Humanities and Social Sciences Division Meeting

Friday, November 13, 2026
Time: 12:10 pm to 2:00 pm
Location: Building 3-104
Remote Option: Zoom Link (Meeting ID: 898 0053 3179)

1 – Introductory Agenda Items

1.1 Soft Meeting Start: Open Conversation

- **Start time:** 12:10pm
- **Estimated length:** 4 minutes
- Folks are encouraged to chat amongst ourselves. Building 3 keepsakes may be awarded for those who chat with someone they hadn't already known.
- Who Are You?
    - If you are attending a Division meeting for the first time or the first time in awhile, you are welcome to say hello to all at the top of the meeting.
    - A hello from ASCC Student Senator – Miguel Infante

1.2 Reminder: Division Meeting Action Process

- **Estimated start time:** 12:14 pm
- **Estimated length:** 0 minutes
- **Facilitator:** Dave Eck
- **Topic:** This is a reminder that in our August 13 division meeting, we agreed on the following process for taking action during our division meetings:
    - **Our default process for taking action as a division is to "vote by consent."**
        - **If there is objection to a proposed action, then there would be a "roll call vote" in which each individual division member's vote would be recorded.**
        - **Any roll call votes would be recorded using the zoom chat. If someone joins the meeting in-person and isn't on zoom, then they can have their roll call vote recorded by asking someone to place it in the zoom chat on their behalf.**
        - **Anyone can ask for a roll call vote on any action item and this request can even be made before a meeting.**
- It is possible to change our action process at a future meeting, if desired by the division.

1.3 Approval of Agenda

- **Estimated start time:** 12:14pm
- **Estimated length:** 1 minute
- **Facilitator:** Dave Eck
- **Topic:** This item is an opportunity to request a change in the order of the agenda, suggest any additions to the agenda, or request an item to be removed from the agenda. Minutes from the most recent Division meeting will be shared when they are located.
    - As a general note: it is common for visitors to drop into our Division meetings or for presenters to be visiting multiple division meetings. If this occurs with a facilitator who has limited availability, the agenda order may change during the meeting.
- **Proposed action:** Adopt the agenda.

2 – Participatory Governance Updates and Regular Reports

2.1 Participatory Governance Committees and Representatives

- **Estimated start time:** 12:15pm
- **Estimated length:** 20 minutes
- **Facilitator:** Dave Eck
- **Topic:** The purpose of this agenda item is for the Division to learn their representatives and to fill any existing vacancies. The end of each term is noted in parentheses next to the representative.
- **Proposed action:** invite, accept, and forward Division representative nominations to Academic Senate for committees and other participatory governance bodies. Vacancies/uncertainties are highlighted in yellow.

1. Academic Senate, 2nd and 4th Thursdays, 1:00 to 3:00pm. In-person, Brown Act. HSS rep: **Danielle Pelletier** (SP 2027).
    a. District Academic Senate EEO Plan PDF
    b. **DRAFT: Cañada College Low Textbook Cost Resolution**
    c. Student AI survey (due November 19, 2026). Encourage your students.

2. Curriculum Committee, 1st and 3rd, Thursday, 1:00 to 2:30pm. In-person, Brown act. Two Division Representative spots: First division representative – Rebekah Sidman-Taveau**; second division representative – vacant.**
    a. Related: request for HSS curriculum representative substitute: November 19

3. Distance Education Advisory Committee, 1st Wednesdays, 12:30-1:15pm, Zoom option. HSS Rep: **John Perez and Sean Negus** co-representatives (SP 2027).

4. Technology Committee, 1st Wednesdays, 1:15-2:00pm, Zoom option. HSS Rep: **Ami Smith** (SP 2027).

5. Equity and Antiracism Planning Council, 4th Tuesdays, 2:10 - 4:00pm, Zoom option. HSS rep: **vacant(?)**

6. Planning and Budgeting Council, 1st and 3rd Wednesdays, 2:10 to 4:00pm, Zoom option. HSS rep: **Alicia Aguirre** (SP 2027).

7. Spring 2027, Division Evaluation Committee for Tenured Faculty (see Appendix G of AFT contract for the evaluation procedures): **Alicia Aguirre, Alison Field, Doniella Maher**

2.2 Regular Reports

- **Estimated start time:** 12:35pm
- **Estimated length:** 10 minutes total, about 5 minutes each
- **Topic:** During division meetings, time is given to groups who want to provide regular, brief updates. If you know of another group that would like to provide regular/brief updates to the Division, please request agenda space from the Division Office.

