Division Meeting Notes: 10 – 9 – 2020

* Welcome, glad everyone came, understand about being off camera
* Agenda packed
* Breakout rooms: conversation starters (15 mins)

Share Outs

* + Monarres: no commute, tech (lack thereof) issues
  + Wilcox: zoom connectivity (human) hard to connect to students without face to face
  + Mahoney: grilling Nick on tech for teaching, better communication
  + Tricca: pretty good success with Canvas help line, less wait time, using Canvas in new ways, zoom: no immediate help available, complicated process, nice to have 800 number to get help, most problematic of new technologies in online mode
* I am always available, cc Krystal for meeting requests
* Guided Pathways update from Attila Elteto:
  + Designated faculty coordinator for Science & Health Interest Area
  + GP: community college policy focusing on
    - First Year Experience (FYE)\*\*big one for this year to figure out\*\*
    - Course - how are students taking the classes
    - Support Services – aligning to
    - Members for S&H interest area in slides to be sent out (see attachment)
    - Link to program planner
      * Shows pathways in map/flow chart view vs list view
      * Toggle between UC/CSU requirements and length of completion
      * Identify bottlenecks in flowchart for depart
      * Pre-reqs need to be approved through Curriculum Committee
      * When students view planner, will view what their college experience will be like
      * FYE: to launch next summer
        + Coltscon
        + Consider: When students enter classes, what are they missing as far as knowledge of campus/programs?
        + STEM Center very on top of things and ahead of curve, but look at the STEM center programs and consider what your students need that may not be listed
  + 
* STEM Center:
  + Rance: Class of 2021 Majors: able to identify 81 STEM students, chart of majors and howmany students in each
    - Another class survey to see where students apply to track where they are going
    - Pandemic may affect where students go based on cost and other factors
    - If your students need help with planning classes, pleas let me know, will connect to Sandra, STEM counselor, for additional help
    - Speaker Series: 18 students this past Wed Oct 7, most thus far
    - Changed format to better engage and entertain students: video clip of new virtual experience
      * Talk show format: getting 13-17 questions
      * Students enjoy and engage in the new format
      * Shared students experience of learning about mechanical engineering and how it applied to working as a tow truck driver and
      * Please refer chemists, biologists, and the like for more variety in Speaker Series
  + Marcella:
    - Welcome Module - students and faculty find resources and information
      * Add-in to Canvas with resources for Library, Learning Center and STEM Center hours, instant help via chat
    - Faculty Resource Page
      * Information for professors pass along to students in need
      * Instructions on how to download welcome module
      * Button for weekly announcements for STEM Center Canvas shell
        + STEM warm handoff: refer students to SC
        + Buttons with instructions for
    - Recommendation forms: if have received rec letter request: DUE MONDAY OCT 12TH AT 5PM for NSF Scholarship
  + Gonzalo:
    - Resource reminder: we are officially at mid semester
    - Mid-semester progress reports going out
    - PROMISE, EOPS smartsheet self-assessment for each course ie (attendance, homework, etc.) Due Fri OCT 16th
    - Keep grade current on Canvas so students can fill out smartsheet
    - Will send example to Krystal to send out
    - Working with Nadya Sigona for Early Alerts
      * Class visits (now framed as Early Success) w/ counselors, retention specialists
    - <https://app.smartsheet.com/b/form/56c1c0d700544c6ebd22d806fdb3a826>
  + Sumathi: looking for mentors in all disciplines
* Bettina Lee, Disability Resource Center/Personal Counseling Center, Director
  + Started July 1
  + Created Faculty resource page for services: FAQs
    - Faculty rights and responsibility
    - Proctor request form
    - Tips for service animals
    - Info on unique accommodations (captioning, adaptive furniture, extended breaks, breaks, distraction reduced environment, extra time for assignments, flexible attendance, memory aid
  + DRC here for Faculty as well
  + DRC here to collaborate
    - Help with captioning videos
    - Transcription
  + Meet the staff page has hours of all employees in DRC to know when to expect a response
  + Accessibility tips
  + Be specific when discussing parameters with students (ex: breaks in first/last 20min of class, extensions are within 24hrs
  + Give specific consequences for not following parameters for unique accommodations.
  + Go over accommodations with students
  + If you need help discussing accommodations with student: DRC willing to help facilitate the meeting
  + Questions:
    - If student brings memo from another college, do we honor it: answer: please refer to DRC at Cañada to verify if accommodations are appropriate for the class, but up to faculty if they want to honor it or not
  + If you would like workshop or one-on-one please reach out to Bettina
  + Questions:
    - Student with so many accommodations on memo, but students only saying need extended time
    - Answer: will be meeting with students to go over accommodations and figure out if all listed is what is actually needed.
  + Revamping proctor request form: asking if you are using Proctorio – Canvas kicking DRC out if Proctorio is activated.
  + DRC cannot guarantee proctor space due to virtual mode, only 2 proctors and only 2 students, first come first serviced
  + If you cannot accommodate a student: offer to review accommodation for how it will work in your class, try not to just say NO to the accommodation
  + Will look into DRC Canvas to help with proctoring to disable proctorio
  + Keep universal design in mind
* Dr. Moore:
  + Hello everyone, thanks for allowing me to jump in on the agenda
  + Dr. Gena Rhodes passed away Oct 8th, son called to notify Dr. Moore
  + Graciano shared financial outlook
  + MOUs for CSEA and AFT for Spring 2021
  + Funding update: finding resource to backfill for Sept and Oct grants that are ending
  + Working with district office to find ways to sustain folks who are working in grants to find work
  + Everyone will remain employed and no one will be turned out during a pandemic
  + Move forward in transparent process
  + Cañada is not the only college with grants, full district conversation
  + Sports conditioning require college sports to have regular testing, looking for third party option for testing due to liability
* Need reps for PBC: Ray Lapuz and Academic Senate: Nick DeMello