

Technology & Aviation Division

April 2, 2024

Minutes

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

Non-Voting

Present: Izabela Boyajyan, Victor Castellanos, Martha Cuevas, Michael Davis, Sam DiGiovanna, Edith Elyasi, Mel Futrell, Nicole Morales, Rob Newman, Tim Papienski, Brian Reff, Gerald Wallace, Odett Zeynalyan

Absent:

- I.** Called to order by Curtis Potter at 12:33 P.M. This meeting took place in AT 232 and on the Zoom platform. Minutes taken by Victor Castellanos.
- II.** **MSC (Herwerth/Dieny)** to approve the minutes of March 5, 2024.
- III.** **MSC (Feldman/Herwerth)** to approve the agenda for April 2, 2024.
- IV. Division Chair Report**
 1. Curtis informed the division members that an emergency division meeting was scheduled last week regarding adjunct evaluations. Human Resources will now be charged with handling adjunct evaluations. It will no longer reside with Instructional Services. Human Resources will be reaching out to adjuncts with possible questions.
- V. Guest Speakers**
 1. Academic Senate Vice President Michael Davis discussed Team Internships (INT 51) a collaborative course to be offered in partnership with industry representatives.
- VI. Old Business**
 1. Curtis reminded division faculty to submit census and grade rosters when they become available each term. Missing two rosters in a two-year period could lead to loss of instructional assignments for a semester.
 2. Curtis recognized and thanked Chris for his work on the Curriculum and Instruction Committee and for working on the division course outlines of record. Curtis reminded faculty to complete their CORs who have not done so.
 3. Curtis reminded faculty to spend down their Perkins balances. April 19, 2024 is the division deadline for supply purchase requests.
 4. Reminder to all division faculty to submit their spring syllabi to the division office by emailing them to Victor.

VII. New Business

1. Curtis has been asked to identify a list of classes throughout the division that can be reduced by offering less class sections or eliminate entirely. The district is looking to reduce class offerings for fall. The district sees these actions as a way to increase revenue.
2. The district wishes to maintain a minimum of 15 students per class offering. Courses under the 15 student mark risk being cancelled.
3. Adjunct evaluations (Curtis discussed during his division report) see **IV.1.**
4. **MSC** (Feldman/Dieny) to approve Aviation and Transportation 120 COR revisions.
5. **MSC** (Feldman/Herwerth) to approve adding Architecture 109 as a required course for the Architectural Visualization Skill Award.
6. **MSC** (Herwerth/Donayan) to approve proposed new certificate: Interior Architecture and Design.
7. **MSC** (Herwerth/Dieny) to approve all CORs with cyclical revisions, minor changes, and/or prerequisite updates (see spreadsheet also to include ARCH 050).

VIII. Governance/Special Committee Reports (Copied and pasted from member narratives emailed to me)

1. Sona Donayan gave a report on the Academic Senate:

Action items:

- Formed a task force to review and recommend Institutional set standards and stretch goals for all metrics and another task force for revising the IHAC manual.
- Approved revisions to administrative regulation 4261 which specifies the elements to be included in the “Class Overview” section of course syllabi.
- Requested that the Public Information Officer reports to the senate on the marketing programs and activities in spring semester 2024.
- Recommended that the District implements, as soon as possible, a food service operation in the Verdugo campus cafeteria and subsidizes it to offer nutritious foods at reasonable prices.

Information items:

- Team internships will be offered in Fall 2024 under the INT 51 course. Divisions are encouraged to adopt INT 51 courses and possibly cross list them among departments.
- Speech is planning to change its name to Communication Studies to align with other schools.
- A new data science program, including a certificate and an AS degree, is being developed in the math and computer science departments.

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

- Discussion on video captioning.
- Discussion on POOCR classes. These are classes that can be taught throughout the entire state.
- Link for GADER survey to be completed by faculty. See link:
https://docs.google.com/forms/d/e/1FAIpQLSef_WTWqYCEwIhvkH3BM4g3FFR7-OSn8xEHQj_SzvsVqjNA/viewform

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.

- Election vote! We have a division member running for 2nd VP: David Hopkins.
- Look for your retroactive paycheck soon.
- Mentioned Academic Senate Elections for At Large Senators coming up. Three seats open to everyone. One for adjuncts only.

5. Mel Futrell gave a report on the Committee on Diversity, Equity, Inclusion, and Accessibility:

- The DEIA committee met for the first session in person in February since before the closures in 2020, as required.
- Ironically, due to scheduling conflicts and room availability, there was no March meeting and there will be no April meeting.
- Offline, we have largely been working on finalizing our mission statement, and seeking DEIA members to represent the committee at governance committee meetings and events.
- I personally attended GCC's Language Equity in Academia: Reimagining kNowledge (LEARN) Conference on March 29 from 9am to 4:30pm. I gathered a great deal of material on grading contracts/rubrics and learning objectives that are more readily applicable in the liberal arts courses that are very writing heavy. I struggle, however, to identify ways of expanding equity in language use within the highly technical fields our division serves due to the heavily standardized and regulated certifications and operations within them. As the communications and regulations instructor in the aviation department, I can certainly attest to this. Most of us do not have the capacity or qualifications to challenge the industry certification standards, but we can certainly be a significant source to recommend and inform them. I allow submission of any written assignment or test question via video or audio response (since we are *not* a writing program), but I think there is a lot more to equity consideration than that. I would like to craft a survey, with the help of division chairs perhaps, to distribute and explore where language equity challenges lie (for students *and* instructors) specific to various industries and departments in our division; I will agendize this topic with the DEIA committee in our May meeting for discussion. In the absence of presenting this to

division chairs yesterday, perhaps I can send an email on this? Happy to discuss this further.

- The Land Acknowledgement ceremony scheduled for April 25th has been cancelled and will be rescheduled.
- I did want to announce today's DEIA-sponsored presentation from 12:20-1:30 on Women in DEIA, however, that is obviously a moot consideration, now.

IX. Announcements/Information

1. Brian, Sona, Mandy, and Jorge attended the Burbank High School and Burroughs High School college fairs in February.
2. Sona announced that on May 17, 2024 the Nutrition Department will be hosting the Food and Nutrition Conference and Expo in partnership with ANFP from 8 am to 4:30 pm in the J.W. Smith Student Center and Sierra Vista Court.

X. Adjournment

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