

# Technology & Aviation Division

March 7, 2023

## Minutes

Present: Mark Dieny, Sona Donayan, Christopher Herwerth, Dave Martin, Jorge Palma, Curtis Potter

### Non-Voting

Present: Anthony Bagan, Victor Castellanos, Meg Chil-Gevorkyan, Paul Chiu, Gabriela Cruz-Jimenez, Martha Cuevas, Sam DiGiovanna, Edith Elyasi, Tom Ferguson, Adina Lerner, Shelby McIntyre, Brian Reff, Tracy Rickman, Gerald Wallace, Odett Zeynalyan

Absent: Andrew Feldman

- I. Called to order by Curtis Potter at 12:32 P.M. This meeting took place on the Zoom platform. Minutes taken by Victor Castellanos.
- II. **MSC (Martin/Donayan)** to approve the minutes for December 6, 2022.
- III. **MSC (Martin/Dieny)** to approve the agenda for March 7, 2023.
- IV. **Division Chair Report**
  1. Curtis welcomed attendees back to the Spring 2023 term.
- V. **Guest Speakers**
  1. Shelby McIntyre, Career Education Counselor, gave a Guided Pathways/Success Team update for Industrial Technology & Aviation Pathway/Success Team.
- VI. **Old Business**
  1. Curtis reminded non –manager staff and faculty should have completed their sexual harassment training last month by February 17th.
  2. The 3rd quarter ends for Perkins at the end of the month. Victor sent an email with the division purchasing deadlines on March 2nd. Please adhere to the deadlines. For equipment purchases, faculty were reminded to inventory in their appropriate google doc and obtain any required approvals through the Information Technology/Facilities Request Process.
  3. Career Trek Day will be held on the Verdugo Campus on April 14th. If you wish to participate, please reply to the emails the CE Counseling Team sent to you.
  4. Curtis reminded faculty about protocols for reporting Covid cases. He also reminded attendees that wearing masks and Covid vaccines are no longer required. Faculty may request to have masks worn in class but they must be included in your course ticket notes in the class schedule.

5. Curtis has noticed through spot-checking that some syllabi submitted to the division office is incomplete. The district is still looking to acquire “Simple Syllabus” to aid faculty in writing their syllabi each semester. In the interim, please ensure all required sections in your syllabi are included and please reach out to Curtis if you are not sure.
6. Excused Withdrawals have ended. EW’s are no longer being awarded for class withdrawals. EW’s did not factor against progress probation. Moving forward the “W” notation will be in effect for students withdrawing from their courses before the drop deadline. As for class retakes (students taking a course for which they received a “C” or better) and third attempts (where a student has received two previous substandard grades) will return to traditional rules. Rules for W’s, class retakes, and third attempts were relaxed during the pandemic.
7. Nancy Traynor and Francien Rohrbacher have indicated that as a division we have completed 100% of our course verifications in eLumen. New Course Outlines of Record and Program Revisions can be submitted to the division for review and approval. Unfortunately, we are still waiting for the go ahead from the Curriculum and Instruction Committee before we can submit new CORs or Program revisions to them.
8. Upon Freddy’s direction, Curtis informed faculty that any communication done between colleagues and/or students should be conducted through their respective GCC email accounts regarding district business.
9. Curtis gave a FERPA reminder that no student information should be shared with anyone in general. Some parents are making inquiries regarding their child’s grades or progress. If the student is no longer a minor (18 or older), this information cannot be shared.

## **VII. New Business**

1. **MSC** (Herwerth/Martin) to approve cyclical revisions to Engineering 240.
2. Faculty were encouraged to create and award digital badges to accompany their Skill Awards.
3. Curtis discussed the new Travel Request Process. A pre-approval survey must be first sent to Freddy. Upon preapproval, his office will send you the fillable travel request form. Fill out the form and determine the funding source for your travel. Then submit this form to Curtis for review and approval. Thereafter, he will forward your travel request to Freddy for his review and approval.
4. GADER is due March 15th (3 hours for adjuncts, 6 hours for full-timers). For hours not completed, you must submit your “Intent to Recertify.” Curtis also mentioned @ONE may be going away, nonetheless there is plenty of GADER still in-house. The Sole IOTL course being offered started March 6th. Contact Samantha Garagliana for anything GADER.
5. Curtis asked faculty that they ensure students have appropriately entered or filled-out their portion on student petitions before they send to Curtis for his review. Many are submitted to him with inaccurate requests or incomplete data.

6. The regularly scheduled Spring 2024 Division Chair Election may occur in November 2023. The administration is considering moving up the election in order to have the Division Chair-Elect have an opportunity to job shadow the outgoing Division Chair during the Spring 2024 semester.
7. Flex is Due May 15th. Paper submissions are no longer accepted. Instead, you are to report online through the VRC.
8. Beginning Fall 2023 the final exam schedule will return to a Wednesday to Wednesday format. This spring the schedule is a Monday through Friday format.
9. ChatGPT will likely impact staff and faculty moving forward. One risk is that students may have ChatGPT write their essays for them as one example of this new Artificial Intelligence. Faculty will have to adapt to this new reality. Discussion on this matter will be evolving.
10. Faculty should document the actions of any disruptive students in their classrooms and report accordingly. Student conduct rules should be provided to students at the beginning of each semester.

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

1. Brian Reff gave a report on the Academic Senate:  
Two lobbying trips with president and b.o.t. members.
  1. Sacramento
  2. Washington, D.C.

Accreditation Report from Stacy Jazan and Daphne D. Timeline of Accreditation Visits, etc.

Daphne- Revised Budget Calendar. Mandate of Public Recordings of Resource Requests, so funding can be tracked. Justification for decisions on requests. This is due to new leadership.

Admin. wants new Equity Committee (Governance Committee). Dr. Cornner has a very specific vision, he will present to Senate in future.

Learning outcomes and Assessments Committee Report - General Education Emphasis.

Talked about changes to Area E of IGETSE - No change! Still floundering.

2. Dave Martin gave a report on the Committee on Distance Education:  
Mentioned most of what I was going to cover during the regular meeting. The only additional thing is that video captioning help can be found by emailing Sydnee Risk at [srisk@glendale.edu](mailto:srisk@glendale.edu).

3. Jorge Palma gave a report on the Student Learning Outcomes Committee:  
The assessment committee is reviewing the wording of the reflection questions and also the removal of one of the questions. The questions will be modified to reflect a response that is more specific to the assessment.
4. No report on the College Guild. A new volunteer needed due to Anthony Byrnes resigning from the college.
5. No Report on Diversity, Equity, Inclusion, and Accessibility.

**IX. Announcements/Information**

1. Census rosters due tonight at 11:59 PM.

**X. Adjournment**

1. MSC (Dieny/Palma) to adjourn.