



Weekly Update 10-5-18

### **October Flex Day**

As we get ready to enjoy a robust and engaging day of professional development at our upcoming Flex Day on Wednesday, October 10, I want to remind everyone that all offices will be closed and no day and evening classes will be in session on this day. Additionally, the Cañada Shuttle will not be in service that day. We do this to allow all college employees to attend in an otherwise busy time of year. October 10 is still considered a work day even though college offices will be closed to students and to the public. For offices that will be closed, please remember to post the attached signage, notifying people of the upcoming closure at least a week in advance. If you haven't signed up for Flex Day yet, please RSVP [here](#). We look forward to seeing you at the October 10 Flex Day!

### **Important Program Review Updates**

As we prepare for the upcoming Program Review Cycle, I wanted to remind the campus community of some important updates. This year's Program Review process will be conducted in TracDat – not SPOL. The [TracDat Portal](#) is now open and you may log in at any time. There is also a new Program Review timeline:

1. New position requests are due on October 12 (forms are available [here](#));
2. Program Review and all resource requests are due in TracDat on November 1;
3. Please note: programs in an “off cycle” year should complete the questions under “Annual Update” and then progress to the “Objectives, Action Planning, and Resource Requests” section in the Trac Dat nav bar.

Due to the more compressed timeline this year, the PRIE Office and the Office of Administrative Services are available to assist you. Please email: Karen Engel (PRIE) at [engelk@smccd.edu](mailto:engelk@smccd.edu) or Mary Chries Concha Thia (AS) at [conchathiam@smccd.edu](mailto:conchathiam@smccd.edu). On Flex Day, the team will host a Program Review Support Session from 1 – 2:30 p.m. and will provide assistance 1:1 or in groups.



### **New Position Proposal Starts October 12th**

It is time for the College community to begin the position proposal process. Proposals should be submitted no later than October 12<sup>th</sup>, to Deans/supervising administrators. Deans submit final proposals to VPI/VPSS, then they are posted to the PBC website. Presentations and Discussion are scheduled for Oct. 30- Nov. 1. The Planning and Budgeting Council (PBC) has set aside three sessions to accommodate the number of position proposals. You can see the complete timeline [here](#).

### **Accreditation**

PBC voted this week to make the following broad topic for our focus area for the next 3-4 years: Identify barriers to student entry, persistence, and completion and address them systematically.

This is a critical step in writing our Institutional Self-Evaluation Report (ISER) which now requires that we write a *Quality Focus Essay* identifying the projects we will pursue that are vital to the long-term improvement of student learning and achievement over a multi-year period. We will explore and refine this topic, and the related projects, on Flex Day next week, October 10, when we will discuss this as a campus community.



### **Assistance Needed for President's Luncheon**

As mentioned on Opening Day, Cañada College is launching its [Inaugural President's Luncheon](#) on Tuesday, October 23 at the Hiller Aviation Museum in San Carlos. This luncheon will bring community leaders together as a fundraiser to support the [Cañada College Promise Scholars Program](#). We are looking for students, faculty, staff and administrators to be on site and assist on the day of the event. **Click [HERE](#) to sign up to assist.** We also invite you to attend and share the invitation with your networks. **Please click [HERE](#) to purchase tickets.** For questions on the event, please contact [Megan Rodriguez Antone](#).

Enjoy your weekend!

Jamillah Moore, Ed.D.