

# **DIVISION OF ARCHITECTURE, ENGINEERING, AND TECHNOLOGY**

## **DIVISION MEETING MINUTES**

January 3, 2008

10:30 AM

West Campus 9-220

### **Attendance:**

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

### **Call to Order**

Meeting minutes from the November 1, 2007 meeting were distributed to and reviewed by division members prior to this meeting. There were no updates.

### **Campus and Classroom Safety**

Mr. Tom Lopez and Mr. Keith Mizelle from the Security Department gave a presentation on a new Safety and Security program at Valencia. The program was initiated on Learning Day in October 2007 and is considered a 'Shared' responsibility. It is a **TEAM** concept where we are **T**ogether for a common purpose, **E**very body has a contribution, we **A**cept the responsibility and role, and **M**ake a difference. In the area of Safety Trends, mass communication notification systems will be put in place to alert us (via cell phones, Atlas, Groupwise) as to what is happening and where as well as what we should do. A video was shown of a critical incident scenario taking place in a high school which focused on 'what to do in the first 20 minutes'. Security is currently working on preparing a guide to be distributed to all employees which will provide instructions on what to do in the event of a critical incident at Valencia. Both Tom and Keith addressed questions from division faculty and staff members.

### **Dean's Office – Updates and Announcements**

As of today, the Spring 2008 term enrollment for the division has increased 11% over last spring term. A chart was provided showing, by department, enrollment numbers along with 'actual' and 'capacity' percentage increases from last spring term to this spring term.

The due date for Spring term Faculty Workload Schedules is January 3rd. If an overload applies, an EAPF contract will be prepared and faculty will be notified when the contract is ready for review and approval.

There has been discussion on the possibility of closing the West campus Word Processing Center at 6:00 pm instead of 7:00 pm as well as the possibility of closing the West campus Library on Sundays.

Copying overcharges – If you have a large copy job, please send to the copy center. For the copy machine in our division office area, we are allowed 15,000 copies per month. The division is charged for copies exceeding 15,000.

## **Formal Agenda**

### **1. In house process**

The 'No show' reporting period is 1/15/08 through 1/22/08. If a student does not show for the first class meeting, please notify the student via e-mail. If they do not show for the second class meeting, they must be dropped no later than 1/22/08.

In the event faculty wish to invite a guest speaker for a function which will have attendees from outside Valencia, a request must be approved by the division and Provost office. If approved, appropriate offices need to be notified, including Security if special parking arrangements are needed. Also, if there are needs in the lab area, notify Angel or Sean, as appropriate.

### **2. Budget Update**

Next year's budget has been requested and will be at the same level as the current year's budget. Travel will be approved only if absolutely necessary. If there are office needs, let Nasser know.

### **Program Chairs/Lead Faculty Report**

Angel reported there have been changes in the labs in building 9. Upgraded switches and changed wires will increase speed. In addition, the 2007 version of AutoCAD will be removed since the 2008 version is now being used.

### **Adjournment**

Meeting concluded at 11:30 PM. The next meeting will be held on Tuesday, February 5 at 1:15 PM.