

Business, Design, and Workforce Division Meeting

Friday, April 9, 2021

Meeting Minutes

Cañada College

Zoom link for 12-1:30pm

<https://smccd.zoom.us/j/83309817381?from=addon>

Please join this zoom link at 1:30pm:

<https://smccd.zoom.us/j/86897257196?pwd=WEtuUUFzQWx2Wmxzc3dIOGI3TUE1Zz09&from=addon>

Present: Jamie Hui, Hyla Lacefield, Ronda Chaney, Sarita Santos, Bernadette Newland, David Gainey, Lisa Rose, Janice Weeks, Kathleen Lorist, Jonathan Wax, Paul Roscelli, Janet Laurin, Marina Noel, Maria Huning, Karen Wiggins-Dowler, Gampi Shankar, Jonna Pounds, Nick DeMello, Billy Burger, Candice Nance, Leonor Cabrera, Peggy Perruccio, Patty Hall, David Eck, Allison Hughes, Brian Bennett, David Meckler

Next meeting: May 2021

1) Building 22 – Hyla Lacefield

- a) Swing to building 22 from 13 has moved from April to May.
- b) You are allowed to bring an assistant, just make sure that is reflected on the form.

2) Authentic & Credible Assessments, with Proctorio and Otherwise – Nick DeMello

- a) As your design your courses, you need to be able to confirm identity.
- b) Review of different assessment and learning tools within canvas.
- c) Proctorio – necessary for articulation agreements with various state institutions.
- d) Suggestion on syllabus re: Proctorio: "Institutions need the exams to be proctored to keep the articulation agreements with transfer institutions".
- e) Chrome Browser is necessary for Proctorio, suggestion to include this in syllabus.
- f) Question on privacy/FERPA concerns and Proctorio.
 - i) Addressed by saying this video content/recording is encrypted and does not live fully online without encryption key.

- g) Create engaging support system for students is the goal with improved online teaching.

3) Plans for Fall 2021 online vs not online - Hyla Lacefield

- a) We will be following SMCCCD standards rather than state standards.
- b) Urge people to plan for Fall 2021 being fully online, logistically and realistically this is what will be happening.
- c) Exceptions can be made, hybrid or high-flex, please connect with Dean now.
- d) More information on high-flex will be coming up soon.

4) Mid-cycle Program Review Updates for CTE Programs - David Eck & Allison Hughes

- a) Two options at least in terms of how improve how the process works:
 - i) Everyone has the same Annual Update questions, but then ONLY CTE program see an additional set of questions below those. We could add language explaining that the annual update questions can be submitted in off years when they're not doing comprehensive or mid-term review. And then all the questions need to be submitted for mid-term review years.
 - ii) CTE has completely different questions all together and again we just clarify which ones they do as an annual update in off years vs. the ones they need to do for the mid-term review.
 - iii) Academic Senate will decide on the questions that need to be included, please give them feedback, or give suggestions to the committee:
 - (1) IPC Chair Jessica Kaven, Academic Senate President David Eck, PRIE Dean Engle, VPASS Graciano Mendoza, and Instructional Technologist Allison Hughes make up the committee that makes these decisions, at this time.
 - (2) CTE Faculty are happy to review suggestions.
 - iv) This process excludes Perkins funding; however, Perkins is used when necessary, at a later point if appropriate.
 - v) The cycle for updates is listed on the PRIE website; 4-year cycle with a 2-year Mid-cycle update. This process was developed with BDW faculty input.
 - vi) CTE Faculty request for minimum obligation in accordance with Ed Code and Accreditation standards.

- b) If you need updated equipment/supplies, please include these details in Program Review.
- c) Review on Program Review submission fields, please follow up with Instructional Technologist with any concerns on these issues.

