**ARCH, IDE & MFG**  
Minutes (Approved)  
May 14, 2015 11:00 a.m. – Noon  Bldg 13, 2250

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

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<tr>
<th>ITEM/DISCUSSION</th>
<th>OUTCOME</th>
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<td><strong>Approval of Minutes:</strong></td>
<td>Iggy moved to approve the Minutes and Robert P seconded. All in favor upon review by Steve and Shelley.</td>
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<td><strong>Department Nominations- No later than May 15th.</strong></td>
<td>Shelley nominates Iggy Sardinas. Elections will be held on May 29th during department meeting. Sharon will provide the ballot.</td>
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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. We need to determine which key is generic to storage room. Sharon prepared 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. Iggy will move lockable metal cabinet to ARCH Conference Room. Subject to review.  
   - **Quotes for black only printer 11 x 17**  
     Iggy provided information to PERKINS.  
   - **Change in Department Meeting Schedule**  
     Robert H is requesting a meeting time where it causes the least inconvenience to most for the next semester. Iggy will check into contract for wording.  
   - **Laser Cutter**  
     Problems with laser cutter set up may have been resolved or are in the works per
Mason. Iggy requested Mason test Deep Freeze software.

1. Department Review:
   • Maintenance
     Per Bill Asher, we cannot replace or install kick door stops campus wide. Sharon will now provide Jemma with our needs and Jemma will be person to submit all future work orders for us through School Dude. Current problems are: No Emergency light system operating in shop floor and floors in 28B. 301B ER light needs to be turned off. Sharon will forward problems to Jemma.
   • SLO
     Iggy will discuss with Jemma how we determine completion and obtain updated matrix for our next meeting. ARCH 11 due Fall 2014. ARCH 10 needs to be closed out. ARCH 18 and 14 was completed again. 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. Faculty teaching 28 will handle in the next semester. Fields will handle 12. INSP 67 not offered, can't be done. INSP 71 past due. IDE and MFG also due.
   • PLO
     Faculty to schedule meeting to discuss requirements of PLO's.
   • Two/Four Year Curriculum Review
   • Certificate Review/Surveys
     Follow-up reminder sent. Completed Survey #’s to date: ARCH -40; IDE -13, CONST/INS -5. Survey questions for MFG/EDT outstanding. Sharon will provide survey results on Tuesday May 19th.
   • VTEA- PERKINS
     Future Advisory Meetings
     Iggy discussed with Lisa L on Approved PERKINS new budget funding told they are running a little behind. We should get something in a couple weeks. Recommendation by Jemma to send out all future Advisory Meeting Dates ASAP to Counselors and Dean.
Obtain Advisors' Approval of Feb. 2015 Minutes

Perkins App Due on ______2016
Minutes to Support App Due on ______2016

Student Assistants

Steve will make changes/additions and Sharon will send out IDE and MFG Draft Minutes to Advisors. Iggy needs to review ARCH and ECT further before distribution.

Will obtain approx. date from PERKINS calendar when supplied.

IDE hired new students.

3. Department Specific and Uncategorized Issues:

Computers for ARCH classrooms

Iggy requested Mason add 5 computers to Room 2220 in back row.

Student Assistants (Department Funds)

Balance to be used for IDE.

Status of Faculty Evaluations

Robert P and Robert H volunteered to do faculty evaluations. Iggy indicated he will provide a list of the remaining evaluations.

Department Ad in Schedule of Classes

Correct Phone number will be placed in Fall 2015 Schedule of Classes

Transfer Achievement Celebration

All must RSVP by June 3rd. Event: June 11th, check in 5:30, Event Begins 6:00.

4. Scheduling /Enrollment Issues

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.

5. Department Projects

New ECT program deployment and course modifications. Meeting proposed for the 19th, Tuesday at 2:30 - 3:30 p.m. Sharon will provide Draft ECT Minutes. Iggy in order establish articulation we need to collect high, medium and low pass in student work examples for each courses on articulation. As well as course descriptions, etc. for third year Articulation with Cal Poly SLO.

Iggy reported Articulation with Cal Poly Pomona was entered in Assist.org and is portfolio based.

Prop 39 Sustainability Grant - All requisitions processed. Faculty time-sheets need to go through division office. 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.

R. Ho will incorporate Green Building Code into Code class and inspection courses. Ho indicated Darrow needs to know how many students are affected by our efforts and he needs an unduplicated count.

Info Session Orientation - Faculty is actively involved in developing a powerpoint presentation and needs to finalize/integrate components. Faculty will meet on the 19th at 2:00 p.m. to discuss further.

Marketing Materials - IDE website - Mason corrected links. Steve expressed concerns on difficulty in using contents on websites. Steve would like photos updated. College website for MFG needs updating and will provide Mason with outline. Iggy plans to attend ARCH Engineering Academy in Whittier on Sat. May 30.

Social Media Presence - IDE video on Youtube, Facebook Vimeo. ARCH has a facebook page. “MtSAC Architecture” is both fan page and individual. Mason took the IDE photos of students per Shelley’s request. Iggy is requesting Mason take ARCH student pictures in class.

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<th>6. Committees &amp; Club:</th>
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<tr>
<td>• Faculty Association – May 2 and June 5</td>
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<td>• Faculty Senate</td>
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<td>• Our Clubs and Events</td>
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<td>• Design Village 4/17 – 4/19</td>
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Robert H reported on contract negotiation. No incentive offered for retirement. Hoping for a raise. Vote will occur during the summer or after and waiting on state budget clarification.

Robert P provided info from May 7th meeting. Curriculum committee vote approved to increase the size of the Committee. Changing placement criteria for ENG 67 because of high failure rate. Placement into ENG 67 will now be more difficult. Discussion Item: Campus social media guidelines are in the works, i.e. Facebook. Department needs to contact communication department to add social media accounts.

Field trip to Arizona is planned for this weekend in May. Seventeen students attended. The students had to adjust structure due to winds. Well received. Two awards were given to Cal Poly and Diablo Valley.

<p>| 7. Sharon, Mason and Darren: |</p>
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<td><strong>8. Outreach/Articulation</strong></td>
<td>See projects above. All faculty have been contacted for portfolio review for articulation in high schools in May with Marlene.</td>
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<td><strong>9. Program Marketing</strong></td>
<td>See Department Projects heading above. Robert H was unable to attend the evening slot due to class conflict for annual VESL Information Session. He tried to secure a substitute.</td>
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<td><strong>10. Announcements</strong></td>
<td>Ho reported there was a FIG project “ARCH in the planetarium” presentation on May 12th. Robert P attended.</td>
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<td><strong>11. Division Meeting Report</strong></td>
<td>Iggy reported student influx is still important along with program efficiency, ARGOS report SSR0037A report provided. Discussion held on creation of multi-schools advisors. Push for student surveys to assess which courses are to be offered and when. Stay Connected, Social media presence and create alumni events and invite to Advisory Meetings. ARCH needs to create board in hall for student success stories before Fall semester. New Pie due June 30th. Need to schedule faculty meeting. Newly revised Advisory Agenda distributed.</td>
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**Next Meeting:** Thursday, May 28 - 11:00 a.m.  
**Adjournment:** 12:30 p.m.