# Cañada College

**Business, Design & Workforce Division Meeting**
**Friday| May 6, 2022**
**12:00pm-2:00pm| Virtual Zoom**
https://smccd.zoom.us/j/81838441023?from=addon

## Agenda/Minutes- Notes

| Agenda Items | |
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| 1. Welcome (12:00pm) | Hyla Lacefield |
| 2. Announcements \| Updates<br>3. David Eck is asking for folks to serve on the VPI Interim Hiring Committee:<br>    a. Peggy Perruccio (Classified)<br>    b. Sarita Santos (Faculty)<br>4. Building 13 update<br>    a. Supposed to be complete by the end of Fall 2022<br>        i. Cannot schedule classes yet for Spring 2023 | Hyla Lacefield |
| 5. Teaching & Learning (12:15pm-12:30pm)<br>    a. Slides<br>    b. Recently approved Faculty Learning Co-coordinators: Jessica Kaven and Lezlee Ware<br>    c. Prioritizing conversations related to Teaching & Learning<br>    d. Identify needs<br>    e. Gather data<br>    f. Separate position for Flex-day<br>    g. Objectives<br>        i. What do faculty want and need<br>        ii. Links to committees<br>        iii. Work with coordinators<br>        iv. CIETL (Building 9-154) how to utilize the space<br>    h. Teaching and Learning Reflections<br>        i. Faculty feedback<br>            1. What is the plan for the Fall, especially those who do not teach in the summer. Hylfex, Neat Board open to faculty to try over the summer<br>            2. Use resources on campus, was not asked ahead of time what was needed for technology to teach for Fall.<br>            3. Needed more tech support in how to use the Neat Board<br>                a. Two different audiences in person/virtual<br>                b. Stage fright (not know where to click) | Jessica Kaven |

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| 4. Different student population, what is the best way to prepare students who are online then will transfer to a school which is mainly in-person? Trying to prepare students back to face-to-face<br>5. We have a comprehensive student population, some are transfer, so are life long learns. College needs to be more consistent about college goals.<br>6. Had to track down people to help with how to use the multi-modal room and get written instructions.<br>7. Androgogy creating classroom for most effective multi-modal experience for students<br>    a. Structure 2 Canvas for same sections<br>        i. Synchronous and asynchronous<br>        ii. Pre-recorded and recorded for synchronous<br>        iii. Need more support (student assistant) TA's to help perhaps with facilitation (not just tech)<br>        iv. ITS support evening and day for faculty and students<br>        v. Workshop overview about Hyflex model<br>8. Cannot wait until the Fall 2023 for training<br>9. Need more evening support especially around IT<br>10. It used to be that one administrator that was always on campus to address what came up. Now no one is ever there at night.<br>11. Paralegal classes were at night, there were very few resources to support faculty and students. the projector was always breaking, never fixed or replaced.<br>12. We have an opportunity to speak up and utilize Academic Senate to get who we want, opportunity for change<br>    i. Teaching & Learning Check-In Link<br>    https://docs.google.com/forms/d/e/1FAIpQLSeCVL5gGOukWBISWfQxTKng6NKf2S56xIbvqTPebfNM701-Cg/viewform |  |
| 6. Connect to College<br>    a. Tuesday, 5/17<br>    b. Ask: | Maria Huning (Olivia |

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|      i.  <mark>The resource fair will be held from 7:25pm-8:30pm</mark> and will be a chance for the visitors to see the various programs we offer at Cañada. The sign up for tabling at the event is linked below: https://forms.gle/3UZy3MLWgU4UVkK96<br>    ii.  We would also love it if someone could come to the event and give a <mark>20 minute presentation on Career Education from 7:45pm-8:05pm.</mark><br>        1.  Hyla will ask Student Assistants to table<br>        2.  Hyla will find a BDW person for the presentation<br>            a.  Or BDW videos<br>7.  PEP Priority Engagement Program<br>    a.  Spanish PEP next Thursday evening, May 12 (4:00pm-4:30pm OR 7:20pm-8:00pm) | Cortez-Figueroa and Mayra Arellano) |
| 8.  Tenure Committees<br>    a.  Do you consent to continue to be on the Tenure Committees<br>        i.  Gampi Shankar<br>        ii.  Althea Kippes<br>        iii.  Digital Art & Animation Faculty<br>        iv.  EHD/ECE Faculty<br>    b.  Dr. Ritu Malhotra will be finishing the tenure process | Hyla Lacefield |
| 9.  Workload update<br>    a.  Workload Pilot Program<br>    b.  2022-2023 Faculty Professional Responsibilities Plan<br>    c.  Coordinators (NOT Lead) will not be able to check some of the areas because it is part of their release time.<br>    d.  Only for full-time faculty and completed forms will go to Dean | Hyla Lacefield |
| 10.  Committee Reports:<br>    a.  Academic Senate<br>    b.  AFT 1493<br>    c.  Cañada College Antiracism Task Force<br>    d.  Classified Senate<br>    e.  CSEA Chapter 33<br>    f.  Curriculum Committee<br>    g.  Distance Education Advisory Committee<br>    h.  Guided Pathways Steering Committee<br>    i.  Instructional Planning Council<br>    j.  Planning & Budget Council | Please email to Jamie Hui, huij@smccd.edu |

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| k. Professional Development Planning Committee<br>l. Safety Committee<br>m. Technology Committee | |
| Next Division Meetings (Spring 2022):<br>    1. ~~2/4/2022~~<br>    2. ~~3/4/2022~~<br>    3. ~~4/8/2022~~<br>    4. ~~5/6/2022~~ | |

**Distance Education Advisory Committee**
**Meeting Notes 5/5/22**
**David Gainey, gaineyd@smccd.edu**
David Reed and team.
A few main points of discussion are listed below. Let me know if you have any questions.
● OER/ZTC Program Update, Sarah Harmon
Open Educational Resources/Zero Textbook Cost
● End term goals Spring 2027
● Midterm goals 2024
● Making progress! More ZTC and Low cost (under $40 cost) course adopters.
● The issue is not just the cost of textbooks, but also in needing to provide the
infrastructure and support for fully online learning (internet connections,
computers, access to (low cost) programs. It is a complex issue.
● RSI Definition
● We are needing to better define what Regular Substantive Interaction is at
Cañada.
● Federal review is possible at any time in which the school and leadership can be
held fully accountable for proof of RSI by professors teaching online, or risk
losing accreditation.
● Other colleges have already faced similar inquiries and reviews.
● DE Modalities Definitions for Webschedule
● These have been approved through Fall 2022, to be revised and updated for
Spring 2023 but there are issues:
○ Webschedule codes are not currently in sync with new descriptions.
○ Hyflex courses, as currently defined, are not fully inclusive and can not be
listed, as I understand it. Veterans and Foreign students are the special
cases.

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○ In addition, we currently have no official designation for classes being taught in a multimodal, synchronous way even though this is the primary method in use on our campus.

○ Here is the link to the document:

https://docs.google.com/document/d/1eSpZ0j77GNrkhygMwKE6kWrYWU C16iKdLoR8AVd9zKw/edit#heading=h.dt0bn2c6fwlh

● Planning, budgeting and hiring for teacher and student HyFlex training is in the works...

This was the last meeting of the semester. Will reconvene in the fall.