

# DEPARTMENT OF ARCHITECTURE, ENGINEERING, AND TECHNOLOGY

## DIVISION MEETING MINUTES

June 6, 2007

12:30 PM

West Campus 9-222

### **Attendance:**

Nasser Hedayat, Shannon Hellard, Ali Notash, Andy Ray, Wael Yousif, Emil Vazquez, Sherwyn Appelwhaite, Jim Johnson, Allen Watters, Amy Love, Deb Hall, Dimas Sanchez, Terry Long, Sean Geftic, Beverly Johnson, Hank Regis, George Rausch, Angel Melendez, Barbara Schermerhorn

### **Call to Order**

Meeting minutes from the May 3rd meeting were distributed to and reviewed by division members prior to this meeting. There was one update under Program Chairs Report for ARCH. There were 8 of 10 graduates admitted to UF who participated in the articulated agreement with UF.

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

The interviews for the new EET Lab Manager will be conducted on June 7<sup>th</sup>. The advertisement for the CET Faculty Tenure Track position closes on June 28<sup>th</sup> and interviews will be conducted on July 13<sup>th</sup>.

The Office of Students with Disabilities has setup a Student with Disability workshop. Any faculty interested in attending, may register through Leadership Valencia.

### **Formal Agenda**

#### **1. Enrollment**

There is an enrollment increase of 15.6% from Summer term 2006 to Summer term 2007. In 2006, there were 64 sections with total enrollment of 987. In 2007, there are 69 sections with total enrollment of 1141.

#### **2. Office 2007 Implementation**

Angel has installed Office 2007 on all PCs in the labs. Office 2003 will also be available till the Fall term. There is an online tutorial for Office 2007 and faculty can request a copy of the new software for use at home.

#### **3. Development of Proctor process**

We need to develop a consistent process for proctoring of exams. Faculty was asked to provide suggestions/input for this process. Hank suggested the proctor should have some knowledge of the subject in the event students have questions. Jim suggested utilizing the existing process of having another faculty member substitute and preparing associated paperwork. There was some discussion about utilizing lab assistants but proctoring would take them away from their daily responsibility. Nasser asked all members to think about ideas and the subject will be revisited at the next meeting.

#### **4. Communication process**

The importance of good communication at all times was discussed. Everyone should be able to respond to E-mail or voicemail within 48 hours. In addition, it is important that we keep others informed when we are not in the office for regularly scheduled time. Another area of communication discussed was the registration of students to a class after a term has started. Once a class has met, the office staff is not to add a student without the knowledge of faculty.

## **5. Professional Development**

Nasser distributed and briefly discussed Clarifying the Boundaries, a list used to clarify what sorts of faculty activities are being considered in the Professional Development Plan. Also distributed was a draft of the Policy and Procedures for 08-07 Contracts for Administrative, Professional, and Instructional Personnel. The faculty schedule contract is 10 months (Fall, Spring, and Summer term A or Summer term B). A faculty member may only have a 660 contract every three years. Faculty can also request a 6600 with no supplement or 6620/6602 with supplement contracts. A handout was distributed indicating how the banking can be applied.

### **Program Chairs Report**

No information to report for any department.

### **Open Agenda**

The lab managers are responsible for unlocking laboratory rooms and suggested the lab managers and program chairs work together to develop a plan/schedule of when adjuncts need to access rooms.

Beginning with the Fall term, room 9-233 will be an open lab with 16 stations equipped with all necessary software and equipment. The hours of operation will be Monday through Thursday, 9:00 am to 9:00 pm.

Beginning with the Fall term, room 9-213 will be the new Architecture Studio.

### **Adjournment**

Meeting concluded at 1:30 PM