



**Business, Design & Workforce
Division Meeting**
Friday, 12:00-2:00pm | September 8, 2023
In Person @ 13-330 + Virtual Zoom

Join Zoom Meeting:

<https://smccd.zoom.us/j/84078035646?from=addon>

Meeting ID: 840 7803 5646

Meeting Recording: Contact Hyla Lacefield - [lacefieldh@smccd.edu](mailto:lancefieldh@smccd.edu)

<u>1.</u>	Welcome	Dean Hyla Lacefield <i>12:00-12:15</i>
<u>2.</u>	Announcements and Updates	
<u>3.</u>	Introducing Interim Director of Workforce: Janhavi Pendse	
<u>4.</u>	Equity Check-in <i>20mins</i>	Krystal Martinez, Michiko Kealoha, Kiran Malavade <i>12:15-12:35</i>
<u>5.</u>	Instructional Designer Intro + Presentation <i>20min</i>	Alison Hughes <i>12:35-12:55</i>
<u>6.</u>	Workload Pilot Program	Dean Hyla Lacefield
<u>7.</u>	Covid Protocol	Dean Hyla Lacefield
<u>8.</u>	PBC (Planning & Budget Council) Representation <ul style="list-style-type: none"> • Business, Design & Workforce 	Paul Naas
<u>9.</u>	Committee Report Out <ul style="list-style-type: none"> • Appointment Assignments • Day + Time of Meetings 	Althea Kippes + Everyone, for their own committee...

Next Division Meetings:			
<ol style="list-style-type: none"> 1. September 8th 2. October 6th 3. November 3rd 4. December 1st 			
Participants:	Chialin Hsieh Janice Weeks Mary Hale Marina Noel Janhavi Pendse Jamie Hui Hyla Lacefield Jonna Pounds Candice Nance Kiran Malavade Elna Murcia-Cordoba	Sarita Santos Brian ? Emanuela Quaglia Janet Laurin Richard Schulke Alex ? Michiko Kealoha Leonor Cabrera Mercedes White Paul Naas	Kristina Brower Elsa Torres Gampi Shankar Richard Claire Ritu Malhotra Randy Angle Krystal Martinez David Gainey Allison Hughes Maria Huning

NOTES:

1. Welcome

2. Announcements | Updates

3. Introducing Interim Director of Workforce: Janhavi Pendse

Worked as Interim Site Director at YearUp, which is heavily based on finding career opportunities for students @ San Jose Evergreen.

4. Equity Check-in

Equity and Antiracism Planning Council

Tri-chairs (3):

- Staff – Krystal Martinez
- Faculty – Kiran Malavade
- Administrator - Michiko Kealoha

Please feel free to join their meeting on September 26, 2023!

Contact for details: malavadek@smccd.edu, kealoham@smccd.edu, kealoham@smccd.edu

Mission:

The mission of the Equity and Antiracism Planning Council is to disrupt and dismantle systemic racism and White supremacy for our college community in pursuit of equity, antiracism, justice, and liberation.

EAPC (EQUITY AND ANTIRACISM PLANNING COUNCIL) reports to the College President annually on the progress of the College Equity and Antiracism 3-year Plan (inclusive of the Student Equity and Achievement Program Plan). The Council provides information on this evaluation to the Planning and Budget Council regularly, at least once per academic year.

The EAPC uses a framework that centers equity, antiracism, and the pursuit of liberation to:

- Critically examine larger systems of oppression
- Audit and interrogate our campus' racist culture and inequities, and
- Engage Cañada personnel and students in antiracist systems changing

Goals:

Collaborate with other bodies to review college policies and practices.

Have you noticed anything in your interactions or classes that you would like to address that involves barriers, equity, racism, white supremacy, ableism, ageism, LGBTQIA+ interests, etc.?

Candice Nance:

- [Unconscious bias training](#) is not mandated, and some faculty have refused to take it. Candice feels that it is valuable and that it is important for us to focus on how we say things.
 - It is now required **every three years**.
- Having spoken languages listed on name plates for offices would be helpful for students.

Hyla Lacefield:

- The first point of contact needs to have cultural sensitivity regardless of ability to speak a language or immediately understand the need of the student in distress. Having awareness of bi-lingual and tri-lingual staff would be helpful when addressing issues.
- Utilize the [Student Success Link](#).

Althea Kippes:

- A list of all the languages that are spoken and by whom on campus would help.
- Are there specific resources?
 - It is in-progress, EAPC (EQUITY AND ANTIRACISM PLANNING COUNCIL) is new! These meetings are helpful to understand what people want and where.

Emanuela Quaglia:

- Having students create teams online and in the classroom can encourage them to introduce themselves, be known and engage. The experience they have with each other has a significant impact and creates a strong support for success.
- Some students will be so engaged that they will help develop our understanding of how to serve them in the classroom and online.
- Instill in students the understanding that there is no “wrong” way to learn. Sometimes they are scared to express themselves.

Allison Hughes:

- Please utilize the Faculty Resource repository and importable Course Templates from Canvas commons.

5. Instructional Designer Intro + Presentation

Allison Hughes:

What is an instructional designer?

Do you think an Instructional Designer will be able to help you improve your courses?

~~Take the poll!~~

<https://pollev.com/allisonhughe115>

Sign up for a consultation:

<https://calendly.com/canid-allison>

- 15 minutes - Quick Check-In or Question
- 30 minutes - Multiple Questions or a Planning/Review Session
- 60 minutes - Deep Dive/Work Session

View Allison's presentation here:

https://www.canadacollege.edu/businessdivision/docs/2023_allison_hughes_instructional_design_slides.pdf

Jamie Hui:

- Jamie emphasized that content is more important than grammar when addressing issues in tools and how they help students. Ex. Google Translate vs. Grammarly vs. Actually, understanding the context and content of what the students want to learn and provide back in their classes.

