## Aircraft Maintenance
### Department Meeting
#### Summary 04-10-2014

### Voting Faculty Attending:
- Crosses indicate attendance.
- Names: David Ng, Paul Ramoneda, Larry Johnson, Jose Ortiz, Scott Sanford, Tom Teeguarden, Jerry Tzeng, Jeff Freeman, Mario Delgado.

### Non Voting Faculty Attending:
- Names: X = Attending

### Topic | Updates/Discussion | Outcome/Action Needed/Action Taken
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1. **Scheduling** | 1. Summer schedule 3rd download | 1. We reviewed the program requirements and needs for Summer.
2. **FAA visit** | 1. Recommendations / implementations | 1. FAA requested that we submit a new revision to our operating and curriculum manual. All instructors are requested to submit changes in course content to be added to the revision to Byron. Dave will work on powerplant and Byron on all other classes.
3. **Facilities** | 1. Lab | 1. Fantastic job preparing for the FAA inspection by everyone.
2. Magnaflux room had a small leak against the West wall that Paul cleaned up.
4. **SLO / PIE / Curriculum** | 1. discussion | 1. Before the end of the semester our existing PIE report will need to be updated. Input from all members of the department regarding any external and internal conditions is appreciated.
5. **Budget / resources** | 1. Current expenditures and balances | 1. Inform all of the classes that our order from Gleim of the student test prep software site license for the following year has arrived.
6. **Dept. Business** | 1. General discussion | 1. Increase the wait list for all classes if possible next semester.
2. Mountie academic plan will only allow a single goal to receive a certificate discussion.
3. FAA NORMS report indicates that Mt. SAC produced 76 graduate certifications in airframe general or power plant as a two year average placing us ahead of three schools and behind one.
4. Students achieving 75 Mt. SAC credits will lose priority registration.
7. **Emergency procedures** | 1. Fire Alarm | A false alarm resulted in a very successful evacuation to the Grassy Knoll.

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Meeting was Adjourned