



**Business, Design & Workforce
Division + Coordinator Meeting
Friday, 1:00-2:30pm | February 3, 2023
In Person + Virtual Zoom**

Join Zoom Meeting:			
<p>https://smccd.zoom.us/j/83898528173?from=addon Meeting ID: 838 9852 8173</p> <p>Meeting Recording: Contact Hyla Lacefield - lacefieldh@smccd.edu</p>			
1. Welcome	Dean Hyla Lacefield		
2. Announcements Updates			
3. Evaluations, Timeline, etc...			
4. Deep Dive: Enrollment, Scheduling			
5. Release Time	Guest: Jessica Kaven		
<p>Next Division Meetings (Spring 2023):</p> <ol style="list-style-type: none"> 1. March 3, 2023 2. April 7, 2023 3. May 5, 2023 			
Participants:	Hyla Lacefield Ronda Chaney Jessica Kaven Candice Nance	Althea Kippes Kristina Brower Janice Weeks Paul Naas	Elsa Torres Mary Hale David Gainey

NOTES:

1. Welcome

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2. Announcements | Updates

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3. Evaluations, Timeline, etc...

We are having challenges meeting all requirements.

In many cases, this is because we have areas that have up to 50 individual classes.

4. Deep Dive: Enrollment, Scheduling

Summer schedule is already submitted.

If you have adjustments and changes, please let us know.

Issue: Scheduling multimodal classes and then cancelling the section.

- Students continue to want to attend classes via multimodal classes.
- Teaching multimodal classes can be more work than teaching an in-person or online class alone. However, in some cases, classes would not have enough enrollment to support with just one modality.
- We can still defend classes below 20 enrollments.

We need to talk about how to group classes together.

- For Example: Digital Art & Animation students often stay all day long to attend In-person. However, the enrollments are much lower than multi-modal classes.
- In Fashion, some classes have tended to drift.
- We are not encouraging you to go multi-modal if you feel a particular section might need to be cancelled.
 - If you offer a section twice a year, consider making one section in-person and one online.
 - What has been working so far? Day? Evening?
- Ludmilla has been conducting audits on who is actually using NEAT boards and HyFlex.

- Some NEAT boards have never been turned on. Those are not ours and the college is paying for access to Zoom every year for them.

5. Release Time

- We've already made decisions about coordinator positions and approved revisions.
- When IPC reviews applications, they make sure D1 duties are not duplicated.
 - D1 is an appendix in our contract – our duties.
 - With reassignment, such as working on SLOs, please take a note where expectations are going outside of your actual duties.
- If you have a program where you don't have full-time faculty, you can note that your responsibilities that are going outside expectations.
- AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT: <http://aft1493.org/wp-content/uploads/2022/02/AFT-Contract-2019-2022-Final-Signed.pdf>
- You will be notified when it's time to report.
- You can revise your duties at any point. This is just an opportunity to talk about them.

Other Notes:

- Jonna and/or Hyla will send notices for evaluations + student survey meetings.
 - It will be a group meeting with everyone who is being evaluated.
- Tomorrow, we have the Fashion department Trunk show! Please try to make it if you can. 😊

February 4, 2023



Fashion Trunk Show by Ann Smith

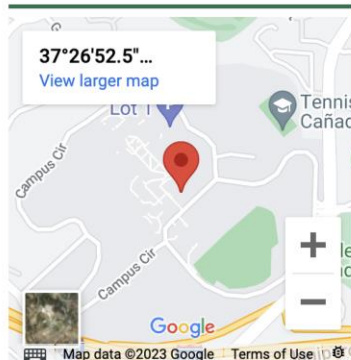


1:00pm - 2:00pm

Location: Building 3, Room 255, Fashion Department

Ann will show many different patterns made from beautiful fabrics. She sews every day and has created hundreds of amazing garments – she will also show the patterns for those who want to try sewing them. This program is sure to entertain and inspire those who attend. Invite friends and come to this fun event. For information: chaney@smccd.edu.

Event Map



Contact Information

Ronda Chaney
chaney@smccd.edu
650 306-3370

- It would be ideal to have the coordinator meeting at least once a month.
 - This will allow us to share:
 - Enrollment
 - Our struggles and successes
 - How things are going in classes, with faculty
 - Student complaints and how to handle them
 - An opportunity to speak with one another
 - Etc...
- Candice did an amazing job evaluating and coordinating adjuncts!
- Kristina will be the full coordinator of EHD in Fall of 2023!