6. Workload Pilot Program

Workload Pilot Project FAQs

<https://aft1493.org/may-2022-advocate-workload-pilot-project-faqs/>

This is a pilot negotiated between AFT.

- Equitably distribute tasks amongst faculty that are available to do tasks.
- There was a marked lack of voices from career education when these decisions were made.
- Required By Statute means evaluations that must be done and are things that you can be compensated for when you go over them by a certain number of points.
- Most of our career educators are already going beyond the points.
 - Elsa Torres filled out and submitted the timesheet to be compensated for these extra points.
 - Max Hartman had been receiving the Formstack reports.
 - Max is our BDW rep on the negotiating committee.
He is the only one able to pull the Formstack submissions.
 - This was decided by the district.
 - Value of points executed is what people are compensated for, NOT just what is planned for.
 - There is some confusion over point value.
 - It is easy to lose track of what was planned and what occurs during the semester.

7. Covid Protocol

Covid protocols have changed.

We are requesting faculty and staff to report their own Covid positives. We will report to the district site.

We are NOT reporting student positives.

You are welcome to offer students masks, but we are not at the point of requiring them. That does not mean you cannot encourage them to make your classroom as safe as possible for you and your students.

Paper masks provide some level of protection. N-95 are the most helpful.

- We have paper masks on hand.
- N-95 masks might be available from Public Safety.

There are complaints that Public Safety is rarely available at the receiving counter in Building 22 and the door is always locked.

- Paul mentioned speaking with Kim Lopez and Ludmila Prisecar about Public Safety's locked doors prior to this meeting.
 - Chialin Hsieh has heard and understood this complaint during our meeting and is working with us to resolve it and will talk during VP Weekly about it.
- The responsibility of student crisis issues falls on everyone else until Public Safety arrives and the helpfulness may be minimal depending on whether they are willing to reach out to someone who CAN help.

There is a new booster shot that will become available soon.

8. PBC Representation for Business, Design & Workforce

Paul Naas and Ronda Chaney are not available during PBC due to a medical issue and class interference.

- Who else is interested in representing us for PBC?
 - Sarita Santos
 - Kristina Brower
 - Anyone else interested should come as well!

Meetings on the First and Third Wednesdays of the month, 2:10pm-4:00pm.

- You should be there **consistently and on time**, missing no more than three meetings per semester.
- For the voting rep, they must be there all the way at the beginning of the meeting and throughout.

9. Committee Report Out

- Impact of changing the day and time of the Curriculum Committee meetings, from the second and fourth Fridays of the month from 9:30-11:30 a.m. to Thursdays from 1-2:30 p.m.
- Faculty are required to be there to defend their areas.

Live Summary of Cañada College Committees and Members:

https://smccd-my.sharepoint.com/:x:/g/personal/huij_smccd_edu/EfoNLc2Yv9tFjOkvrGB-QjYBk1sdb_tji-PJw7ONOGFhfg?e=szgHqP

Notes:

Business, Accounting and Paralegal Adjuncts & Faculty are being evaluated this semester.

- Who is evaluating whom has been decided.
- Reminders will be sent out.

Complaints:

- The Board of Trustees has decided, while looking for the next chancellors, that they are permitted to look back into the pool of available candidates and pick one regardless of other input.
 - This implies that the input of committees is not considered or valued.
 - It is a concern that personal interests will interfere with finding an appropriate fit.
- Temperature control issues in classrooms (rooms with windows facing West).
 - Others have mentioned offices and classrooms being slightly cold, but not much else...
 - Please connect with [Facilities](#) if you notice issues.
- BDW printers are not able to staple.
 - ~~Other divisions have this ability, but we do not??~~
 - ~~This is an equity issue.~~
 - We have found that all machines in the building are and have been equipped with staples.
 - ITS confirmed with BDW PSC - all machines in Building 13 are functioning properly.
 - Frustrated that machines were expensive, and that Faculty and Staff have needs that are not being met.
- A new adjunct started this year and there are no office supplies yet.
 - Students are also not provided with more expensive tools such as mechanical pencils or even pencil sharpeners for the classroom so they can use standard tools.
- Ants have come into buildings and are not under control.
 - Janhavi mentioned she was bitten by one in the picnic area next to Building 13.
- Bookcases are blocking outlets.
 - Office outlets also seem to shut off when offices are not occupied.

Building 13:

- First floor doors on Building 13 have signage for accessibility, but no button.
 - Can someone from Facilities attend the next division meeting?
- Signage is poor in Building 13.
 - Students and employees are getting lost due to mis-numbered and poorly worded signage.
 - Verbiage is confusing (Exit Down, but stairs also go up?)
- Bulletin boards are challenging.
 - Pushpins are not available in them.
 - Staplers do not work easily on the material.
- Office whiteboards do not have trays for markers.
- There are no name plates for any office in the building.
- Some keys do not work in specific doors.
 - Offices + storage/electrical.
- Classroom doors cannot be locked from the inside.
 - There are no screens in door windows.
 - This is a hazard in a live shooting emergency.
- Nobody from our division is on the Safety Committee.
 - Elsa is interested in attending.

- The [Cañada College Safety Committee](#) meets the third Monday of every month at 11 am. All are welcome to attend.
- Do we have a Zoom URL or location?
- Interior Design students collaborated on unpacking 200 boxes and organizing the Interior Design classrooms and storage area.