# ARCH, IDE & MFG

## Minutes (Approved)

April 23, 2015 11:00 a.m. – Noon Bldg 13, 2250

### Members Attending:

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Ignacio Sardinas</td>
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<td>Robert Perkins</td>
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<td>Robert Ho</td>
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<tr>
<td>Stephen James</td>
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<td>Shelley Takahashi</td>
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<td>Mason Core</td>
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<td>Rachael Brown</td>
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<td>Sharon Spoto</td>
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### Item/Discussion | Outcome
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Approval of Minutes: | Motion made by Robert Ho and seconded by Robert P to approve pending endorsement of Steve and Shelley.

1. Prior Meeting Unresolved Business:
   - **Usage Policy for ARCH Cannon DSLR Camera and Storage**
     - Tentative solution: Place in storage room where it is only accessible to full-time faculty. Need a check out sheet. Sharon and Mason will need a key to access this room. Full time faculty are responsible for check out to adjuncts. Subject to review.
     - Mason will e-mail. Iggy secured info on a HP laser black and white printer/copier with scanner for $3,500. - Tabled.

2. Department Review:
   - **Maintenance**
     - Light in men's restroom outside north of Bldg. 13 blinks.
   - **SLO**
     - ARCH 11 due Fall 2014. ARCH 10 needs to be closed out. Robert H needs verification on requirements for ARCH 18 and 14. INSP 87 has been put in. ARCH 12, ARCH 14, ARCH 28, ARCH 29, ARCH 31 and ARCH 32 due Spring 15. No current students in ARCH 28. ARCH 89 delinquent. Iggy will handle 10 and 29. Perkins will handle 11, 31 and 32. Robert Ho will handle 28. Fields will handle 12.
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<th><strong>3. Department Specific and Uncategorized Issues:</strong></th>
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<td><strong>Department Ad in Schedule of Classes</strong></td>
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<td>Sharon noticed in the Final Download for Fall and in the past Schedule of Classes, our Department Ad reverted back to an old ad with an old phone extension to AIRCRAFT MAINT including a wrong web address. Virginia will help with the problem and remind Greg to use new ad which was approved for Spring 2014 Schedule of Classes.</td>
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<td><strong>Department Meeting Time</strong></td>
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<td>Robert H is requesting a meeting time where all can attend and avoid conflicts with other schedules/meetings.</td>
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<td><strong>Laser Cutter</strong></td>
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<td>Problems with laser cutter set up may have been resolved or are in the works per Mason. Currently only faculty has access. Second computer with the drivers and software loaded is being tested and modified and should be operational by Summer. Deep Freeze and Corel Draw will be added to this machine. Profiles will</td>
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<td>Status of Faculty Evaluations</td>
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<td>be locked on this machine.</td>
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<td>Robert P and Robert H volunteered to do faculty evaluations at last meeting. Iggy indicated he would provide a list of evaluations necessary. Grady and Michael in MFG were evaluated.</td>
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### 4. Scheduling /Enrollment Issues

Final Fall 2015 download due to Virginia by Friday 4/24/15. On the 3rd download Robert H submitted a request regarding ARCH 250/31 on April 16th, still awaiting a reply. Ho suggests adding 26 to same time slot as 18. IDE/EDT/MFG were submitted by Steve.

### 5. Department Projects

New ECT program deployment and course modifications. Need to schedule a faculty meeting.

Iggy meeting with their Chair for third year Articulation with Cal Poly SLO. Sent preliminary list. Will need student work, etc. They do offer Arch drawing and communication graphics. Iggy can update.

Iggy and Jamaika met with Sarah L to set up an Articulation with Cal Poly Pomona in two weeks. ARCH 11 in our first Level Certificate was an issue. Iggy can update.

**Prop 39 Sustainability Grant** - Req Deadline to Virginia- Mon 4/20

R Perkins has hired a student assistant. R. Ho will incorporate Green Building Code into Code class. Ho indicated Darrow needs to know how many students are affected by our efforts and he needs an unduplicated count. Virginia needs Certificated Time Sheets 5 working days before the 15th of the month. They are then submitted to Pat Romero. Student time sheets follow the same procedure, but are due 5 days before the end of the month.

Steve reported EDT status report to Darrow. Shelley billed for video making outreach time. Steve purchased materials and SPO's were issued.

**Info Session Orientation** - Faculty is actively involved in developing a powerpoint presentation and needs to finalize/integrate components.

**Marketing Materials** - IDE website up and running. Steve expressed concerns on difficulty in using contents on websites. Mason indicated ARCH and IDE have updated flyers available.
### Social Media Presence

IDE video on Youtube, Facebook Vimeo. ARCH has a facebook page.

### Committees & Club:

- **Faculty Association** - May 2 and June 5
- **Faculty Senate**
- **Our Clubs and Events**
- **Design Village 4/17 - 4/19**

Robert H will attend the meeting on May 2.

Robert P - Department meeting conflicts.

Field trip to Arizona is planned for May.

Hiro and Iggy attended with Students. Iggy will update.

### Sharon, Mason and Darren:

- **Dept. Supplies** -

Mason made mention 11 x 17 for ARCH is down to 1 ream.

### Outreach/Articulation

Shelley continuing with IDE outreach efforts. Steve and Shelley are meeting Covina Valley USD cabinet on 4/24/15. Steve is meeting with Rowland Advisory Committee on May 6th. Shelley is going to Rowland HS for student outreach on April 29 and Upland May 18. Robert H is scheduling portfolio review for articulation in high schools in early May with Marlene.

### Program Marketing

See department project heading above. In addition, Sharon will gather registration information for Robert H who plans to present again at annual VESL Information Session later in semester.

### Announcements

Steve indicated IDE is beginning the purchase process on the HAAS CNC machining centers and hope to have it up and running for Fall.

Faculty members are invited to see Robert H's FIG project in the planetarium. Ho will check availability on a Tuesday.

### Division Meeting Report

None.

**Next Meeting:** Thursday, May 14 - 11:00 a.m.  
**Adjournment:** 12:10 p.m.