

Business, Design, and Workforce Division Meeting

Friday, January 15, 2021

Meeting Minutes

3:00 – 4:00 p.m.

Cañada College

ZOOM meeting

Present: Leonor Cabrera, Jonathan Wax, Ritu Malhorta, Julian Branch, Elsa Torres, Annie Nicholls, Althea Kippes, Paul Naas, Jamie Hui, Hyla Lacefield, Ronda Chaney, Sarita Santos, Candice Nance, Bernadette Newland, David Gainey, Richard Schulke, Lisa Rose, Gampi Shankar, Marina Noel, Emanuela Quaglia, Janice Weeks, Peggy Peruccio, Kathleen Lorist, Jamillah Moore, Bill Burger, Karen Wiggins-Dowler, Michiko Kealoha, Michael Smith, Ritu Malhotra, Christopher Smith, Jonna Pounds, Patty Halls, Althea Kippes, Tammy Robinson

Next meeting: February

1. Confirm Committee Reps for Spring 2021 Semester – Group Discussion

- a. Professional Development Committee – Paul Naas
- b. Curriculum – Leonor Cabrera and Bernadette Newland
- c. Academic Senate – Annie Nicolls
- d. Distance Ed – Sarita Santos
- e. PBC – Peggy Perruccio
- f. Safety – Ronda Chaney
- g. Technology – Maria Huning
- h. IPC – Jamie Hui
- i. Guided Pathways – Gampi Shankar and Jamie Hui
- j. Classified Senate – Jonathan Wax
- k. Discussion on CTE Liaison – We still need this position filled, no one applied for it. Patty Hall may be willing to do it, and will discuss it with Academic Senate.

2. President's Update – Dr. Jamillah Moore

- a. Served 900 families today with our food drive.
- b. Construction continues to progress expeditiously while we are all away from campus.

- c. Discussion on commencement planning. We will be having a virtual commencement.
 - i. Working on a third-party platform for the event.
 - ii. Question on potential for break out rooms for different programs.
- d. Position Proposals are waiting on feedback from Classified Senate, will be shared out with the college shortly.
- e. Vaccine rollout is starting, and it is possible our campus may be a vaccination site.
- f. CSM will be a testing site as approved by the county.

3. Office Hours – Hyla Lacefield

- a. Open office hours will continue on Fridays at noon. Please join if there is anything you want to discuss with your dean or with each other.
- b. 1.28.21 Evening event for the college, Cornell West.
- c. Working on getting classes on the state's online college system. PORC Review process for online classes.
 - i. This will potentially increase enrollments for our programs, hopefully.
 - ii. Paralegal will be one of our first completely online programs piloted for this program.
 - iii. We will also be looking at other programs.

4. MOU Group Discussion

- a. Tenured faculty evals will not happen this semester
- b. Remember to always ask to pre-approval for any tasks or trainings requiring additional compensation. Approval must be in writing.
- c. We don't know the state of what will be happening in the fall at this time re: COVID-19.
 - i. We need to plan in advance for in-person aspects of your classes, if it will be an option.
 - ii. There is no clear guidance on this matter at this time.
 - iii. More information will be forthcoming as things develop further.
- d. All faculty teaching online will receive a stipend to help offset costs of working from home.
 - i. Automatically applied to your paycheck.
- e. Please seek an ergonomic assessment via District HR if there are office needs that you have.
- f. Please reach out to your dean if there are any specific technology needs.

- g. On the college's library website, there are now many resources for your students.
- h. Many other colleges used their CARES funding for things like Abode and other specialized software, we opted for direct payments to our students.
- i. "VMWare Horizon". It can be used to access almost any software on campus lab computer including Adobe.

5. ITS Update – Christopher Smith

- a. Canvas Course Software Updates for this semester
- b. Pronto – It's a chat tool embedded into Canvas.
 - i. Students are able to communicate with other students without having to share their personal phone number
- c. Panopto – Video management tool for lecture capture, perfect for synchronous classes. You don't have to upload them into YouTube, they will be accessible directly via Canvas.
 - i. It also does captions for videos.
- d. Allison Hughes can set up a tutorial or training for you on either of these software.
- e. Question, can we get an updated list of the apps that are available for canvas?
 - i. Yes, we are working on that at a District Level.
 - ii. There also is a form to request additional software:
https://smccd-czqfp.formstack.com/workflows/its_purchasing_request
- f. If you have technology or software needs:
<https://foundationccc.org/CollegeBuys>
- g. Working on a faculty website to support faculty from a District level, and on this webpage there will be a comprehensive list of all technologies, resources, and software on one website.