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

**Sept. 23, 2014 11:00 a.m. Bldg 13 2250**

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

<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. 9th Minutes Approved</td>
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<td>2. Prior Meeting Unresolved Business</td>
<td>June Minutes - Need Minutes from this meeting. Sharon will check with Max. Iggy placed vest/walkie talkie in a box in DTC Conference Room Steve will determine the location for IDE(s)</td>
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<td>Review DTC Emergency Assembly Area</td>
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<td>3. Notes from Division Meeting</td>
<td>- State-wide issues Minutes and Handouts kept in DTC Conference Room. Fiscal Performance Report reviewed by Iggy. President open for visits Grant money may be coming our way.</td>
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<td>- College-wide issues</td>
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<td>- Division-wide issues</td>
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<td>4. Scheduling Issues</td>
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<td>5. Enrollment Issues</td>
<td>ARCH needs to market on campus for Spring now as enrollment may be low. Possible visits to Counseling class sessions for Spring. Shelly can contact High School Outreach Counselors to determine what dates they will give campus tours. Be sure ARCH/IDE/MFG is present. Mason suggests coordinating with career days. Perkins will look into master calendar for career/transfer services we can market our program. Ho suggests VESL Career Day.</td>
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<td>6. Student/Classroom Issues</td>
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<td>PERKINS</td>
<td>Perkins Advisory Meeting</td>
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<td>7.</td>
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<td>Perkins Advisory Meeting</td>
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| 8. | Budget Issues | - Department (equipment, supplies, student support)  
Federal Work Student | Funding for student assistants is applied for each Fall. Sean added Virginia to their list serve for next summer's notification to apply for a federal work study student.  
Iggy gave the go ahead for repairs. Quote $441.00  
Projector returned for portable size. Need quote from Mason. Mason provided quote for portable, 5 lbs.  
ARCH – Oce Paper and ink cartridges on order.  
Iggy requested 16 mounted slots for hallway in DTC.  
Plus 8 internal wall mounted slots for division forms.  
Forms need to updated periodically.  
Machines need to be kept in a clean, ready state.  
Shelley will discuss with Steve a log in and password for instructors only. Darren will change password and disable student account. |
| 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>
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<tbody>
<tr>
<td>Sample: ELEC 12</td>
<td>ELEC 51 (A)</td>
<td>Y</td>
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<tr>
<td>XX</td>
<td>Math 51 (PR)</td>
<td>N</td>
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Note: This discussion and approval must be documented and the minutes attached to all courses up for 2 year requisite review submitted through webcms. **Use bold and the highlight function, clearly indicating dept approval.**

Every ARCH course currently in review.

12. Course SLOs Assessment or Course Completion Data

ARCH 18 and ARCH 10 Outcomes SLO’s due. (18 Cancelled by Division not currently offered in Fall 2014.)

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

13. Program SLOs Assessment or Program Completion Data

Report Details Provided by Sharon at last meeting.

Note: See ARGOS Report SHR0009, Degree Details

14. Survey/Certificates

Daryl N. has our links up and running for Fall 2014 student surveys.

[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)

Sharon will send an e-mail to ARCH instructors to obtain a list of all students who cannot change their major via their portal.

15. Facilities Issues

EIWOS for ______ will be submitted by__________

Unlock Conference Room cabinets DTC, 2250 ARCH Classroom cabinet keys needed for DTC 2215, 2225, 2235, 2265 and 2220.
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| 16. | **Program Marketing** | -Web page updates  
-Facebook updates  
-Info board updates | Shelley updating IDE page with Dave. Need a solution for Photo Release Tracking. Proposed solution to get model release from every student (two weeks into a semester) and provide roster with Releases to Sharon for tracking. We need to encourage “happy” students to gives us a thumbs up on College Confidential, Yahoo Answers, Archinet etc. |
| 17. | **Cross Discipline Projects** |   |   |
| 18. | **Outreach/Articulation** | -High Schools  
-Universities | Oct. 7th meeting scheduled by Marie Tyra. |
| 19. | **Reports from Committee Reps** | -Faculty Association  
-Academic Senate  
-Our Clubs and Events | Perkins reported Senate site has draft of student Success and Support Program Plan concerning counseling.  
A and D Club- reset luncheons – next Wed. and Thursday at 11:00 a.m. Room 2220.  
ARCHeTorture Mascarade Party - Friday 10/24 in Room 2220.  
Field Trip in November to San Diego |
| 20. | **Department Announcements** | MFG – production cards and department account | Ho and Sardinas turned in ARCH cards. Student’s accounts can be zeroed out for no card. |
| 21. | **Uncatagorized Issues** | Change Hold Message on campus for IDE to remove Max as contact person  
Campus Directory  
Possible dates for next MFG, IDE, ARCH, INSP Advisory meetings  
Mason’s Hours | Sharon will request the name to be changed to Shelley extension remains the same.  
Corrections for Perkins/Sardinas/Spoto were requested for the 2015 version.  
Professor Ho may not be able to attend the 2/13 meeting. Professor Sardinas and Perkins may not be able to attend 2/6 meeting. Tentative dates for ARCH/Building Const. Friday Feb. 13th and IDE/MFG Feb 6th.  
Mason will provide new schedule to Iggy and Steve. |
Mason has received 40 requests for Solidworks from students.

22. Adjournment

Meeting was Adjourned at 12:50 p.m.
Respectfully submitted,

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<tr>
<th>Issue Bin/Items for Future Agenda:</th>
<th>Minutes from this meeting will be sent out within one week. Please respond to the accuracy of the minutes by _____________________. Approved and seconded by Shelly upon Steve’s review.</th>
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<tbody>
<tr>
<td>Future Meeting Dates</td>
<td>October 14, 2014 11:00 a.m.</td>
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