



**Business, Design & Workforce
Division Meeting
Friday, 12:00-2:00pm | May 5, 2023
In Person + Virtual Zoom**

Join Zoom Meeting:	
https://smccd.zoom.us/j/88061666732	
Meeting ID: 838 9852 8173	
Meeting Recording: Contact Hyla Lacefield - lacefieldh@smccd.edu	
1. Welcome	Dean Hyla Lacefield
2. Announcements and Updates	
3. Building 13 Update	
4. Moment of Silence: The Passing of Lucie Hirmina <i>5mins</i>	Pending...
5. Best Practices: Academic Probation/Dismissal <i>15mins</i>	Juan Vera
6. Business Office Training <i>15mins</i>	Ludmilla Prisecar
7. Workload Pilot 22-23, 23-24	Dean Hyla Lacefield

8. Committee Confirmations			
9. Advisory Committee: Guidance & Reminder			
10. Part-Timer Evaluation Schedule			
<p><i>Next Division Meetings (Fall 2023):</i></p> <p>1. Pending... In-person</p>			
Participants:	Hyla Lacefield Ludmilla Prisecar Ronda Chaney Juan Vera Billy B David Gainey Mary Hale Jamie Hui Paul Naas	Sarita Santos Gampi Shankar Peggy Perrucio Elsa Torres Leonor Cabrera Richard Schulke Brain Bennett Althea Kippes	Kristina Brower Randy Angle Janet Laurin Candice Nance Julian Branch Janice Weeks Kathleen Lorst Jonna Pounds

NOTES:

1. Welcome

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2. Announcements | Updates

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3. Building 13 Update

No bad news, but we're on track...

Marie from facilities will be helpful in the event of any setbacks or if you have questions.

Expected timeline:

Before end of semester – boxes delivered.

That's it...

4. Moment of Silence: The Passing of Lucie Hirmina



4:17

<  Lucie Hirmina
1d · 🧑

Dear friends - my mother passed peacefully on Friday, April 21, 2023. She touched so many lives and will be missed terribly.

The funeral service will be held at Hope Lutheran Church, 600 W. 42nd Ave. San Mateo, CA. Saturday, April 29 at 11am.

Sneider & Sullivan & O'Connell's Funeral Home is handling the arrangements. 977 South El Camino Real, San Mateo, CA 94402

Donations can be made in her memory to Memorial Sloan Kettering or St. Jude's Children's Hospital.

In peace
Manar (Nura)

5. Best Practices: Academic Probation/Dismissal

Contact: veraj@smccd.edu

- **CANVAS SHELL FOR AP/DISMISSAL NOW LIVE**
 - Launched May 1
 - 25% of students have accepted invitation since launched
 - 14 info sessions scheduled starting from April 26 to May 14
 - 30 students have attended info session since April 26
 - 27 online, 3 in person
 - More will be scheduled for Summer
 - Student Success Team webpage is updated to reflect Canvas Shell Info Session
 - 1 hour overview of Canvas shell which includes Academic Standing policies
- **WEEKLY ZOOM MEETINGS WITH SKY AND CSM COORDINATORS**
 - Looking to have more uniform language about policies and procedures
 - SKY uses an online Registration & Clearance Form
 - Workflows used in form to automatically send student info to student programs like EOPS, TRIO, Promise Scholars, etc. to follow up for applying
 - CSM and CAN looking to adopt (summer project)
- **PRESENTING CANVAS SHELL TO STUDENT PROGRAMS**
 - Can present to anyone interested in knowing more about the AP/Dismissal Canvas shell
- **TAKEAWAY**
 - Good amount of students asking for Personal Counseling
 - Most are asking for accountability (E.g. phone call, email)
 - Campus staff and faculty effort

SPRING 2023 ACADEMIC PROBATION/DISMISSAL														
Status	Students	%	<1.0GPA A	1-2GPA	2-3GPA	3-4GPA	Asian	Black	Filipino	Latinx	Multiracial	Pacific Islander	Unknown	White
AP1 Low GPA	169	43%	45%	53%	2%	0%	5%	4%	0.50%	71%	0.50%	0.50%	4%	12%
AP1 Progress	57	14%	48%	19%	16%	17%	2%	5%	2%	68%	2%	3%	4%	14%
AP2 Progress	11	3%	46%	27%	18%	9%	9%	0%	0%	73%	0%	0%	9%	9%
AP2 Low GPA	46	11%	26%	70%	4%	0%	6.50%	2%	2%	63%	5%	0%	6.50%	15%
Dismissed/ Reinstatement	42	10%	12%	81%	2%	5%	6%	0%	5%	74%	5%	0%	5%	5%
Not Enrolled	67	17%												
total number of students on AP/Dismissal	392													

As of May 1, we have 392 students on Academic Probation.

