**Humanities and Social Sciences Division**

**MINUTES**

October 7, 2022

12:00 pm to 2:00 pm via Zoom

**12:10-Division Meeting Begins**-James welcomes all and reminded all to put their committee announcements in the Google doc link sent with the division meeting announcement.

**Please post to HSS Division Reports and Updates**

<https://docs.google.com/document/d/1d5mKJSECncn7OPeZLzRftka_anvYK3k7DNPvdR5zOz0/edit?usp=sharing>

**General Announcements-**

Yolanda Valenzuela announced due to feedback on the mural there will be two design workshops on October 19 & 26 from 1:30-3:30. Please come and share your input.
Jessica Marshall suggested and recommended to use the OER state site. It’s great to look at it by discipline, Jessica has found it helpful. Sarah Harmon shared the link: [OER materials by discipline](https://asccc-oeri.org/open-educational-resources-by-discipline/) or [by C-ID](http://www.cool4ed.org/courseshowcase) via the ASCCC OER Initiative page.

**Approval of Agenda and Minutes-** Approved by Rebekah Taveau, all in favor, passed as approved

Dave Eck agreed to monitor the chat.

**Standing Reports**

**Participatory Governance Committees**

1. Academic Committee for Equity and Success, Alison Field, faculty coordinator -Two announcements, we are working on the Student Equity & Achievement Program (SEAP) for 2022-2025. We need your input! It’s an opportunity to shape action plans for equity and anti-racism at our college. PBC will be voting (Oct. 19th meeting) on ACES recommendation to pilot a new equity & anti-racism college planning council in spring 2023.
2. Academic Senate-Salumeh Eslamieh shared that they are working on Academic Senate goals for the coming year. Let Kiran (division rep) know if you have any suggestions or priorities that you would like the Senate to focus on.
3. Curriculum Committee, HSS reps, Salumeh Eslamieh-Salumeh is looking for someone who can take over her spot as the H&SS representative for Curriculum Committee. As Professional Development Chair she is required to be part of Academic Senate and it puts her over her points and is too much. Question was asked, going forward will curriculum committee be continuing to meet on Zoom? David Eck shared that AB 361 will be rescinded once the Governor signs that the state of emergency due to covid-19 is over. Then the Brown Act rules will require all voting members to attend in person.
4. Distance Education Advisory Committee, HSS rep, Danielle Pelletier- Going out again to hire an Instructional Designer, AS confirmed committee members. Shared the QOTL (QOTL 1 & QOTL 2) trainings and SIMPL training this fall. Discussed QOTL trainings for faculty that is useful and immediately implementable. POCR (Peer Online Course Review) they are choosing 3 classes and more to go through review. Working on updated DEAC by-laws.
5. Instructional Planning Council-James for Jessica Kaven who could not attend today’s meeting-Working on the ASCC recommendation that all our courses are offered online and how we can best manage that. Also discussing strategies to help with student registration and the challenges that need to be overcome. Review all the data about registration patterns and work on improving earlier student registration. Also, ways to use the SEP’s to inform the scheduling of classes. Danielle Pelletier shared she was at the SSPC (Student Services Planning Council) and the #1 goal is to make student registration easier! Faster, better and more streamlined. Daniella said Maria Lara shared at the meeting that the earlier students register the better. Late registration is done all manually and takes time and there is a lag in getting the students up and running in the class(es) of their choice.
	1. Planning and Budget Council, HSS rep, Alicia Aguirre – There was an update on the SMCCCD Adopted Budget and the Facilities Master Plan presented by executive VP Chancellor, Richard Storti.

 -Addressing Internal Equity Report Recommendations presented by Allison Field. They are recommending that we add an Anti-Racism Equity Council.

 -There were various other reports on ACCJC Midterm Report Preparation Timeline and Changes to Administrative Program Review Questions presented by Karen Engel.

 -Enrollment Update by Chialin Hsieh and Guided Pathways Update by Manuel Perez.

 -The students made a presentation on the need for a Child Care Center and will create a committee to work on this. David Eck also shared that there are ongoing discussions about having a childcare center at Cañada. Phi Theta Kappa is supporting this.

8. Technology Committee, Ami Smith- Discussed the renewal of *Proctorio* which has been extended through June 2023. Want to make sure faculty are aware of software licenses and when they expire. Look for the HyFlex classrooms on the Tech committee website.

**Regular Division Updates**

1. AFT – Salumeh shared that on the next 4 Wednesdays there are AFT events. On the upcoming Flex Day, October 12th there is a drop in session from 1:00-2:00pm where you can get any questions answered. They will be discussing faculty issues, rights and contract negotiations. On Wednesday, October 19th from 12:30-2:00 there is a “Celebrate and Strategize” session as part of the “Conversations with Colleagues” held in the former CIETL space (9-154). Finally, at the next Board of Trustees meeting on Wednesday, October 26th there is an “In-Person Action” for AFT members to show up at the meeting. The focus is on winning paid parental leaven and quality affordable healthcare for adjunct faculty. Please check out the shared Google doc for more information. The AFT and District have reached an agreement for the Fall 2022 MOU related to COVID-19, link here: <http://aft1493.org/aft-1493-negotiations-update/#sep20-22>
2. Guided Pathways, Denise Erickson, Human Behavior and Culture Interest Area :

-HBC Transfer Work shop was a success! Denise will send a link to the recording + Gloria Darafshi’s great slides (full of information) to HBC faculty.