1. AFT Updates

2. Honors Transfer Program Updates
    a. **Honors Contract faculty:** We had 41 honors student contract proposals approved this semester-thank you for your support! You should have received a couple of emails from Honors Coordinator Rebekah Taveau by now, but she'd like to emphasize the due date for the students to submit their Honors Completion form on the Honors Transfer Program website (step 2) by Dec. 11.
    b. The Dec. 11 due date is important as we work with the busy registrar's office to place honors notations on student transcripts, especially this semester as we are implementing some new procedures for CCN compliance.
    c. **Honors Course faculty:** For the sake of CCN compliance, you will notice some changes in Webschedule in Dec. 2026 and again in Feb. 2027. Don't worry: your honors courses will stay honors courses, and your students will get honors notation in their transcripts. I will email closer to the dates to tell you exactly what will change and when. However, just to give you the heads up; we are transitioning gradually in Webschedule to putting honors in the description while keeping it in the attributes as "Honors Program." After communicating loud and clear to everyone, by fall 2027, we will not have "-honors" at the end of the titles of CCN courses.
    d. Stay tuned for more details in December!*
    Please see the Honors Transfer Program Newsletter for updates and contact information.

3. Professional Development (Article 13 Funds) Updates

3 – Stuff

3.1 Immigration Enforcement in San Mateo County

- **Estimated start time:** 12:45pm
- **Estimated length:** 30 minutes
- **Facilitator:** Dave Eck
- **Topic:** Resharing of Chancellor Moreno's (Tuesday, November 10) message: Update on Immigration Enforcement in San Mateo County.
- Some of the resources shared in the above email:
    - Faith in Action Bay Area's Instagram page (up-to-date list of known ICE activity in the Bay Area),
    - Instructions on how to sign up for emergency text message alerts from the District,
    - Instructions on what to do if ICE came onto our campus,
    - District webpage that shares updates and a number of resources: https://smccd.edu/undocu/.
- This agenda item is also an opportunity to discuss how students are being impacted and different strategies we might use to help such students work through these challenges.

3.2 Work-Based Learning Inquiry Group

- **Estimated start time:** 1:15pm

- **Estimated length:** 10 minutes
- **Facilitator:** Jose Zelaya and Alex Kramer
    1. **Topic:** One of our inquiry groups this year has the following goal: “Examine how best to integrate meaningful career exploration into Ca√±ada's academic pathways. We aim to explore hands-on career development, industry awareness, and practical skills directly into course design and curriculum, helping students connect their academic learning to real-world career success from day one.”
    2. During this agenda item, the facilitators will share a faculty survey on work-based learning whose goal is to learn about what faculty are already doing in our courses that might be an example of work-based learning or partially overlap with work-based learning.
    3. Link to the survey for staff and faculty.

3.3 Accessibility Workshop – Part 2: More Resources, Tips, and Tricks

- **Estimated start time:** 1:25 pm
- **Estimated length:** 25 minutes total
- **Facilitator:** Lindsey Irizarry
- **Topic:** During our October Division meeting, the accessibility team did a compressed presentation focused on how to use some accessibility scanning tools. This agenda item will cover some tips on how to resolve specific accessibility issues.
- **Sharing how to use Panopto to 1) generate draft text for a video recording and then 2) editing the auto-generated script to correct errors.**
- **Webaim training through State Chancellor’s Office (how to make documents and such accessible)**

3.4 Odds and Ends – (Maybe boring though) **Potentially Helpful Information**

- **Estimated start time:** 1:50 pm
- **Estimated length:** 5 minutes
- **Facilitator:** Dave Eck
- **Topic:** Here are some issues that people have raised in the last month or so with current the current information that I have about the issues.
    - **Common Course Number (CCN) course listings in WebSchedule:** As of November 10, some CCN courses reverted back to their old three digit numbers. For example, this occurred with Biological Anthropology. ITS is aware of the issue and it seems corrected the issue.
    - **Last Attendance Date (LAD) Comprehensive Guide for Faculty:** This guide is meant to address all of the questions related to entering a Last Attendance Date for students who withdrew from your course/were dropped from your course. It includes highlighting the “Last Activity Field” in Canvas that can help you determine when a student was last active in your course.
        - As a general note, if a student was active in your course in a different way other than participating in Canvas, then you might enter a different LAD date than what is listed in Canvas. But the Canvas listing is helpful if you are unaware of any other activity of the student in your course.
    - **Xerox Copy Machine updates**
        - The Jobs List Screen on the Xerox machines
        - How to resolve the “Load Paper in Tray” error (when there is, in fact, paper in the tray).
        - The cabinets in the Building 13 copy machine rooms can be accessed (try

