

DEPARTMENT OF ARCHITECTURE, ENGINEERING, AND TECHNOLOGY
DIVISION MEETING MINUTES

July 11, 2007
12:30 PM
West Campus 9-222

Attendance:

Nasser Hedayat, Shannon Hellard, Wael Yousif, Emil Vazquez, Sherwyn Appelwhaite, Jim Johnson, Allen Watters, Amy Love, Deb Hall, Terry Long, Sean Geftic, Hank Regis, George Rausch, Angel Melendez, Erica Stepahin

Call to Order

Meeting minutes from the June 6th meeting were distributed to and reviewed by division members prior to this meeting. There were no updates.

Dean's Office – Updates and Announcements

We are now called “Division of Architecture, Engineering, and Technology” and each program is referred to as “Department.”

The new Signature building will house a new Architecture Studio. Room 9-213 is now open as the Architecture Studio and room 9-233 will be ready for operation in August.

The interviews for the CET Faculty Tenure Track position will be conducted on July 13th. The interviews for the EET Instructional Assistant Senior position were conducted, and the decision will be announced soon.

Fall term enrollment is going nicely. An enrollment sheet will be made available for each area.

Formal Agenda

1. Fall Term Important Dates and Deadlines – Handout

You all received a handout of the important dates and deadlines for the Fall semester. This handout is intended to assist the faculty with course schedule and other activities in the Fall semester.

2. Faculty Working Hours

The faculty required work hours are a total of 35 hours however, college policy requires faculty to record just 25 of their weekly work hours. At least fifteen of these hours are course contact hours and ten hours are Student Engagement Hours five of which can be virtual. Virtual hours require minimum of two methods of contact.

Faculty absent in a college activity/planning day the deducted time is 7 hours otherwise the deduction will be based on the hours listed on the faculty schedule.

3. Submission of faculty schedule for Fall

All requested 6600 contract was granted with the exception of one person. The college policy does not recommend granting continuous 6600 contracts. Handout on the faculty contract policy distributed to faculty.

4. Development of Proctor process

A consistent process for proctoring of exams needs to be developed. Faculty was asked to provide suggestions/input for this process. Lisa Macon had mentioned that online tests do not need a proctor. Some of the faculty members were reserved about giving tests online.

Room 9-233 is now the tutor room and open lab room. The question was raised if a part time person can proctor an exam. There were many questions about the online testing process, as some faculty are very reserved about the online testing. Some things that may be required in the future are a web camera, a lock-down browser and to increase the security. There were also questions on the student having computer problems.

5. Student Attendance tracking

An area of communication discussed was the registration of students to a class after a term has started. After the ADD/DROP period, the office staff is not to add a student without the knowledge of faculty. If a student needs to be reinstated a memo needs to be sent to the registrar through the Dean from the instructor. Faculty needs to take class attendance at all times.

6. New Banner Training

Faculty and staff should be receiving training in August in regards to online contract submission.

7. Course substitutions/overrides

Course substitutions and course overrides should be initiated by the Career Program Advisors and authorized by the Program Chairs and the division Dean.

8. Office 2007 Demonstration

Lisa Macon gave a short demonstration of the new Office 2007. Faculty was encouraged to request a copy of the Office 2007 from the OIT. An Office 2007 navigation help was e-mailed to division faculty and staff.

Program Chairs Report

No information to report for any department.

Open Agenda

Lisa encouraged for all students to take CGS2091, "Social, Legal, and Ethical Issues in Information Technology".

Adjournment

Meeting concluded at 1:30 PM. The next meeting will be held on Thursday, August 23 at 1:30 PM.