

**Architecture, Engineering, and Technology
Division meeting
May 3, 2007**

- A. Call to Order- Review and Approval of Historical Minutes**

- B. Dean's Office- updates and Announcements**
 - 1. Meeting Calendar**
 - 2. Have meetings on Wednesday June 6 and July 11 from 12:30 till 1:30**
 - 3. New faculty**

- C. Formal Agenda**
 - 1. Enrollment**
 - 2. 660 Load-Banking**
 - 3. Professional Development**
 - 4. Petty Cash Process**
 - 5. Faculty Workload**
 - 6. Certificate of Absence**
 - 7. Equipment Needs and Supplies**
 - In-State
 - Out-of State

 - 8. Authorization for Travel (workshops & Conferences)**
 - 9. Security Issues (after hour x. 1030)**
 - 10. Division Action Plan**

- D. Program Chairs Report**

- E. Open Agenda**

- F. Adjournment**

Petty Cash

All requests must be submitted via e-mail. Please provide a short rationale for your request and an estimate for the cost (no more than \$75). Remember petty cash does not support sales tax. The department will send you an e-mail response on the approval of your request authorizing the purchase.

NO petty cash receipts without the proper approval will be accepted.

Faculty Workload

Effective Fall term 2007 faculty is required to provide two methods of contacts for the virtual student engagement hours. E-mail (Group wise, Atlas, webct) is considered as only one method. No virtual hours should be scheduled within an hour after your daily schedule.

Please try not to schedule any office hours within 15 minutes of the start of your classes. This will give you adequate time for any last minute class preparation.

Division Meeting

We will have monthly division meeting to share the latest division and college news and events. The purpose is to use this meeting as a vehicle to provide short training and workshops on issues that are important to faculty and the college. It is highly recommended that you inform your program chairs and/or the division dean on what you would like to be on the agenda.

Certificate of Absence

- In-State
- Out-of State

In both cases it is your responsibility to find a substitution and notify the department with the necessary information.

Request for Travel (Conference, workshop)

- Present your plan (rationale for PD and student learning, Estimated cost). If approved then you need to do the followings:
 - Find substitute for your classes.
 - Complete the authorization for travel form.
 - Obtain a quote for all your travel arrangement. Must be reasonable

