



Business, Design & Workforce Division Meeting

Friday | March 4, 2022

12:00pm-2:00pm | Virtual Zoom

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

Meeting Notes:

Mask Mandates are still required for everyone on campus, regardless of vaccination status, unless the Board calls a special meeting to discuss changes. The District cannot just remove mask mandate without going through another process associated with CSCA. Communication and messaging needs to be clearer, but for now, no changes.

Other miscellaneous announcements:

- Paul N. – Digital Arts and Animation: former students (alumni) are gainfully employed and doing well. Congratulations, and happy for them! 😊
 - Other careers are available to our students that pay well!
 - Important to help students understand diverse career options.

Summer schedule will be sent out to everyone soon. Some minor changes continue, but generally finished. Priority now is Fall scheduling. Some important data from this term as we plan for Fall:

- Cross-listed/lo-flex classes helped save many sections from cancelation. Lots of work for faculty, so planning to have more supports in place for Fall term.
 - ASLT will provide support for cross-listed, lo-flex/hyflex classes. Ron Andrade will help give us support.
- Dr. Robinson... learning about the way we can offer courses; students, too, are still learning about what works best for them
 - Ronda: students are from all over the state of CA; if we return to on-campus teaching, we may exclude students from other places; how to proceed? Position of Board?
 - Dr. Robinson: do what's best for your program and your classes; collaborate with your dean; do best you can, and hopefully we can continue to innovate (e.g., ocular and 3D options)
 - Hyla: kudos to Division programs for being resilient during this covid-19 time; enrollment remains robust because of willingness of faculty to try new things
- Data suggests that students generally prefer online and are anxious about returning to campus; depends on program and class;

Dual Enrollment – Mayra Arellano (PPT update) – HUGE interest from high schools to learn more about our CTE programs

- 200 students on-boarded across 5 high schools as of Spring 2022
- Electronic Dual Enrollment form created to streamline on-boarding
- Early College Website updated (can give feedback)
- Dual Enrollment Implementation Plan (final draft) by 3/16
- PSC and student ambassadors to be hired...
- Dual Enrollment Equity PATHWAYS:
 - CTE beginning at high schools...pathway to Cañada college



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- Carlmont High School – Business
- Hillsdale High School – Early Childhood (81 students across 3 sections)
- Woodside High – Engineering
- Oxford Day – Political Science
- Future other classes and programs?
 - Digital Arts and Animation @ Menlos Atherton HS and Sequoia HS
 - Business-Entrepreneurship – Pescadero HS
 - Spanish Language Entrepreneurship – ESL Student at Feeder High School
 - EHD – Carlmost HS and Redwood HS
- Summer Offerings
 - EHD to offer ECE 212 (Boys and Girls Club summer interns)
 - Intro to Game Design...
 - If teaching summer class, please forward info to Mayra (flyer, etc.) to promote to high schools in our district
- Questions:
 - Paul Roscelli: outreach to home-school population? District create flyers?
 - Mayra: outreach to home-school folks occurs, but not “targeted”
 - Ronda and Althea shared in chat that home-school students are great 😊
 - Sarita: HHS might be interested in Medical Assisting
 - Ritu: interested to chat further
 - Jamie: Enrollment support for on-boarding at our end? Need more efficient on-boarding
 - Mayra: August 2022 should be better?
 - Maria Hunig: Upward Bound been working with Sequoia HS
 - Mayra: CTE classes required at high schools (students need 10 CTE units to graduate); some have career academies already on the high school campuses

Strong Workforce update: Julian is back from paternity leave. He will share baby pictures of new daughter next time. But if you have ideas and projects you want to discuss, then contact Julian and Strong Workforce.

- Hyla: Professional Experts funded via Strong Workforce – way of faculty to get additional assistance for students (not necessarily adjunct instructors)
 - Emanuela working with our Division as professional expert AND as adjunct;
 - Mary Hale new professional expert (former student) for our Division; will do some of the work that Jonathan used to do
 - She will reach out to each program to create an outreach video; will also create new infographics to help students; make flyers; etc.
 - Still being on-boarded and will join meeting next time

Attestation process (Hyla) – students need to complete for any class with an on-campus component

- Information to students need to be clearer and more efficient in delivery
- Students will only be able to register for online classes if they do not complete the attestation process



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- Data may be misinterpreted as indicating that students ONLY want online classes; when the reality may be that they haven't completed attestation process (for diverse reasons)
- Working on including information in Canvas shell about attestation process; faculty can then point students to information; important for students to also know that we want them back on campus

PBC meeting (Hyla): DATA -

- Across country, state and Cañada.... Enrollment is down (depends on program, though)
- Cañada data: our division is doing fine! Drop in enrollment only 20 students (Spring 2021 to Spring 2022); almost same enrollment as Humanities and Tech! 😊
- Data indicate that we could have more students in our Division – need more funding and support to offer more classes (EHD and Fashion enrollment is up!)
 - Coop Ed data (Annie) not showing accurately; higher than what bar graph indicates
 - MEDA (Ritu) – slight decline is explainable given pandemic; but still pretty darn good!
- Overall, our division is more than thriving! Yay, for us. 😊
- Miscellaneous Comments:
 - Paul R.: future demographics really unknown because of many factors; so don't know how college enrollment will play out in the next few years
- Fraudulent Students
 - All colleges were hit with these “fake personas” (financial aid scam)
 - Fraudulent students were caught!
 - Now there's a check/safeguard to prevent fraud
 - Faculty – make sure to drop students who don't show up or participate at all; pay attention to Census; it's the faculty's decision about what constitutes “non participation” or “insufficient participation”
- Vaccination Attestation Data: 5267 headcount enrollment
 - Vaccine approved: 2444
 - Vaccine declined: 15 (can't take in person classes)
 - Decline to state: 25 (can't take in person classes)
 - Medical exempt: 2 (can take in person classes...mask, regular testing)
 - Religious exempt: 21 (can take in person classes...masks, regular testing)
- Other data related to Vaccination Attestation
 - 1000 dropped across district (more than half, 539, were at Cañada) because of incomplete attestation process (or completed process after the drop)
- Attestation completed for this semester– then good for Summer and Fall 2022 enrollment
- Question:
 - Paul R.: any discussion about when attestation process will be stopped?
 - Hyla: unions will likely be the ones to make this decision, and Board will comply with unions' decisions



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- Maria H.: unsure if attestations will continue from one fiscal year to the next; very uncertain; so better for faculty to inform and remind students directly

Other

- Leonor: will retention specialists inform her if students referred via Early Alert have not responded, so she “Leonor” can drop them?
 - Jamie: Should receive a “case closed” email, but otherwise won’t know what specifically happens with referred students
 - Maria H.: working hard to respond to early alerts in timely manner; working with Max H.
 - Jamie: let retention specialist know what you’d like to see/happen
 - Maria H.: need clearer distinction between Early Alert and CARES reports
 - Hyla: can also refer students for counseling (mental health support) – lower level report than CARES
 - Brian B.: FERPA guidelines for early alert reports?
 - Maria H.: No, not from faculty to retention specialists
- Leonor: what do we do with unruly students in class?
 - Hyla: can remove student from class (as long as clear warnings have been issued) – can remove from zoom class and then from class entirely (drop) if misbehavior continues
 - Leonor: Admin would support faculty in this?
 - Hyla: As long as warnings are clear (that’s all VPSS said); But Betina Lee from DRC says you can remove disruptive student
 - Others: put everything in writing; Admin needs to have burden of proof on student (for any accusations and character slander)