# Architecture, IDE, Manufacturing Department Meeting

**Sept. 9th 14, TIME: 11:00 a.m. – Noon, Bldg 13 Room 2250**

**Present:** Ignacio Sardinas (Chair), Steve James, Shelly Takahashi, Robert Ho; Robert Perkins, Mason Core, Rachael Brown, Sharon Spoto

<table>
<thead>
<tr>
<th>ITEM/DISCUSSION</th>
<th>Discussion/Updates</th>
<th>OUTCOME / ACTION NEEDED OR TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Review/Approval of Prior Minutes</td>
<td>June and August Minutes</td>
<td>Approved August Minutes. Sharon will locate June Meeting Notes/Minutes</td>
</tr>
<tr>
<td>2 Prior Mtg and Unresolved Business:</td>
<td>Manufacturing website needs to be updated. Faculty changes need to be addressed on ARCH and IDE websites</td>
<td>Review link structure for MFG link Rachael updated faculty changes Add an ARCH link on IDE website Auto responder will be switched from Mason to Shelley. Steve will review MFG updates and advise. Department faculty will work with Rachael on further website updates</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**

- Insisting on 90 percent fill for courses. As example, beginning low enrollment in ARCH 16, but kept opened and filled.

- At last division meeting discussion of looking at course completers as a factor in scheduling courses. Faculty is concerned this can have an undesirable affect.

- Mason prepared flow chart and distributed in meeting.

- Enrollment is projected to go down. Spring enrollment traditionally is lower than Fall as there are no new high school students entering the College.
<table>
<thead>
<tr>
<th>Student classroom issues</th>
<th>Need for Student Assistants/Funding</th>
<th>ARCH PERKINS budget denied for student assistants and IDE budget was approved. Work experience or work study students are options for assistants.</th>
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</thead>
<tbody>
<tr>
<td>Budget review/issues</td>
<td>Increase to student assistant wage</td>
<td>Dept. Balances will be reviewed by Iggy. Sharon will create a spreadsheet tracking paid cards for dept.</td>
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<tr>
<td>&gt;Dept budget</td>
<td></td>
<td>Sharon submitted Draft Req to PERKINS for Design Village.</td>
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<tr>
<td>&gt;ARCH Income Gen</td>
<td></td>
<td>Steve is working on spend down for WIP as it ends in November. Concern expressed with purchasing process in handling Requisitions timely to meet this deadline.</td>
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<tr>
<td>&gt;IDE Income Gen</td>
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<tr>
<td>&gt;ARCH VTEA</td>
<td>Design Village Supplies</td>
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<tr>
<td>&gt;IDE VTEA</td>
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<tr>
<td>&gt;IDE WIP</td>
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<tr>
<td>Course SLOs</td>
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<td>Program SLOs</td>
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<tr>
<td>4 year curriculum review</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Modified /new curriculum</td>
<td></td>
<td>Iggy submitted course renumbering and adjustments for ARCH courses also modified degrees submitted. IDE 250 and IDE 270 modifications were rejected and sent back to Steve. 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.</td>
</tr>
<tr>
<td>Surveys</td>
<td>IDE/ ARCH</td>
<td>Surveys are crucial to marketing and course planning. Daryl informed Sharon of upcoming software changes which may affect our current electronic survey process next Semester. We can use the electronic survey process this semester.</td>
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<tr>
<td>Department Marketing</td>
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>Webpage
Manufacturing website needs to be updated.

>Outreach
24 inquiries through Auto responder for IDE came in to Mason. Mason provided tours and six students enrolled in the Fall class. Intro letter for students declaring their major will be developed by Iggy for ARCH. IDE can modify letter for their use. ARCH transfers are almost 100 percent completers.

Committee reports
>Faculty association
>Faculty senate
>Other

Dept. Announcements
Emergency Assembly Area
First Round of Winter Download distributed
Certs Issued June/July 2014

Tabled
Send Changes/Corrections to Virginia by 9/12

ARCH - Level 1 (2)
EDT - Level 1 (4)
   Level 2 (3)
   Level 3 (3)
IDE - Level 1 – (13)
   Level 3 – (3)
MFG - (2)
CONST/INSPEC (2)

Fall Department Meeting Dates
Form Sent to Virginia

Grades/Rationale
Per Jemma, Dept. no longer need to store grades/rationale in department office as we have access via the portal.

Schedule Next Advisory Mtg
Discuss/Review Available Date(s) (Tabled)

Facilities Issues
Mason will check on scanners and computers functioning for IDE/EDT.

Computer Issues
Teacher station Bldg. 13 2215, 2225 have issues.

Equipment Issues
Need ability to record on PC overhead camera with synchronized
### Clubs and Events

ARCH and Design Club having 1st meeting today and working schedule for field trip to San Diego to tour schools. Also planning 2nd Annual Halloween event.

### Uncategorized Issues

Rachael will assist with announcement board for ARCH in DTC. Iggy is currently attending Faculty Senate. ARCH Shop facility is cleared to open and be functional. Need Safety Test prepared and system to track students who passed test. Iggy will discuss further with Steve.

### 4 Mtg Closing & Future Issues

<table>
<thead>
<tr>
<th>Next Meeting Date</th>
<th>Sept. 22 11:00 a.m.</th>
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<tbody>
<tr>
<td>Approval of Minutes</td>
<td>Minutes Approved for 9/9/14</td>
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<tr>
<td>Adjournment time</td>
<td>12:10 p.m.</td>
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Minutes Approved pending Steve James approval. (Approval Given 9/10/14)

### Iggy's Report
- Mason report
- Darren's report
- Steve's report
- Perkins report
- Robert Hos report