MT. SAN ANTONIO COLLEGE

Architecture, IDE, Manufacturing Department Meeting Minutes (Approved)
November 26, 2013, TIME: 01:00p.m. – 3:45pm, Bldg 13 Room 2250

Present: Max Lizarraga (Co-Chair), Ignacio Sardinas (co chair), Steve James, Robert Ho; Robert Perkins (on Sabbatical leave),

<table>
<thead>
<tr>
<th>ITEM/DISCUSSION</th>
<th>Discussion/Updates</th>
<th>OUTCOME / ACTION NEEDED OR TAKEN</th>
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<tbody>
<tr>
<td>1 Review/Approval of Prior Minutes</td>
<td>NA</td>
<td>Approved at the end of last meeting</td>
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<td>2 Prior Mtg and Unresolved Business:</td>
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<td>Math 51 certificate issue</td>
<td>Need to add back arch16 to the level 1. Sharon needs to find discussion in advisory minutes</td>
<td>Iggy to email Terry Long and Sharon to locate in minutes</td>
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<td>3 Department New Business:</td>
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<td>Review of upcoming cyclic issues Sharon’s dept master calendar</td>
<td>Need to finish surveying students for which classes they need next semester. Sharon to add to master calendar</td>
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Notes: division meeting
  > State wide issues
  > College wide issues
  > Division wide issues

> Extend invitation to VPI for advisory meeting on Dec 6th 2013 (asap)
> Discuss need to document all request for funding, equipment, etc in the PIE
<table>
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<tr>
<th>Scheduling issues</th>
<th>Reviewed fall 2014 schedule. Robert observed a possible strategy would be to reduce arch18 from 4 per year to 3 per year and increase arch16 from 6 per year to 7 per year.</th>
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<tr>
<td>Enrollment issues</td>
<td>Winter classes and waitlists are full</td>
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<td>Student classroom issues</td>
<td>Have a complaint from a student against an adjunct in INSP concerning a grade change. There may have been a similar instance 3 years ago. Sardinas has emailed the instructor and given him until Monday Nov. 25 to respond. IDE issue with Joe Foye complaint over student cleanup. Faculty feel Mr. Foye’s method of communication was inappropriate and un-collegial. Several students have also reported similar occurrences.</td>
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| Budget review/issues | >Dept budget  
>ARCH Income Gen  
>IDE Income Gen  
>ARCH VTEA  
>IDE VTEA  
>IDE WIP |
| Course SLOs | Arch89 (work experience) is due but had no student this semester. R. Ho recalls it was performed fall 2010. |
| Program SLOs | N/A |
| 4 year curriculum review | None except ARCH23 may have been due. Need to verify with division ASAP |
| Modified /new curriculum | >Submit arch16 & 23 for parity  
>Asking advisory committee for revisions to ARCH10, 11, 12, 13, 16, 21, 23, 29, and EDT26 |
Surveys

Several ARCH courses need to be completed. Sardinas follow up with faculty.
Max emailed IDE/EDT faculty with examples of how to respond to Sharon’s comments about missing surveys

Department Marketing

>Webpage

>Suggested course sequence for transfer track was posted to website.
Sardinas to work with Ho on technical track and give to mason to post.
>S James request M Core
  1. Update images to include current work
  2. Remove description “ideation Designer”

>Outreach

Lauren, Mason and Wendy have been contacting and scheduling with Garey HS and Diamond Ranch HS for outreach. Arch requests that they include ARCH promotional information to future outreach opportunities
Sardinas and Lizarraga presented at the MtSAC High School Educators conference.

Committee reports

>Faculty association

Max reported on the last meeting. Dental plans to remain unchanged.
Possible impact of (pension reform act of 2014)

>Faculty senate

Sardinas requesting from Dan smith to be allowed to serve on matriculation and orientation task force.

>Other

Dept. Announcements

>Max reports our department to received national media coverage (Manufacturing in America) in a show to air in the spring.
>Max looking into Haas Foundation Scholarship to acquire equipment.
Solidworks Corporation interested in featuring a MtSAC CSWA certified student’s testimonial in the effectiveness of the training in obtaining new employment

Input for Advisory Mtg

IDE invited “William To”
R Ho reminds department to verify that requests for funding and highlight function to clearly point out dept approval.
equipment that will later be used for funding request to include the following:
IDE
4 lathes, 4 mills, Measuring equipment, CNC machine, CAM software,
28 computer stations with high performance video CGI cards, Student
assistants, faculty development funds, automation components (lab
modules) desk top 3d printers or kits with low cost consumables,
Vacuum chamber (lab module and student projects) industrial air
compressor (MANU, IDE, AMT), lab tumbler, parts tumbler, floor mats,
cold air nozzles, student competition funds, camera and video
equipment, video editing software and computer.
ARCH
20 computer stations with high performance video CGI cards, miller
211 portable welding kit with spool gun and alternate gas cylinders
and safety equipment, air compressor, carpentry machinery,
fabrication rigging and jigging components, CNC router table, Student
assistants, faculty development funds, student competition funds,
camera and video equipment, video editing software and computer,
desk top 3d printers with low cost consumables, large format table top
scanner.

Facilities Issues
Portable backup compressor needs pneumatic and electrical
connections adjacent to the shop in an area that will not cause
disruption by noise.

Computer Issues
Continue to have crashing issues in building 13 with Rhino and FormZ.
Building 28 room 301a cannot run SolidWorks properly

Equipment Issues
CNC router needs repair.

Clubs and Events
ARCH Transfer workshop attended by 50+ students
AD club San Diego field trip to Salk, NSAD and Woodbury SD
IDE field trip to Thomas Foundry

Uncategorized Issues
None

4 Mtg Closing & Future Issues
Next Meeting Date December 6th as part of advisory