

**From:** [Demsetz, Laura](#)  
**To:** [Demsetz, Laura](#)  
**Cc:** [Murphy, Madeleine](#); [Young, Ellen](#); [Kaupp, Raymond](#)  
**Subject:** September 13 Creative Arts & Social Science division meeting  
**Date:** Monday, September 11, 2017 11:45:43 AM  
**Attachments:** [Re DACA Updates from Immigrant Legal Resource Center Webinar.msg](#)  
[canvas resources.msg](#)

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Hi everyone –

Our September division meeting is **Wednesday, September 13, 2-4 p.m. in 14-117**. Agenda, information/reminders, and upcoming events are below.

Division meeting dates for the rest of the term are 10/4, 11/1, 12/6.

See you on Wednesday!

Laura

### **Creative Arts and Social Science Division Meeting**

**Wednesday, September 13, 2-4 p.m., 14-117**

#### **AGENDA**

Snacks and chat (2:00)

SLO and Assessment update (2:15)

Madeleine Murphy, SLO Coordinator

Professional Development update (2:40)

Ellen Young, Professional Development Coordinator

Work-Based Learning: grants, internships, and more (3:05)

Ray Kaupp, Director of Workforce Development

Updates from college/district committee representatives (3:30)

Announcements and reminders (3:50)

Good of the order (3:55)

#### **INFORMATION and REMINDERS**

See the first attachment for DACA updates and resources for students; support is available through CSM's DREAM Center in 10-180 .

See the second attachment for Canvas support information and frequently needed help pages.

Frequently needed forms are available at <http://collegeofsanmateo.edu/forms/faculty.asp>

Field trip forms are available [here](#) and must be submitted at least two weeks in advance.

The **2017-18 Faculty Handbook** is available at <http://collegeofsanmateo.edu/vpi/resources.asp>

Allow time in class for the **Great California ShakeOut** on Thursday October 19, 10:19 a.m. and 7:19 p.m.

Program review **resource requests are due by 4:30 on October 27**; more at the division meeting

#### **UPCOMING EVENTS**

Career & Major Connections Fair

October 2 (Monday) 10:00-12:00

Student Connections Fair

October 4 (Wednesday) 10:00 – 2:00