MT. SAN ANTONIO COLLEGE MINUTES (Approved)

Architecture, IDE, Manufacturing Department Meeting
March 4, 2014, TIME: 11:00 a.m. 12:00pm , Bldg 13 Room 2250

Present: Max Lizarraga (Co-Chair), Ignacio Sardinas (Co chair), Steve James; Robert Perkins (on Sabbatical leave) R. Ho, Darren Stahl, Sharon Spoto

1. No Prior Minutes .

2. M Lizarraga stated our Department will be restructuring the Manufacture Curriculum. Will get advisory board recommendations in a future meeting.

3. I Sardinas suggested we need to provide input on future department meetings either on Tuesdays or Fridays. Ho will come on Fridays, but suggested two weeks in a row for Tuesdays or Weds. Steve suggested Fridays once a month. Max has to come in early on Tuesdays, but would prefer Wednesday. Ho suggested maybe alternate Tues & Wed. Iggy is good with Tuesday at 11. Decision still needs to be made.

4. I Sardinas discussed new Policy Changes initiated in regards to matriculation and class counts which could have a devastating effect on our program. Dr. Malgram initiated changes which could cause severe problems.

5. I Sardinas discussed the potential problems for all programs that have late registrants which could impact Fall Schedule. Requesting a fifty percent fill the first week of Spring. The second week it is expected to be at 90 percent fill. This could effect our feeder courses and result in a potential program killer. He had to cut ARCH 11, INSP 87, ARCH 15, and ARCH 16 on Saturdays. Prior to that he cut ARCH 13 and ARCH 18. He suggested faculty be vocal about this change. He is attending the Academic Senate Meeting on Thursday.

6. I Sardinas advised our fill rates may be expected at audit or census date. We can also expect to be asked for our number of completers at the end of the semester.

7. I Sardinas suggest Max speak with Mason concerning scheduling on the days he is here so he can attend future meetings.

8. I Sardinas discussed the College is open to alternative forms of marketing. He suggested using Google Analytics, where Google advertises Mt. SAC when certain key words are entered. For example, a person types in Revit, etc. and then Mt. SAC comes up. He felt the College should pay for this.

9. I Sardinas recommends for marketing success we continue high school outreach. He informed us the College had 8,000 less registration appointments this semester than last. M Lizarraga feels students who are already attending need to be marketed on campus. M Lizarraga advised that he contacts Mike Taylor who works with publicity so he is aware of any accolades the program receives. S James reported the promotion worked through Solid Works. As he loaded the new version of Solidworks, a YouTube video of SolidWorks World showed on the webpage. It was one of their news items.

10. ISardinas requested a listing of ARCH adjuncts/faculty not replying to various e-mails as requested. Sharon will provide spreadsheet.

11. Next meeting will be Tuesday March 18th at 11:00 a.m. Bldg. 13