Part Time, Full Time Evaluations for Spring 2024 <i>10mins</i>	Dean Hyla Lacefield 12:15-12:25
<u>5.</u>	Scheduling for Summer + Fall 2024 <i>5mins</i>	Dean Hyla Lacefield 12:25-12:30
<u>6.</u>	Report Out from Committees <i>5mins and / or remainder of meeting</i>	All 12:30 - 1:00pm

Next Division Meetings:			
<ol style="list-style-type: none"> 1. September 8th 2. October 6th 3. November 3rd 4. December 1st 			
Participants:	Hyla Lacefield Carole Meagher David Gainey Paul Roscelli Richard Claire Ronda Chaney Candice Nance Brian Bennett Marina Noel Adelina ?	Randall Angle Janet Stringer Althea Kippes Ritu Malhotra Elna Murcia-Cordoba Gampi Shankar Edith Schneider Leonor Cabrera Mary Hale Paul Naas	Elsa Torres Jamie Hui Emanuela Quaglia Janice Weeks Janet Laurin Richard Schulke Elsa Torres Sarita Santos Kathleen Lorist

NOTES:

1. Welcome

2. Announcements | Updates

Hyla will be focusing on her duties as Dean:

- Class Scheduling
- Faculty Hiring
- Faculty Evaluation

Hyla to inform her subordinates to adhere to the responsibilities of their respective positions.

Other:

- Richard Schulke will be a new union steward for Business, Design & Workforce.
- Looking forward to having Ronda Chaney back in Spring 2024!

3. Full Time Faculty Replacement

Plans to hire a full-time faculty to continue offering paid work-based experience to student assistants.

Patty Hall is in phased-in retirement.

4. Part Time, Full Time Evaluations for Spring 2024

- Pools for reviews discussed, multimodal addressed.
- Hyla will send an email blast to confirm.
- Timelines were shared.

5. Scheduling for Summer + Fall 2024

Advisory has been given to adjust to duty of scheduling to align with job responsibilities.

- Adjustments to scheduling cannot continue.
- Responses must be prompt
- Classes will not be listed as "Staff"
- Student needs to be considered first and foremost
- Faculty input on Student need, class size, location, modality, etc... will be considered.
 - Reminders to fill in the form will be sent a minimum of three times before final decisions are made.

6. Report Out from Committees

- There is a new form to fill out for class changes and adjustments.
- IPC was reviewing release time today.
 - Please keep pushing for CTE 4-year renewals.
- Meetings that are relevant and require VPI input must be scheduled at a time when the VPI is available.
- The Board of Trustees is going out for the Chancellor position again.

- The board has decided that they can add a potential candidate without committee approval.