# Architecture, IDE, Manufacturing Department Meeting

Aug. 22, 2014 12:30 – 3:00 p.m., Bldg 13 Room 2250

**Present:** Ignacio Sardinas (chair), Steve James, Robert Ho; Robert Perkins, Shelley Takahashi, Mason Core, Sharon Spoto

<table>
<thead>
<tr>
<th>ITEM/DISCUSSION</th>
<th>Discussion/Updates</th>
<th>OUTCOME / ACTION NEEDED OR TAKEN</th>
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</thead>
<tbody>
<tr>
<td>1 Review/Approval of Prior Minutes</td>
<td>Approval of June Meeting Minutes tabled until Sept.</td>
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<td>2 Prior Mtg and Unresolved Business: Manufacturing website needs to be updated.</td>
<td>Steve and Mason are improving site</td>
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<td>3 Department New Business:</td>
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**Notes:**
- division meeting
  - State wide issues
  - College wide issues
  - Division wide issues

**Scheduling issues**

**Enrollment issues**

**Student classroom issues**

**Budget review/issues**
  - Dept budget
  - ARCH Income Gen

**Architectural issues**

**IDE Scanning stations** set up in 303a and 310.

**Copier** in Bldg. 13 near end of life cycle.
PERKINS requests will include substantial requests for student aides.

WIP Spending Down, Order items early so shipment is received by Final Date Nov. 30.

Note: This discussion and approval must be documented and the minutes attached to all 4 year reviews submitted through webcms. **Use bold and the highlight function to clearly point out dept approval**

Note: This discussion and approval must be documented and the minutes attached to all course modifications and new courses submitted through webcms. **Use bold the highlight function to clearly point out dept approval.**

Outreach Efforts Underway. Meeting with Marie Tyra – Winter Intercession collaboration

Fall Dept. Meetings will be held on the 2nd and 4th Tuesday of each month at 11:00-Noon. Preliminary Draft for Spring Schedule due mid
Input for Advisory Mtg
Facilities Issues
Computer Issues
Equipment Issues
Clubs and Events
Uncategorized Issues

4  Mtg Closing & Future Issues
Next Meeting Date   Sept. 9th 11:00 a.m.
Approval of Minutes  Motion by Iggy Sardinas, Second by Rachael Brown, Vote
Adjournment time

Max's Report
Iggys Repot
Mason report
Darrens report
Steve's report
Robert Hos report