



**Business, Design & Workforce Division Meeting**

**Thursday | January, 13, 2022**

**12:50pm-2:50pm | Virtual Zoom**

<https://smccd.zoom.us/j/81838441023?from=addon>

**Agenda/Meeting Notes**

Agenda Items	
1. Welcome	Hyla Lacefield
2. Announcements <ul style="list-style-type: none"> <li>a. Approved 2 replacement faculty positions               <ul style="list-style-type: none"> <li>i. EHD</li> <li>ii. Digital Art &amp; Animation</li> </ul> </li> <li>b. New adjunct               <ul style="list-style-type: none"> <li>i. Interior Design: John Hamilton</li> <li>ii. EHD: Jamie “Jay” Smith</li> </ul> </li> <li>c. Cross listing               <ul style="list-style-type: none"> <li>i. Digital Art &amp; Animation cross list courses has worked for enrollment</li> <li>ii. Division enrollment is steady and did not have to cancel too many classes</li> <li>iii. (4) Student assistant to help with all multimodal</li> <li>iv. If a course is canceled in-person or online, students will have to reregister for the class through WebSMART. Students will receive automatic refund when a class is canceled</li> </ul> </li> <li>d. Vaccination/Masks               <ul style="list-style-type: none"> <li>i. Students who want to add or late add will need to upload vaccination attestation, if they want to take in-person classes</li> <li>ii. Masks</li> </ul> </li> </ul>	Hyla Lacefield
3. CRM (Customer Relationship Management) walkthrough (1:30pm)	Mahitha Rao
a.	
4. COVID-19 Updates (2:00pm-2:30pm)	Raymond Hernandez
a. Multi-division presentation	
5. Committee Reports:	Please email to Jamie Hui, <a href="mailto:huij@smccd.edu">huij@smccd.edu</a>
a. <a href="#">Academic Senate</a>	
b. <a href="#">AFT 1493</a>	



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<ul style="list-style-type: none"><li>c. <a href="#">Cañada College Antiracism Task Force</a></li><li>d. <a href="#">Classified Senate</a></li><li>e. <a href="#">CSEA Chapter 33</a></li><li>f. <a href="#">Curriculum Committee</a></li><li>g. <a href="#">Distance Education Advisory Committee</a></li><li>h. <a href="#">Guided Pathways Steering Committee</a></li><li>i. <a href="#">Instructional Planning Council</a></li><li>j. <a href="#">Planning &amp; Budget Council</a></li><li>k. <a href="#">Professional Development Planning Committee</a></li><li>l. <a href="#">Safety Committee</a></li><li>m. <a href="#">Technology Committee</a></li></ul>	
Next Division Meetings (Spring 2022): 1. 2/4/2022	