Business, Design, & Workforce Division AGENDA - MINUTES

Friday, October 1, 2021

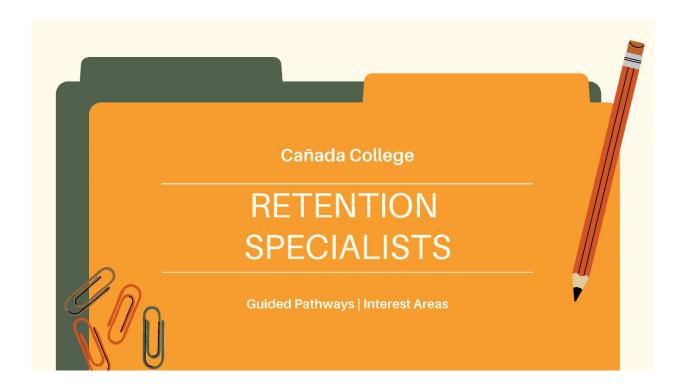
12:00pm-1:15pm Location: Zoom

- 1. Return to campus safety
 - a. It would be great to have student feedback on how the college is keeping them safe
 - b. Employees and students returning to campus must be fully vaccinated or have an exemption
 - i. Return to campus for employees https://smccd.edu/return-to-campus/employees.php
 - ii. Return to campus for students https://smccd.edu/return-to-campus/students.php
- 2. Interim President Kim Lopez stopped by for questions
 - a. Gampi Shankar had concerns about Building 13 tree removal, and garbage in the ravine
 - i. President Lopez will follow up
- 3. Search for the next Cañada College President
 - a. All can serve on the committee for the Presidential search, complete a questionnaire
- 4. Sarita Lopez detailing for Jonathan Wax
 - a. Flyers/outreach materials
 - b. Assisting with budgets
- 5. Nicole Kelly detailing for Julian Branch
- 6. Guided Pathways
 - a. Create pathways for students
 - b. Program mappers
 - i. Transfer degrees have specific requirements
 - c. Support students with completion
 - d. Offer courses where students can finish on time
 - e. Data before and during Guided Pathways Data Coach) Karen Engel
 - i. Completion time for degrees
- 7. Interest Areas/ Retention Specialists (see attached slides)
 - a. How to be efficient with the staff we have
 - b. Success Team
 - i. Dean
 - ii. Lead Faculty
 - iii. Counselor
 - iv. Retention Specialists
 - v. Peer Mentor
 - vi. Data Coach
 - vii. Manager (Director of Student Support)
- 8. Division meeting updates:
 - a. First Friday of the month
 - b. Shorter division meeting and then Interest Area meetings

- c. Business Interest Area meets weekly, do not need to replicate another Business meeting
- 9. Reassigned Time https://canadacollege.edu/ipc/reassignment.php
 - a. Complete Google form, IPC reviews and makes recommendation, Vice President of Instruction makes the final decision
 - b. Encouraged to submit a reassigned time application, there is an appeal process
 - c. How to apply https://canadacollege.edu/ipc/reassignment-forms.php
 - d. Positions past and present https://canadacollege.edu/ipc/reassignment-archive.php

10. Early Alert

- a. Questions
 - i. What are the implications of faculty using Early Alert? Are they being tracked?
 - ii. Is there data collected, and how is it used?
 - iii. Are faculty required to use Early Alert?
 - iv. Are students automatically notified by email/text/phone when an alert is issued? Will they see the alert in their Student Success Link page?
- b. It is the faculty purview to drop or not drop a student, make a note of when they last participated
- c. Training on how to use Early Alert for faculty
- 11. Student assistants needed for Spring 2021
 - a. In need of 3 technology savvy student assistants
 - b. Email potential students to Hyla
 - c. Training this Fall, onboarding
 - d. Flyer needed

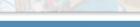






Art, Design & Performance

Create or perform everything from digital art and animation, studio art, musical and theatrical performances, interior design, fashion, and graphic design.



Consider a career in the social sciences, education, or language arts. In the Human Behavior and Culture Interest Area, study a wide range of topics that impact our communities.

Human Behavior & Culture



Business

Prepare for positions in administration, marketing, accounting, and management within large and small businesses, and get help in starting your own business.



Science & Health

Degrees in this Interest Area can lead to careers as engineers, scientists, radiologic technologists, fitness trainers, dieticians, environmental educators, and medical assistants, among many other options.



Who are the Retention Specialists?

- 1 Interest Area Retention Specialists Leads
 - Art, Design & Performance | TBD
 - Business | Melissa Maldonado
 - Human Behavior & Culture | Diana Espinoza-Osuna
 - Science & Health | Gonzalo Arrizon
- 2 Special Programs Retention Specialists | Program Services Coordinators

EOPS | CWA | TRiO | Promsie | ESL | International | EHD | Middle College Upward Bound | Puente | Athletics





Approximately 10-20 hours a week

Varying by period of semester/year (semester beginning, middle, end, and summer)

Note: RSs are still in their special programs | regular work week 37.5 hours

- Weekly/bi-weekly Success Team and Community of Practice meetings (16 hrs/sem)
- Develop initial message bundles (text, email, Canvas posts, etc.) by need or event
- Establish system for regular contact with students
- Coordination with special program retention specialists (Promise, ESL, EOPS, etc.)
- Integration of Banner, CRM, & Canvas tools to help students stay on the path



Areas of Impact Retention Specialist Leads First-time | Continuing | Returning Students

- Create channels for frequent and consistent communication to students (text, email, phone, etc.)
- Daily maintenance of system for all interest area student contacts from point of application (CRM, Banner, Canvas, etc.)
- Maintain regular contact with students for them to enter and stay on the Interest Area pathway



Interest Area Success Teams

	Human Behavior and Culture	Arts, Design & Performance	Business	Science & Health
Dean	James	Hyla	Hyla	Ameer (Matt)
Lead Faculty	Denise Erickson	David Meckler	Gampi Shankar	David Monarres
Counseling Division	Gloria Darafshi	Chris Rico	Daryan Chan	Sandra Rodriguez
Retention Specialists	Diana Espinoza-Osuna	TBD	Melissa Maldonado	Gonzalo Arrizon
Learning Center (ASLT)	Peer Mentors	Peer Mentors	Peer Mentors	Peer Mentors
Data Coach	Alex Claxton	Karen Engel	Karen Engel	Milena Angelova
Manager	Director of Student Support			

