

DIVISION OF ARCHITECTURE, ENGINEERING, AND TECHNOLOGY

DIVISION MEETING MINUTES

August 23, 2007

1:30 PM

West Campus 9-220

Attendance:

Nasser Hedayat, Shannon Hellard, Andy Ray, Lisa Macon, Allen Watters, Richard Matias, Soheyla Nakhai, George Rausch, Wael Yousif, Colin Archibald, Joan Alexander, Jim Johnson, Terry Long, Dimas Sanchez, Sean Geftic, Amy Love, Beverly Johnson, Deb Hall, Ali Notash, Emil Vazquez, Hank Regis, Mohua Kar, Angel Melendez, Radu Bunea, Erica Stepahin, Barbara Schermerhorn

Call to Order

Meeting minutes from the July 11th meeting were distributed to and reviewed by division members prior to this meeting. There were no updates.

Dean's Office – Updates and Announcements

New faculty and staff members were introduced. Ms. Soheyla Nakhai is the new CET tenure track faculty, Mr. Richard Matias is the new 4-month temporary faculty, and Dr. Mohua Kar is the new Engineering tenure track faculty. In addition, Mr. Radu Bunea is the new EET Instructional Assistant Senior.

The new open lab in 9-233 is now in operation. Hours are Monday through Thursday from 9:00 am to 9:00 pm; Friday and Saturday from 9:00 am to 2:00 pm. The lab has 12 computer stations, 4 electronics stations and 8 Cisco stations.

Fall term enrollment looks good and has increased by 13% over last fall term.

Formal Agenda

1. Library Information

Regina Seguin, Library liaison for our division, informed the group of services provided by the West campus Library. Regina works directly with faculty to maintain a library collection that supports the curriculum and meets the needs of students and staff. Services include tailored instruction sessions for students to meet the needs of your assignment, course and discipline. Individualized research assistance is provided for faculty research needs as well as remote access to library resources (e.g., access magazine, journal and newspaper articles electronically). The Library staff welcomes suggestions and input on recommended books, journals, videos or DVDs. In the near future, faculty will be able to purchase online database subscriptions. Currently, the Chronicle of Higher Education is available online to all faculty members. To be added to the distribution list, contact Regina at extension 1361 or rseguin@valenciacc.edu

2. Parking Permits

New parking permits are currently being issued. All faculty and staff must complete the appropriate paperwork and go to the Security Office in SSB no later than September 1st to obtain their new parking tag or decal.

3. Missing Grades and Student Reinstatement

Faculty should check the class roster periodically to ensure students are still enrolled. Faculty should also check their Atlas e-mail after a term ends in the event a student has a question about their grade.

4. Overload Contract Approval

Beginning with the fall term, faculty overload contracts are prepared using a new online process, EPAF (Electronic Personnel Action Forms). Erica will provide faculty with instructions on how to access, review and approve their overload contract.

5. Student Counseling and Advisement

Amy Love and Beverly Johnson, Career Program Advisors (CPAs) for our division presented the following information:

- a. CPAs do not counsel students on their career choice. For career information, forward students to Career Development Services in SSB.
- b. Technical certificates will automatically be sent to students who have completed the program (takes five to six weeks). If a student does not receive their certificate, they may contact the appropriate CPA.
- c. Substitutions are granted in AS degree programs, not AA programs. Course substitutions are approved by program chairs; overrides may be approved by faculty. Please notify CPAs, via e-mail, of any override approvals. In AS degree programs, for certain courses, students can take a Credit by Exam option (they must meet eligibility requirements). For AA degree pre-major, students have CLEP (College Level Examination Program) options.
- d. For graduation, student must meet degree requirements within governing catalog year. Any program changes made to a student's record, will place the student on the current catalog year.

Program Chairs Report

Lisa Macon: 1) There is a new class being offered for the first time this fall term – Social, Legal and Ethical Issues in Information Technology (CGS2091). 2) It is recommended faculty enroll in a Web CT training course which starts in September. 3) USF and Valencia are at the final stage of signing an articulated agreement for pre-major in Information Technology.

Open Agenda

Colin Archibald was on sabbatical in Canada during the summer term. He recorded video lectures for the Intro to Programming Concepts (COP1006) course. Students can start/stop the lectures as needed and Colin will report back on the effectiveness of these video lectures.

Adjournment

Meeting concluded at 1:45 PM. The next meeting will be held on Thursday, October 4th at 1:00 PM.