5) Tenue Committees Approvals for Academic Senate - All

- a) Committee for Althea Kippes
 - i) Candice Nance
 - ii) Sarita Santos
 - iii) Leonor Cabrera
- b) Committee for Gampi Shankar
 - i) Candice Nance
 - ii) Patty Hall
 - iii) Sarita Santos
- c) Committee for Ritu Malhotra
 - i) Ronda Chaney
 - ii) Paul Roscelli
 - iii) discipline expert

Joint meeting with the HSS Division

- 1. **Dual and Concurrent Enrollment - Mayra Arellano, Director of High School Transition and Dual Enrollment**
 - a. **See Attachment 1**

attachment 1



REDWOOD CITY, CA

Update on Dual & Concurrent Enrollment

Mayra Arellano- Director of High School Transition & Dual Enrollment

2021-2022 Priorities

1. Cultivate and Deepen our Relationships with our High School, Adult Schools and Community Partners

- Example: Redwood High School
- BGCP, ALAS, Libraries, Redwood City Together, Sienna, PAL, Able Works

2. Strengthening Onboarding Process for New & Continuing High School and Adult Students

- First Year Experience
- Promise Scholars Program
- PEP

3. Strengthen and Expand our Early College Programming

- Dual Enrollment Program
- Anti-Racist Framework- Supporting our underrepresented, underserved populations.

The Why?

College Readiness:

- Learn study skills and other habits related to college success
- Learn "how to play the part" of a college student
- Dual Enrollment is related to increase high school graduation
- More likely to enroll in college- and more likely to enroll in a 4 year-college than their non-participating peers.

2) Equity and Access

- *Underrepresented students (Low-income, 1st generation, black & Latinx)*

High School Transition Options



Dual Enrollment



Concurrent Enrollment



Middle College

Definitions

Dual Enrollment	<p>High school students taking college courses, taught by college professors and or high School teachers, at their high school campus.</p> <p>CREDITS EARNED: High School and College "Dual Credit"</p>
Concurrent Enrollment	<p>High School students take college courses on a college campus.</p> <p>Concurrent Enrollment Form</p> <p>CREDITS EARNED: College Credit</p>
Middle College	<p>High school student's "campus" into Cañada</p> <p>Middle College Form</p> <p>CREDITS EARNED:</p> <ul style="list-style-type: none">• College Classes in the morning (Concurrent Students)• High School Classes in the afternoon (HS Students)

Updates

1. Updating our CCAP agreements with Sequoia and San Mateo Districts- add CCAP classes
3. Finalizing Applications (Formstack) for Dual and Concurrent Enrollment
4. Marketing- Website, Videos, Flyers
5. Collaboration with PRIE Office- How do we identify dual vs. concurrent students?
6. Scheduling Classes- Jose Pena
- 7.COVID-19- Returning Plan



Concurrent Enrollment-Summer Outreach

- **Opportunity to Increase Enrollment this Summer**

- Requesting flyers from Departments:
 - Engineering
 - Business
 - ESL
 - ECE

- **Information Sessions and Marketing to HS and Community Partners**

- **The Ask:**

- *Specific programs that would like to have more HS students in their class*
- *Create a marketing flyer to promote*

CONCURRENT ENROLLMENT INFORMATION SESSIONS

Start earning college credit as a high school student!



**ARE YOU A HIGH SCHOOL OR HOME-SCHOOLED
STUDENT INTERESTED IN ACADEMIC CLASSES
OFFERED AT CAÑADA COLLEGE?**

Start taking college level courses now and earn college credit that you can apply to your degree or certificate.

ATTEND AN INFORMATION SESSION VIA ZOOM:

March 17, 2021 (Wed.)
April 20, 2021 (Tues.)
May 20, 2021 (Thurs.)
June 23, 2021 (Wed.)
July 20, 2021 (Tues.)
August 5, 2021 (Thurs.)

TIMES: 5:00-6:00 PM

TO RSVP: canadacollege.edu/concurrent
Summer Semester Starts: June 14, 2021



Concurrent Enrollment-Summer Outreach



Introduction to Engineering ENGR 100 (CRN 55325)

Online Course - Summer 2021

June 14 - July 22



Considering a career with engineering, math, or science?
Want to earn CSU/JC transferrable college credit?
Keen on hands on exploration of engineering?

In this course you will explore...

- * College success
- * Circuits
- * 3D Printing
- * Ethics
- * Engineering Design
- * Data Analysis
- * Group Work
- * 3D CAD
- * Mechanics
- * Octave / Matlab
- * Report Writing

Pre Requisites:
MATH 130 or MATH 225
(Trigonometry or Path to Calculus)

Contact instructor for pre-requisite overrides

Instructor Contact:

Prof. Sumi Sukumar
sukumars@smccd.edu

(650)-306-3223

CanadaSciTech@smccd.edu

<https://canadacollege.edu/engineering/>

ENROLL NOW!