- Denise will send a letter requesting feedback about the new Retention Specialists’ student survey concerning midterm reflection

-Early Alerts - Guided Pathways will be inquiring if faculty use them, and (if so) what their experiences have been. Please submit your ideas for speakers for the Speakers Series to Denise

-Faculty are encouraged to send Denise any announcements for events, activities, or workshops so they may be featured in the HBC Canvas shell

**Division Information**

1. Foster Youth Success Initiative- Jilian Gomez, Program Services Coordinator- She has provided a flyer and a small sample script if faculty members need a quick description to add in future syllabi or canvas post, and the website:  <https://canadacollege.edu/fysi/>

The script: “*There is former foster youth support, FYSI liaison: Jilian Gómez (**gomezjilian@smccd.edu**); please fill out this small intake form for services:*[*https://smccd-czqfp.formstack.com/forms/fysi*](https://smccd-czqfp.formstack.com/forms/fysi)*. If needed to contact or meet - EOPS Office: (650) 306-3300| Direct: (650) 381-3553| Building 9, Room 131.”*

2. [Undocumented Student Action Week](https://www.cccco.edu/Students/Support-Services/Special-population/Undocumented-Students/Undocumented-Student-Action-Week), Dream Center (& Dreamers’ Task Force- Nimsi Garcia, Program Services Coordinator- Below are some resources I shared during the presentation and attached are the slides as a PDF and the Weekly Food Distribution flyer.

* Landing page for USAW - <https://www.canadacollege.edu/dreamers/usaw.php>
* Cañada Legal Clinic – <tinyurl.com/canlegalclinic>
* California Community Colleges Free Legal Resource: [www.findyourally.com](http://www.findyourally.com/)
* DACA Assistance Fund [- https://www.cccco.edu/Students/Support-Services/Special-population/Undocumented-Students/Legal-Services/assistance-fund](https://www.cccco.edu/Students/Support-Services/Special-population/Undocumented-Students/Legal-Services/assistance-fund)
* Opportunity to volunteer at the weekly food distribution - [www.tinyurl.com/CanFoodVolunteer](http://www.tinyurl.com/CanFoodVolunteer)

The link to her PowerPoint slides: <https://www.canva.com/design/DAFOX2066ok/LXdxisUw0qruGkGftybylg/view?utm_content=DAFOX2066ok&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink>

1. Library Update, Diana Tedone, Librarian –

New Library website design: <https://canadacollege.edu/library/>

Upcoming workshops for students: <https://canadacollege.libcal.com/calendar/online-events>

We also have a workshop Oct. 26th for faculty on integrating library resources into your course to make it ZTC/Low Cost.

Request a library session for your course: <https://docs.google.com/forms/d/e/1FAIpQLSdZfY8LN-ReVp86NR-wRXRCbpyRM4Zegqzpnn56_Op6F4hwsw/viewform?usp=sf_link>

Embed a how-to library videos: <https://www.youtube.com/channel/UCd4Yj5oiztfgyD8zEp9sFPQ/videos>

1. Learning Center, Ron Andrade, Director of Student Support-
* Tutoring: The Learning Center will be hiring more peer tutors for the spring semester. Faculty are asked to keep an eye out for current students who may make good tutors and to encourage those students to come to the Learning Center and talk to Ron or Julian about the possibility of working as a tutor in the Spring semester. The Learning Center staff will screen for subjects and availability, faculty are only asked to make the referrals and to use their classroom relationship to encourage students to follow up with the Learning Center.
* Technology Assistance: Technology help is available for students and faculty. Support for students includes help with establishing initial Single Sign On, navigating Student Tools portal, using Canvas, and applications like Google Docs, PowerPoint, etc. Faculty support can help with the technology in classrooms (Neat Boards, projectors, and laptop connections), in-class presentations to students about technology, low level troubleshooting for technology glitches. There is a schedule of when help is available (attached) and other times may be possible with advance notice through the request form (tiny URL or QR code, attached). Please remember that this help is being provided by students and if they encounter problems they cannot resolve, requests may need to be escalated to ITS for resolution.
* Adjourn: 2:00 pm

**Fall 2022 Division Meetings:**

* 1. FLEX: August 15 and 16, 2022
	2. ~~Friday, September 2, 2022, 12:00-2:00, 3-142~~
	3. Friday, October 7, 2022, 12:00-2:00, Zoom
	4. FLEX: October 12, 2022
	5. Friday, November 4, 2022, 12:00-2:00, Zoom or 3-142?
	6. Friday, December 2, 2022, 12:00-2:00, Zoom or 3-142?