### ARCH, IDE, MFG Department Meeting Minutes (Approved)

**Oct. 14, 2014 11:00 a.m. Bldg 13, 2250**

**Members Attending:**
- Igacio Sardinas
- Robert Perkins
- Robert Ho
- Stephen James
- Shelley Takahashi
- Mason Core
- Rachael Brown
- Jamiaka Fowler
- Sharon Spoto
- Robert Perkins
- Rachael Brown
- Stephen James
- Sharon Spoto
- Darren Stahl

<table>
<thead>
<tr>
<th>Topic</th>
<th>Updates/Discussion</th>
<th>Action Needed/Action Taken</th>
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<tbody>
<tr>
<td>1. Review/Approval Prior Minutes</td>
<td>Sept. 23rd Minutes reviewed and Approved by Iggy and Seconded by Shelley.</td>
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<td>2. Prior Meeting Unresolved Business</td>
<td>June Minutes - Need Minutes from this meeting.</td>
<td>No reply from Max.</td>
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<td>Review DTC Emergency Assembly Area location of ER radio and vest</td>
<td>Steve will advise the location for 1st floor</td>
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<td>3. Notes from Division Meeting</td>
<td>- State-wide issues</td>
<td>Introduction of New Director of Marketing.</td>
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<td>- College-wide issues</td>
<td>SLO’s covered. New form required for all modifications.</td>
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<td>- Division-wide issues</td>
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<td>4. Scheduling Issues</td>
<td>2nd Spring Changes due to Virginia 10/24</td>
<td>Iggy will e-mail Spring Schedule.</td>
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<td>5. Enrollment Issues</td>
<td>Department needs to work on marketing for enrollment issues.</td>
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<td>6. Student/Classroom Issues</td>
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<td>7. PERKINS</td>
<td>Further Discussion Required.</td>
<td>ARCH and IDE will request student tutors, competitions, conference and travel and equipment.</td>
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<td>8. Budget Issues</td>
<td>- Department (equipment, supplies, student support)</td>
<td>Most stolen items replaced. One was</td>
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<td>Theft Replacement</td>
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| 9. | 4 Year Review of Curriculum | Course:  
Course:  
Course:  
Course: | 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, clearly indicating dept approval.** |
|---------------------------------|--------------------------------------------|
| 10. | Modified and New Curriculum | Course:  
Course:  
Course:  
Course: | Note: This discussion and approval must be documented and the minutes attached to all course modifications and new courses submitted through webcms. **Use bold and the highlight function, clearly indicating dept approval.** |
11. Input for Next Advisory Meeting Agenda
   Note: 2 year requisite review
   ½ of course requisites must be reviewed each year—first in the dept and then in the advisory

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Current Pre-requisite (PR), Co-requisite (CR), Advisory (A)</th>
<th>Appropriate Requisite Y/N</th>
<th>Note: This discussion and approval must be documented and the minutes attached to all courses up for 2 year requisite review submitted through webcms. <strong>Use bold and the highlight function,</strong> clearly indicating dept approval.</th>
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<tbody>
<tr>
<td>Sample: ELEC 12</td>
<td>ELEC 51 (A)</td>
<td>Y</td>
<td></td>
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<td>XX</td>
<td>Math 51 (PR)</td>
<td>N</td>
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12. Course SLOs Assessment or Course Completion Data

   Outstanding - ARCH 10 and 18

   Note: See End of Term Fiscal Performance Report Distributed at Division Chairs meeting

13. Program SLOs Assessment or Program Completion Data

   Note: See ARGOS Report SHR0009, Degree Details

14. Survey/Certificates

   [http://surveys.mtsac.edu/arch_fall_2014_survey.htm](http://surveys.mtsac.edu/arch_fall_2014_survey.htm)
   [http://surveys.mtsac.edu/ide_fall_2014_survey.htm](http://surveys.mtsac.edu/ide_fall_2014_survey.htm)

15. Parity Syllabi

   All approved with exception of new rule.

   Iggy resubmitted. Need to meet two days during finals week.

16. Facilities Issues

   EIWOS submitted for Conference Room Cabinets –Completed

   EIWOS submitted for Classroom Cabinets, Room 2215, 2225, 2235, 2265 and 2220

   EIWOS for items below will be submitted by Sharon

   Sharon will follow up on EWIOS for ARCH room cabinets.

   DTC Conference room cabinets opened. Sharon will place one key in locked box in adjunct.

   Door stop needed for ARCH 28B 301B.
| 17. Program Marketing | - Web page updates  
- Facebook updates  
- Info board updates | Mason will add course matrix to ARCH’s web page.  
Shelley working on finalizing IDE’s web page. |
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<td>18. Cross Discipline Projects</td>
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| 19. Outreach/Articulation | - High Schools  
Steve and Shelley attended a high school articulation meeting set up by Marie Tyra on Oct 7th. They will be meeting with HS instructors to talk about how their students can earn credit for their HS CAD classes. They will discuss student portfolio requirements as well as promote our program.  
Several HS teachers were given IDE curriculum and reference materials in a good faith effort to help them synch with the IDE program.  
- Universities | Shelley, Igy and Steve and will follow-up.  
Mason will provide list of instructors teaching AutoCad who suggested students attend the College. |
| 20. Reports from Committee Reps | - Faculty Association  
- Academic Senate | $50,000.00 available for Travel Funds available through POD.  
Department can submit proposal for compressed courses.  
Campus housing proposed.  
On-line pilot initiative project discussed.  
Thursday evening, Oct 23rd Club will host second annual Halloween ARCH-u-Torture  
Friday Nov. 7th field trip to Salk Institute and Science Center and New Schools in Downtown San Diego |
| 21. Department Announcements | Iggy wants to rearrange adjunct office to make space | Sharon will be available in DTC on Tuesdays 9 a.m. to 2:00 p.m. on a trial basis.  
Remove cabinet for cartridges and place in conference room. |
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<tr>
<th>No.</th>
<th>Category</th>
<th>Details</th>
<th>Notes</th>
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| 22. | Uncatgorized Issues | Change Hold Message on campus for IDE to remove Max as contact person  
Upcoming Advisory Meetings  
Add ARCH to College HOLD message.  
For those students who declare ARCH as major the Department can at time of application send a generic letter and direct to our web site. Iggy will share contents of the letter with Steve. Steve will begin to work on letter.  
General planning direction: Website, letter and Info Sessions  
Counseling offers Career and Life Planning Courses (COUN5) and Intro to College (COUN1) a resource available to department.  
Jamaika suggested marketing through High School Outreach.  
To assist with Spring registrants – 60 new students normally attend Orientation.  
ARCH Lab | Shelley's name was added with extension.  
IDE/MFG - Feb 6th  
ARCH/INS  
New date – Friday Feb. 20th  
Perkins will provide a copy.  
Jamaika requested a rotating schedule of classes available on website and where students transferred to.  
Jamaika is working with Iggy on the process. Steve requested also Jamaika work with IDE.  
Groundwork needs to begin to develop Info Sessions for ARCH/IDE.  
Shelley made contact with High School Outreach. Mason suggested having ARCH banner, flyers and model available at all times in a designated location would be helpful.  
Department can make an appearance at end of College Orientations by distributing flyers, etc.  
Marketing on MT. SAC web page. Highlight our program to existing students.  
Shelley will look into Conference and Travel through POD for Industrial Design Conference  
MasterCam will be added to ARCH lab in Room 2235. |
| Issue Bin/Items for Future Agenda: | Minutes from this meeting will be sent out within one week. Please respond to the accuracy of the minutes by _____________________.
| Future Meeting Dates | October 28, 2014 11:00 a.m. |