# ARCH, IDE & MFG Department Meeting

**Minutes (Approved)**

April 9, 2015 11:00 a.m. – Noon  Bldg 13, 2250

### Members Attending:
- Ignacio Sardinas
- Robert Perkins
- Robert Ho
- Stephen James
- Shelley Takahashi
- Mason Core
- Rachael Brown
- Sharon Spoto

### ITEM/DISCUSSION | OUTCOME
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**Approval of Minutes:** | Motion made by Sardinas to approve March 26th Minutes and seconded by Perkins.

#### 1. Prior Meeting Unresolved Business:
- **Usage Policy for ARCH Camera and Storage**
  - Brief discussion on policy for checking it out, keeping chip in tact and responsibility to return daily for new Cannon DSLR camera. Ho proposed keeping it in conference room cabinet, with check out sheet and limitations on key distribution.

- **Quotes for black only printer 11 x 17**
  - Mason will e-mail. Iggy secured info on a HP laser black and white printer/copier with scanner for $3,500.

#### 2. Department Review:
- **Maintenance**

- **SLO**
  - ARCH 11 due Fall 2014. ARCH 10 needs to be closed out. ARCH 18 needs assessment and closed out. ARCH 12, ARCH 14, ARCH 28, ARCH 29, ARCH 31 and ARCH 32 due Spring 15. ARCH 89 delinquent. Iggy will handle 10 and 29. Perkins
| • PLO | will handle 11, 31 and 32. Robert Ho will handle 28. Fields will handle 12. INSP 67 not offered, can't be done. INSP 71 past due. Ho will handle INSP 87 which is also past due. IDE and MFG also due. Faculty to schedule meeting to discuss requirements of PLO's. |
| • Two/Four Year Curriculum Review | INSP needs to move forward with ECT program. ARCH faculty need to establish this as a project and make progress to launch program. Steve reports six machine centers are proposed for the shop, but will need courses to support it in MFG in the future. |
| • Certificate Review/Surveys | Sharon will send survey links to faculty/adjuncts on Monday for ARCH, IDE and CONT Survey. Faculty/adjuncts will send to students who must complete in class. Still need survey questions for MFG/EDT. |
| • VTEA- PERKINS | Need to send Draft 2015 ADVISORY Minutes ARCH, IDE, & ECT(Const) to advisors for approval. Applications submitted. |
| • Student Assistant Department Balances - IDE | |

3. **Department Specific and Uncategorized Issues:**

   **Status of Faculty Evaluations**
   
   Tabled. Need more time to handle.

   **Department Chair Evaluation**
   
   Due to Division on April 17.

4. **Scheduling/Enrollment Issues**

   Second Fall download submitted with revisions to Virginia.

4. **Department Projects**

   New ECT program deployment and course modifications. 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 and Jamaika met with Sarah and set up an Articulation with Cal Poly Pomona in two weeks. ARCH 11 in our first level Certificate was an issue. Prop 39 Sustainability Grant - Req Deadline to Virginia- Mon 4/20 Wireless Sensors ordered. Materials and supplies funds for ARCH will go into Carpe Diem SPO $2,092.00. ARCH Student Assistant funds totaling $810.00. Perkins will secure the student assistant if needed. IDE/EDT will place materials and supplies in SPO’s totaling $5,450.00. EDT/IDE student assistant funds total $1,650.00 Info Session Orientation - Faculty met to discuss. ARCH Plans to develop a Powerpoint presentation. Shelley continuing with IDE outreach efforts. Marketing Materials - IDE website up and running. Social Media Presence - IDE video on Youtube.
High School, Board Members, Superintendents event at Founders Hall attended by Steve and Ho.

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<th>5. Committees &amp; Club:</th>
<th>Meetings held on Tuesdays once a month. Sharon will provide Ho with the schedule.</th>
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<td>• Faculty Association</td>
<td>Senate meeting conflicted with Department Meeting.</td>
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| • Faculty Senate | **5. Committees & Club:**

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<th>6. Sharon, Mason and Darren:</th>
<th>ARCH Club going to Design Village next weekend. Trip planned in May to Arizona.</th>
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<td>• Dept. Supplies –</td>
<td>Track light bulbs need replacement in display on 28B 3rd floor. 7 USB Cables for IDE tablets, at least three now. Also 2SD 32 Gig Chips for IDE- Mason</td>
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| 9. Outreach/Articulation | Shelley working with Cal State Long Beach for IDE articulation. She met with Rachael Ryan in March and will follow-up. Shelley represented IDE program in March at Ayala High School. |
Iggy met with Gary McGavin, Sarah L and will meet with Bob Alexander (Coordinator of first year) at Cal Poly to discuss ARCH 28 being taught as a grasshopper / Rhino combination. Offer through Continuing Ed

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<th>10. Program Marketing</th>
<th>Mason will be improving ARCH’s website.</th>
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<td>11. Announcements</td>
<td>Ho reported FIG project is called “ARCH-in the Planetarium.” Progress meeting held on Friday. Results presented. Plan is to incorporate into ARCH 28 class. Ho offered presentation at Planetarium for ARCH faculty in the near future.</td>
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<td>12. Division Meeting Report</td>
<td>Discussion on dual enrollment- high school students taking our college level courses. Enrollment and enrollment planning requires department to publish a two-year schedule of courses on website and provide information to counseling. Discussion on our department enrollment low being low.</td>
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Next Meeting: Thursday, April 23 - 11:00 a.m.  Adjournment - 12:15 p.m.