

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

4/10/2020 | 12:00 – 2:00 p.m. | Meeting held via zoom.us

### **Agenda:**

- PRIE Update
- Budget Review
- Building 13
- Evaluations
- Department Updates

### **Attendees:**

Hyla Lacefield, Jonathan Wax, Jonna Pounds, Jamie Hui, Althea Kippes, Candice Nance, Leonor Cabrera, Elsa Torres, Ronda Chaney, Karen Wiggins-Dowler, Gampi Shankar, Elna Murcia-Cordoba, Melinda Day, Patty Hall, Dick Claire, Paul Naas, David Gainey, Derek Vargas, Maria Huning, Bernadette Newland, Ritu Malhotra, Annie Nicolls, Janice Weeks, Sarita Santos, Emanuela Quaglia, Peggy Perruccio

### **Department Updates:**

#### Fashion:

- Hard adjustment, but coming up with creative solutions.
- Facebook group to build community and to help give students ability to give each other feedback
- Using PowerPoint
- Working hard to keep retention
- Using Zoom for synchronous classes, working well with screen share
- Getting adjunct online has been challenge

#### Interior Design:

- Adjusting as well as possible
- 8 adjuncts had a meeting during spring break
- Enrollment is rather stable
- Using lots of technology – Airsketch Application on iPad
- Concern re: part-time faculties workload during this time, very time consuming. Looking to get part-timers
  - Ask your adjuncts to keep track of all of their hours spent with coordination

#### Education & Human Development

- Easy adjustment as most classes were already online
- One adjunct is needing training
- Challenge with practicum course, but some of them are moving to online with their sites
  - Not the same with zoom. The SLO's using video analysis
- Jamie Hui is reaching out online, phone, discussion boards, chats, canvas shell for the department

- Students have been really resilient
- Summer may need to restrict registration for practicum class, looking for creative solutions
  - May be serious issue down the line in the fall if there is still a social distancing mandate
- Working with local leaders and directors to figure out the education landscape for the future and how we can adapt

#### Business:

- Meeting weekly as a department, which is helpful
- CWA partnership is stalled, but hopefully will be up and going in the fall
- Dealing with technology issues
- Wants help with administration for the fall, and maybe adding more classes
- Cap student enrollment for online classes that are synchronous to improve online
- Would prefer to have faculty evaluations put on hold to spring
- Zombombing has been happening in some classes
- Serious concerns with accessibility
- Serious concerns regarding access to technology | we may need to get access to WSJ etc.
  - Equitable access to resources would be great

#### Medical Assisting

- Huge shift
- Colleagues helped out a lot with medical assisting moving it online
- There is a need for face-to-face
- Labs component is critical for this program, still looking for a solution, working with colleagues
- Students have been amazing in the program
- Was looking forward to have access this summer to complete labs, but now that is cancelled.
- How to assess the students in the labs? Discussion on solutions. Potentially reach out to old students to record demos with you remotely. This could help students.
- May need to add new books for this shift, and that is an expense
- The adjuncts are adjusting well
- Advisory Board – reach out to them?

#### CBOT

- Concerned what this means for fall
- Easy adjustment to switching to online for most faculty

#### COOP

- Adjusting to online as much as we can. Zooming with sites and supervisors
- Some students are furloughed, still trying to find a solution for this
- Concerned with the fall if things are not to face-to-face

#### Digital Art & Animation

- Doing both synchronous and non-synchronous and both are working well

- Using Quicktime and uploading videos to YouTube – They automatically make closed captions, been very useful
- Office hours are online, trying to stay accessible for students
- Issues with software using at home
- CANNES Film Festival was postponed
- Students are getting access to the specialized software, the tech companies have been very helpful in helping students get access
- Students are very resilient through this process, however some students have had to drop out of classes
- Been having private meetings with lots of students to check in on them, highly suggest this tactic
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#### Paralegal

- Was already online, so in a good place
- Meeting with outside parties still
- There are remote internship opportunities which is very exciting.
- Zoom Legal Clinics: SMCBA and SMC Law Library

#### **List of Needs from Departments:**

- Some form of tablet would be useful for teaching – Gampi Shankar
- AFT contract covers access to technology
- Asked about using Perkins or other grant funds to help with technology needs during this time
- Can part-time faculty be compensated for the extra coordination time that this shift to online has cause
  - Maybe there is 10 hours built into the agreement
- Hoping that there is access to campus in summer and fall → recording videos on campus will greatly improve several career education programs
- Would prefer to have faculty evaluations put on hold to spring
- Accessibility concerns re: students in classes who are vision or hearing impaired
- Equitable access to resources is needed: databases and news for research in business, accounting

#### **Building 13 Updates:**

- Revamp is moving forward as schedule
- Construction is still happening
- Please take a look at the email containing a link to the document.

#### **Campus Mail**

- We need to designate one person to pick up mail. Dean Lacefield is willing to go to campus and do this.
- Need to develop a system for getting the mail once we pick it up.
- We can get the mail but cannot distribute it in mailboxes on campus and then having everyone come to campus to get mail.

- Please let Dean know if there are packages you are expecting.

### **Budget Review**

- Serious concerns over lack of transparency with Strong Workforce funds
- Faculty have concerns that they don't have access to support their programs during this time
- Discussion on email from College President from 10/7/2019 re: the issue of Director of Workforce Development being behind on reporting
- Serious concerns regarding compliance with the grant, discussion on how this is also an district issue with reporting
- Faculty will take matter up via Academic Senate

### **PRIE Request for semester or year-long certificates:**

- If there are any certificates that could potentially be shifted to meet this need, please let your dean know
- We want to highlight these programs, so if there are any outside of the BOA please let your dean know