67 of those students are not enrolled.

Students will learn about the canvas shell at the same time as probation + dismissal.

If you are working with a probation student, please invite them to attend these training sessions!

Students are asking for personal counseling!

They are also asking for accountability, to be checked in on. Phone calls and emails are appreciated.

How will instructors know if students are on probation?

We are looking for a way to communicate with instructors.

Students are self-reporting.

How can we engage students when we recognize they may be struggling with their classes?

Submit an early alert!

Be aware that there may be a deadline and we have limited ability to help students who are very close to the end of the semester.

Accountability is expected on students' and faculty's parts. It's fair to expect that they may need to be reminded and encouraged to reach out.

Is there an increase of students on academic probation with free college?

We are looking into it...

This Spring has been particularly problematic with students not participating and/or disappearing from their classes.

Some students simply do not want to be helped or are too afraid/not ready.

The largest group of students who would need help are undecided majors.

They can be difficult to keep track of due to lack of interest area.

6. Business Office Training

Contact: canbusinessoffice@smccd.edu

We want to be sure that our processes are streamlined and consistent. Ludmilla is with us to help!

Invite her to your department meetings if you have questions!

This includes guidance on topics such as:

Timesheets

Student forms

Converting file types

Formatting with fields on forms

Requesting internal event

Requesting facilities

Etc...

Docusign is not a platform the district is interested in currently, but we understand there is a lot of internal interest regardless due to its mobile flexibility.

More discussion to follow in future...

The Business Office is very responsive. If you have questions, please contact them!

7. Workload Pilot | 22-23, 23-24

Watch your email!

You'll be receiving communication regarding hours for the work you did during 22-23.

You will include what you were scheduled to do vs. what you actually did.

For example, CTE programs tend to do a lot more than they are scheduled for.

We have a FOAP for it now!

We are getting a feel for how many additional hours are allowable.

We do not have a new contract.

Anything that is **not optional** will be compensated. Optional activities will not count.

You will self-attest your hours and your dean will review with you.

Fill out your intentions for 23-24

Adjuncts do not need to do the workload pilot.

8. Committee Confirmations

Many committees that *have* been held during very specific times are now being moved to Thursday.

We need to make sure everyone is listed accurately on Committees

Not all committees are provided leave or are point-generating.

An up-to-date list can be viewed here:

[Cañada College Committees-Councils.xlsx](#)

9. Advisory Committee: Guidance & Reminder

Members reviewed and updated.

10. Part-Timer / Adjunct Evaluation Schedule

This Spring, there was a miscommunication in which evaluation was bypassed. It was too late to follow the calendar.

Do you agree that we preform these evaluations in Fall 2023, instead?

- Some feel they don't have enough time to complete evaluations.
- If adjuncts have not been evaluated within the past 12 months, they are probably due for evaluation now.
- Does the AFT contract dictate that they must be evaluated in Spring?
Pending...
THIS WILL BE ON OUR NEXT MEETING AGENDA
- Candice:
"We need a more coordinated effort so we follow the AFT contract requirements."
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Notes:

Change to Board Policy:

PLEASE READ

https://www.canadacollege.edu/businessdivision/docs/board_policy_6_26.pdf

- CSM has voted to change.
- Skyline is about to vote to decide whether they approve of this change or not.
- Cañada must keep up or it may cause one college to be more advantageous than the other.

Comments:

Several division employees feel that at least 50% of classes associated to majors should be taken at one campus.

GE can be taken anywhere.

We would like for it to go to Academic Senate.

This raises questions about teachers from other campuses being able to substitute and their campus receiving credit for the class.

We are worried Cañada will come out on the short end of this change.