

Technology & Aviation Division

March 5, 2024

Minutes

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

Non-Voting

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

Absent:

- I. Called to order by Curtis Potter at 12:3 P.M. This meeting took place in AT 232 and on the Zoom platform. Minutes taken by Victor Castellanos.
- II. MSC (Donayan/Feldman) to approve the minutes of December 5, 2023.
- III. MSC (Feldman/Dieny) to approve the agenda for March 5, 2024.
- IV. **Division Chair Report**
 1. Curtis reminded division members that census rosters are due today.
 2. Division Chairs were informed that enrollment must meet the 15-student benchmark for classes to make. Curtis asked department chairs to employ enrollment management strategies in deciding which classes to offer each term.
- V. **Guest Speakers**
 1. Alejandra Gonzalez spoke to the division members about upcoming Career Trek Day on April 5, 2024.
- VI. **Old Business**

None
- VII. **New Business**
 1. Curtis informed the division members that the new Buena Vista Building has now opened. He expressed that he was impressed by the new building and encouraged members to visit when they have a chance to.
 2. Division members were reminded to submit their course syllabi to Victor. Curtis also commented that he thought Simple Syllabus would be available by now but the college has not moved forward with this software.
 3. The division deadline to submit purchase requests was March 1st. If you have a request please submit it immediately.
 4. Division Chairs were asked what classes could be reduced with limited interruptions to students and their education goals. A reduction in class offerings is being looked at by the college administration.

5. As discussed in the division chair report. Minimum enrollment will be set at 15 students for each class offering.
6. Curtis mentioned that at this point there are no restrictions to fall scheduling.
7. Curtis reminded division members of the email sent by Alejandra Gonzalez on February 26th regarding Career Trek Day to be held on April 5, 2024. He asked that members consider participating at this event.
8. Sona Donayan gave an update on her Nutrition 118 COR.
9. **MSC** (Herwerth/Feldman) to approve Jorge Palma as tenured faculty.

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

1. **Sona Donayan stated no Academic Senate meeting has taken place this semester yet.**
2. **Dave Martin gave a report on the Committee on Distance Education.**
 - AI Detector & Plagiarism Task Force will begin its test of CopyLeaks (+ other AI & Plagiarism detectors) to replace SimCheck.
 - There will no longer be discipline-specific DE Addenda forms. This is the link for the new form:
<https://docs.google.com/forms/d/e/1FAIpQLSdjxyajwMUeoWtAs1vwp54ZZh98H6H2dpB1oRv4dNmUzjrotg/viewform>
3. **Jorge Palma stated no Student Learning Outcomes meeting has taken place this semester yet.**
4. **No narrative was submitted for the Guild Meeting.**
5. **No Report was given for the Committee on Diversity, Equity, Inclusion, and Accessibility**

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.