

## **Business, Design, and Workforce Division Meeting**

**Friday, January 25, 2019**

Meeting Minutes

12:00 – 2:30 p.m.

Cañada College

Building 13, Room 217

*Present:* Leonor Cabrera, Jonna Pounds, Jonathan Wax, Brian Bennett, Ritu Malhorta, Julian Branch, Elsa Torres, Annie Nicholls, Althea Kippes, Paul Naas, Melinda Day, Jamie Hui, Hyla Lacefield, Ronda Chaney, Daryan Chan, Sarita Santos, Allison Hughes, Mary Ho, Barbara Velline, Christopher Smith, Candice Nance, Jamillah Moore

*Next meeting:* January 2019

---

### **1. SLO Assessments and Results – Allison Hughes**

- a. Still coming to division meetings to touch base, wanting to start dialogue around assessment.
  - i. Need to meet accreditation standards by having this dialogue documented.
  - ii. Going forward this will be a standing item on our division meeting agendas.
  - iii. Jessica Kaven will demonstrate SLO Assessments with communication studies during our next meeting.
- b. SLOs need to be changed in Trackdat manually, this does not auto-populate.
  - i. Don't delete SLOs, but make them inactive in TrackDat
  - ii. Current SLOs need to be included on all syllabus.
  - iii. Faculty: send syllabus to Jonna ASAP
  - iv. Discussion on PTK's research on how many syllabus don't have SLOs.
- c. Canvas
  - i. Please reach out to go over any questions on your courses.

### **2. College Update – Dr. Moore**

- a. Board Meeting Update
  - i. Canada College has submitted a grant for incarcerated youth, and the board approved.

1. State-wide grant; faculty would be specially trained for this.
  2. Question: Please make sure counselors are involved in this process to help triage.
  3. Advocating for entry-level accounting courses to be offered to these students.
  4. Request for Administration to make sure that professors that are teaching meet min. quals.
    - ii. Building 1 – Positions Approved
    - iii. New Positions; Julian Branch & David Reed
    - iv. Accreditation Timeline approved
- b. Resource Requests will be responded to in February
    - i. Program reviews have **\*not\*** been reviewed by IPC
    - ii. Program review website will be updated with feedback (links to the actual documents) when this was done.
    - iii. Survey on new time-line forthcoming, and there will be time to give feedback before the next cycle.
    - iv. PBC acknowledges that this was not responded to in a timely fashion.
  - c. Question: Students going to CANNES need support of the college
    - i. Dr. Moore will follow-up with the VPI to make sure the students are supported to attend.
  - d. Request for administration to update on timeline on Program Reviews, to keep up with the fast-paced timeline.
  - e. Conversations on Promise Program becoming a two-year program.
- 3. Strong Workforce – Julian Branch**
- a. Backgrounds in program development
    - i. Looking to explore a data science program
    - ii. Open to exploring new ideas, and encourages people coming to him to work on new programs.
  - b. Discussion on making sure goals align with current student's needs.
- 4. Academic Senate – Hyla Lacefield**
- a. Discussions happening around guided pathways and scheduling
  - b. PBC issues with AFT and CSEA
- 5. Other updates**
- a. Business Hub oi will get new TV
  - b. Part Timers need to get ID/face photo from district before they get keys
  - c. Fall 2019 Schedules are due Feb 13

- d. Perkins Funds could be delayed due to shut-down
- e. Tuesday is deadline for late-adds
- f. Request for conversation with counselors are suggesting late-adds that may not be the most appropriate class
- g. Work on developing language for documents/syllabus
- h. April 25 – Connect to College
- i. Grading system needs to be clarified on syllabus (no C-)
- j. AB705 → Math, English, and ESL changes are coming

**6. Classified Senate – Jonna Pounds**

- a. Discussion on unions that were the same issues that Academic Set brought up earlier

**7. Curriculum – Candice Nance**

- a. Assignment of disciplines conversation happening, encouraging people to attend
- b. Discussions on min. quals going on
- c. Updates on CTE → MEDA, CBOT
- d. There needs to be a senate representative on academic senate
  - i. New program development and PIV are happening
  - ii. Guided Pathways release time; we need to be someone from our division on this project.
    - 1. Discussion on guided pathways

**8. IPC - Update**

- a. We need a volunteer for this committee

**9. CTE Liaison – Paul Naas**

- a. He is now our CTE Liaison

**10. PBC – Paul Naas**

- a. Working on visualization of governing parties on campus

**11. Safety Committee – Elsa Torres**

- a. Feb 11 – next meeting
- b. Uber lane is being worked on
- c. State Troopers seen on campus