<https://canadacollege.edu/admissions/>

Want to get a **jump** on college?



Complete college courses
before graduating from high school - for **FREE!**



BUSINESS
AT
CAÑADA COLLEGE

Questions?

Mayra Arellano
Cañada College
Director of High School
Transition & Dual Enrollment
(650) 306-3166
arellanom@smccd.edu

BUS 100 - Introduction to Business (3 units)

Summer Session (Virtual): June 14, 2021 - July 22, 2021

Professor Nance, Course ID (CRN) # 55142 or 55399

Join us for an introductory course to the most popular major on college campuses today.

FREE for High School Students

Transfer credit: UC/CSU
Meets General Education (GE) requirements for CSU/Cañada College Area D Social Sciences

For info on how to apply or to sign up for an info session:
<https://canadacollege.edu/concurrent/>



Summer at Cañada College

Day Classes

ESL 400 Composition for Non-Native Speakers CRN 54564

Tuesdays and Thursdays, 10:40 a.m. to 2:00 p.m.

Units: 5.0

June 15 to July 22

Online

Professor: Kathy Haven

Evening Classes

ESL 808 Intensive Grammar Review CRN 54723

Tuesdays, 6:00 p.m. to 9:50 p.m.

Units: 3.0

June 15 to July 20

Online

Professor: Gerardo Pacheco

ESL 836 English Pronunciation CRN 54562

Wednesdays, 6:00 p.m. to 9:00 p.m.

Units: 2.0

June 16 to July 21

Online

Professor: Alessandra Castello

To register, please email Diana Espinoza at espinozaosunad@smccd.edu or text 650.260.5270

Dual Enrollment- Dual Credit

Sequoia High School District	Classes
Woodside High School	Engineering Pathway- CCAP Math Classes (ISA)
Redwood High School	Digital Arts and Animation-CCAP Early Childhood Education Pathway-CCAP College and Career Counseling Course-CCAP
Sequoia High School	English-CCAP Business-CCAP ECE-CCAP Math (ISA)
Carlmont High School	Business-CCAP

Dual Enrollment- Dual Credit

San Mateo High School District	Classes
Hillsdale High School	Early Child Education Pathway-CCAP

Charter Schools	Classes
Oxford Day Academy	Humanities (English, Anth, Sociology), Counseling Classes, CTE Pathway (Converting to CCAP)

Adult Schools	Classes
Sequoia Adult School	CBOT (Articulation)

Provide Feedback

- 1. Flex Day Workshop: Creating a High School Transition Pathway**
 - April 22nd at 1:00-2:30pm
 - Learn about our Early College Programs Initiatives
 - Understanding our A-G Requirements relate to our IGETC
 - Anti-Racist Framework Initiative



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

SAVE THE DATE



Cañada College

HIGH SCHOOL SENIORS

SIGN-UP
for Our Virtual
Priority
Engagement
Program (PEP)
Today

Attention High School Seniors that are attending Cañada College in the Fall 2021 semester:

Event Dates & Times

Wed.	April 14	4:30 - 6:30 p.m.
Wed.	April 21	4:30 - 6:30 p.m. (Spanish)
Wed.	April 28	4:30 - 6:30 p.m.
Sat.	May 8	10:00 a.m. - 12:00 p.m.

RSVP Link:

<https://bit.ly/3s5KNix>

Program Includes:

New Student Orientation

Opportunity to Meet
Faculty and Staff

Meet with a Counselor

Create First Semester
Class Schedule

Students who attend will
receive priority registration!

For more information contact:
Olivia Cortez-Figueroa
(650) 306-3166 | cortezfigueroao@smccd.edu

Cañada College
OUTREACH

Connect to College

Virtual Open House

*A night of information about Cañada College's
academic programs and support services*

Thursday, April 29, 2021 • 6–8 pm
canadacollege.edu/connect



Connect to College Program

- 6:00–6:10 pm - Introduction & Welcome
- 6:10–6:55 pm - Student Support Services
- 6:55–7:30 pm - Academic Programs
- 7:35–7:50 pm - Student/Alumni Panel
- 7:50–8:00 pm - Q&A



Register Now!

Questions? Contact Olivia Cortez-Figueroa at cortezfigueroao@smccd.edu



Cañada College

Thank you