### Aircraft Maintenance
#### Department Meeting Summary May 20, 2015

**Voting Faculty Attending:**
- X Attending
- X David Yost
- James Tram
- X Byron Strope
- X Mike Estu

**Non Voting Staff:**
- X Mario Delgado
- X Paul Ramoneda
- Paul Elardi
- Jose Ortiz
- Scott Sanford
- X Don Wade

<table>
<thead>
<tr>
<th>Topic</th>
<th>Updates/Discussion</th>
<th>Outcome/Action Needed/Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scheduling</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2. FAA business</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
| 3. Facilities | 1. End of the semester is very close. All aircraft and projects should be reassembled prior to the finals week.  
2. Lab will be painted this summer so all areas should be cleaned and organized. | 1. All instructors will monitor student projects and ensure that all aircraft and projects are reassembled.  
2. All instructors will ensure that all areas get extra attention during Thursday clean up. |
| 4. SLO / PIE / Curriculum | Discussion on SLO/ILO mapping. | David Yost will complete and submit all mapping by the designated deadline of June 30, 2015. |
| 5. Budget / resources | None | None |
| 6. Dept. Business | 1. There are several students registered for the last four weeks of AIRM80. Instructors must ensure that class counts do not exceed 25 students.  
2. Summer will be utilized to order supplies for Fall 2015 and to repair/replace inoperative equipment.  
3. There will be numerous students earning graduation certificates at the end of the semester.  
4. There are unconfirmed reports of fraudulent lab project sign-offs.  
5. DC elections are currently in process. | 1. All instructors will be cognizant of student count during lab for the last four weeks of the semester.  
2. All instructors will report inoperative equipment to David Yost or Paul Ramoneda by June 30, 2015. All instructor will submit requests for supplied by July 31, 2015.  
3. All instructors will submit course record sheets by end of day June 16, 2015.  
4. All instructors will pay close attention for fraudulent signatures during the next four weeks.  
5. DC ballots distributed. Eligible faculty will return ballots to Virginia by May 29, 2015. |

---

**Adjourned**

Meeting was Adjourned