

DIVISION OF ARCHITECTURE, ENGINEERING, AND TECHNOLOGY

DIVISION MEETING MINUTES

November 1, 2007

1:00 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, Deb Hall, Ali Notash, Emil Vazquez, Mohua Kar, Radu Bunea, Angel Melendez, Barbara Schermerhorn

Call to Order

Meeting minutes from the October meeting were posted on the division website and reviewed by division members prior to this meeting. There were no updates. Nasser indicated the division website is being updated continually, most recently with photos of four adjuncts who received the first annual awards of recognition. These certificates of appreciation will be presented annually to adjuncts in each program to recognize them for their dedication and contributions to teaching.

Dean's Office – Updates and Announcements

Spring term registration began October 29th and is looking good so far. A chart showing the Spring Term Important Dates and Deadlines was distributed to faculty.

The latest 'Missing Grades' report distributed did not reflect any from our division. We continually strive to ensure all grades are input accurately and in a timely manner.

Nasser shared a photo rendering of the new building to be built next to building 9. Included in the building will be an Architecture Studio for our Architecture program.

Formal Agenda

1. Admissions/Records

Patrick O'Connor gave an overview of the roles and responsibilities of his area within his department. Patrick supervises the Student Services Home Office for the Admissions and Records District on West Campus under the direction of Dr. Renee Simpson, AVP. When students come to the Answer Center/Admissions to apply to the college, they complete an application which is forwarded to Patrick's group for data input and processing. He and his staff ensure all required information is provided and verified (e.g., proof of citizenship/residency) before a student is admitted and assigned a Valencia ID number. In addition, the group is involved in areas of student reinstatement and change of grades. Patrick shared the Fall 2007 Enrollment Report which indicates the college wide headcount from Fall 2006 to Fall 2007 is up 9.5% and West campus is up 11.7%. In addition, 69% are returning students and 31% are new students. Of these, 74.2% are 24 years of age and younger. The race/ethnicity diversity enrollment increased 3% and 83% are degree/certificate seeking students (65% AA, 35% AS/AAS/Certificate).

2. Student Evaluation of Instruction

For online classes, student evaluations will be done online using Class Climate. Students will be notified when evaluations are ready for completion then once complete, instructors and dean will receive results. For onsite and hybrid classes, evaluations will be completed in the classroom.

3. Focus on the Workplace

Available Summer Term A for tenure track faculty only. Release time is six contact hours to work in Industry. If interested, contact Lesena Jones.

4. Division Presentation (Power Point Video)

Nasser is in the beginning stages of planning for creation of a Power Point video to be used as a division marketing tool. The video would be available on our website and one purpose of the video would be to inform potential students of what our division has to offer. Each program chair would develop a two to three minute video with them speaking about their program while also showing footage of faculty teaching a class or conducting a lab session. Students will also be interviewed to share a few words on their experiences and goals. Another idea is to have the video on CDs which could be shown at conferences attended by division members.

Adjournment

Meeting concluded at 2:15 PM.