both doors). They contain paper, including different sizes. These cabinets directly next to machines.

- **Missing Syllabi**
  - If you haven't yet submitted a syllabus to the Division Office, please email them to Dean Eck (eckd@smccd.edu).
- **SMCCD Emergency Alerts**
  - How to sign up for emergency text message alerts. (Your email address is automatically signed up–but email doesn't always work.)
  - If you believe you had signed up for emergency text messages but didn't receive any messages about the email outage or power outage, then please let me know. [The first emergency text message about the email outage was sent around 11:45am on November 12, while the first text message about the power outage was sent around 4:00pm on November 12.]
- General Reminder About **What to Do If a Campus Power Outage Occurs**
  - When a power outage occurs, there is a time gap between when it occurs and an official decision to close the campus due to the power outage. This provides time to see if the power will turn back on.
  - If you are teaching when a power outage occurs and there hasn't yet been a campus closure announcement, you as the teacher have a few different options about how to proceed:
    - **You could wait:** to see if the power turns back on or for an official campus closure announcement,
    - **You could end your class early** without waiting: for example, if you are in a classroom without windows or were near the end of class, or
    - **You could continue class** until/unless an official announcement of a campus closure occurs: for example, if you are in a well-lit classroom and the class meeting doesn't depend on any systems that are down.
  - When the college decides on campus closures, we effectively have three time blocks: morning, afternoon, and evening.
    - We generally need **at least two hours of lead time to reopen the campus** after an extended power outage.
    - The two hour lead time is because of the need for facilities and ITS to check or reboot systems and also to ensure that employees and students have enough time to commute to campus.

4 – Closing Agenda Items

- **Estimated start time:** 1:55pm
- **Estimated length:** 5 minutes total
- **Facilitator:** Dave Eck

4.1 Division Meeting Feedback Survey

- Dean Eck had intended to send a survey in September asking for your feedback on what you find most helpful from our division meetings. This did not happen due to time constraints. Dean Eck plans to work on this survey—soon, he hopes.

4.2 Meeting Highlights/Takeaways

- If you find any topic covered today especially helpful, especially for someone who might not have been able to attend, please share in the zoom chat or in some written form. Such notes will be collected and shared with the Division next week.

4.3 Requests for Future Agenda Items

- This item is an opportunity to request future agenda items. You can also email agenda requests to our division assistant Dan Barba and Dean Eck.
- Possible topics for future meetings: Early Alert and CARES processes, student grievance processes,

4.4 Announcements/Upcoming Events/For the Good of the Order

- Announcements/events/workshops:
    - Social Sciences Disciplines Day - This Tuesday (Nov 17), 1:00-2:30pm
    - Financial Aid workshop Schedule - August 13 - November 19
    - ESL 912 Final Project, Tuesday, Dec 8 9:00-10:45am in the Grove: Basket weaving, Lotería, Beauty Bar, El Trompo, Family Feud, and More! Please join us and/ or send students!
    - Redwood Symphony concert coming up -- "La Salsa" is the featured work, a symphonic piece by Puerto Rican-born composer Roberto Sierra. 21 November. It is a good mix of entertaining pieces. https://redwoodsymphony.org/concert/2026-11-21/
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- Please share any announcements or events that may be helpful to your colleagues and/or students!

Fall 2026 Division Meetings:

1. ~~***Thursday***, August 13 (District Flex Day), **2:30-4:30pm**~~
2. ~~September - no meeting~~
3. ~~October 2 (12:10pm - 2:00pm)~~
4. ~~November 13 (12:10pm - 2:00pm, **second Friday** due to Veterans' Day Holiday)~~
5. December 4 (12:10pm - 2:00pm)