

**Division of Architecture, Engineering, and Technology**  
**Division Meeting Minutes**  
**October 9, 2008**  
**3:00 PM**  
**West Campus 7-122**

**Attendance**

Nasser Hedayat, Shannon Hellard, Andy Ray, Lisa Macon, Allen Watters, Soheyla Nakhai, George Rausch, Joan Alexander, Colin Archibald, Terry Long, Dimas Sanchez, Deb Hall, Wael Yousif, Emil Vazquez, Mohua Kar, Jim Johnson, Hank Regis, Angel Melendez, Patricia Lynch, Ian O'Toole, Barbara Schermerhorn

**Call to Order**

Meeting minutes from the September 17, 2008 meeting were emailed prior to the meeting. They were approved and will be posted on the division website.

**Formal Agenda**

**General Education Report**

Lisa Macon provided a status update on the design options for the general education process. The timeline for the sequential outcomes is as follows:

- Articulate General Education Learning Outcomes - *Completed February, 2008*
- Collaborative consideration and determination of General Education curricular design options (3 options proposed) – *Completion Fall 2008 (In progress)*
- Determination of measurable, discipline specific contributions to the General Education Learning Outcomes and the determination/articulation of the new expectations for General Education hours distribution – *Completion Spring 2009*
- Align AA and AS General Education requirements – *Completion Spring/Fall 2009*
- Development of a multi-year assessment plan for General Education Learning Outcomes – *Completion Spring/Fall 2009*

The three proposed curricular design options are 1) Maintain the current distribution of Gen Ed hours 2) Adjust distribution of hours based on assessable discipline contributions to outcomes, and 3) Redesign requirements based on measurable, course specific contributions to the outcomes. The pros and cons of these options were discussed with division members who posed questions and expressed their views.

**Standardized Division Syllabus Update**

Shannon Hellard shared the latest version of the draft syllabus which incorporated minor changes discussed at the last meeting. Some faculty members suggested additional updates which will be incorporated. Shannon will distribute a draft copy to program chairs and lead faculty who in turn will distribute to faculty and adjuncts. The purpose of this standardized syllabus is to provide our students with complete course information and requirements. The plan is to implement this in spring 2009.

**After-hours Emergency Contact Procedure**

Andy Ray suggested the establishment of a contact procedure for weekends. This will be helpful to faculty or adjuncts to get assistance in the event problems arise with the lab equipment.

**Faculty Senate Report**

Colin Archibald shared that he will not be running again for a seat on the Faculty Senate. The next election is in November. Our division is currently well represented by Shannon and Allen. In addition, Lisa will become president beginning January, 2009. Colin added there is an empty seat on the Curriculum Committee and there is a need to fill a seat for an Engineering representative.

**FSU Articulation Update**

Colin Archibald indicated that Valencia developed an articulation agreement with FSU for BS degrees in Computer Science with a major in Software Engineering. FSU has regional campuses offering online classes.

**Adjournment** – The meeting adjourned at 4:30 PM. The next meeting date will be announced.