

## Technology & Aviation Division

May 7, 2024

Minutes

Present: Mark Dieny, Andrew Feldman, Christopher Herwerth, Dave Martin,  
Manijeh Nazami, Jorge Palma, Curtis Potter

Non-Voting

Present: Anthony Bagan, Victor Castellanos, Martha Cuevas, Sam DiGiovanna,  
Rob Newman, Brian Reff, Gerald Wallace, Odett Zeynalyan

Absent: Sona Donayan (Excused)

- I. Called to order by Curtis Potter at 12:32 P.M. This meeting took place in AT 232 and on the Zoom platform. Minutes taken by Victor Castellanos.
- II. MSC (Dieny/Feldman) to approve the minutes of April 2, 2024.
- III. MSC (Feldman/Dieny) to approve the agenda for May 7, 2024.
- IV. **Division Chair Report**
  1. Curtis mentioned that the Buena Vista building is in full swing and that Arroyo Seco and the Santa Barbara buildings are in the process of being demolished.
  2. Curtis mentioned that that the administration is looking to make class reductions (up to 5%) beginning in the fall.
- V. **Guest Speakers**

*None*
- VI. **Old Business**
  1. Curtis asked department chairs to remind their adjuncts to please make sure they turn in their grade rosters on-time next month.
  2. Curtis reminded department chairs that it is their responsibility to maintain their respective grant budget balances. Furthermore that they need to adhere to the purchasing deadlines.
  3. Curtis asked division faculty to inform him of any Low Textbook Cost/Zero Textbook Cost books being used in their courses. A book is considered Low Textbook Cost when it is below \$40.
  4. Flex is due in the VRC on May 15, 2024.

## **VII. New Business**

1. Curtis mentioned that division faculty should be aware that participation at various “table events,” such as at the annual Campus Open House, is highly recommended by the college administration. These table events would require your department to market your respective disciplines and programs at a table/booth during these campus-wide events.
2. Curtis informed division members that the new default seat load has been set at 40.
3. Curtis informed division members that some major division reorganizations might occur as early as September. A STEM Division is being considered to include the Math, Engineering, and Computer Science Departments. Biology may join the Physical Sciences Division.

## **VIII. Governance/Special Committee Reports**

### **1. Brian Reff gave a report on the Academic Senate:**

- INT 51 - Team Internships, push from Michael Davis in Senate for all divisions and disciplines to adopt.
- Electorate Meeting on May 16.
- Brian Reff - re-elected as At Large Adjunct Senator.

### **2. Dave Martin gave a report on the Committee on Distance Education:**

- New POCR course compensation is \$3000 during the Fall and Spring semesters. Only four courses will be accepted. Courses that are closer to aligned, and/or that meet students’ expressed demand - based on enrollment data - may be more likely to be chosen.
- Encourage students to complete the Student Survey on Distance Education & In-Person Programs at GCC. The link for the survey is at:  
<https://docs.google.com/forms/d/e/1FAIpQLSfCduxV35owLVX11pdK-mG9OirFCGGWQslevRVf-li3OzSSgw/closedform>

### **3. Jorge Palma gave a report on Student Learning Outcomes and Assessments.**

- *Jorge did not submit a narrative.*

### **4. Brian Reff gave a report on the Guild Meeting.**

- Calendar still an issue.
- Two meetings in May.
- Special Meeting on the 28th.

### **5. No report (committee did not meet) on the Committee on Diversity, Equity, Inclusion, and Accessibility:**

*Governance/Special Committee Reports are copied and pasted to the minutes from member narratives emailed to Curtis and Victor.*

**IX. Announcements/Information**

*None*

**X. Adjournment**

1. **MSC** (Feldman/Dieny) to adjourn at 1:30 pm.