

Technology & Aviation Division

March 1, 2022

Minutes

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

Non-Voting

Present: Anthony Byrnes, Victor Castellanos, Martha Cuevas, Sam DiGiovanna, Breanna
Dulay, Edith Elyasi, Tom Ferguson, Shelby McIntyre, Joseph Okeyo, Brian Reff,
Freddy Saucedo, Tracy Rickman, Gerald Wallace, Odett Zeynalyan

Absent: None

- I. Called to order by Curtis Potter at 12:30 P.M. This meeting was conducted on Zoom. Minutes taken by Victor Castellanos.
- II. MSC (Feldman/Martin) to approve the minutes for December 7, 2021.
- III. MSC (Martin/Feldman) to approve the agenda for March 1, 2022.
- IV. **Division Chair Report**
 1. Will be covered under new business items.
- V. **Guest Speakers**
 1. Freddy Saucedo, Dean, Career Education and Workforce Development spoke to the division of the importance of winding down department grants by spending their respective SWP and Perkins V funding. Equipment deadline is April 1st. Supplies deadline is April 22nd.
 2. Breanna Dulay, Career & Academic Counselor provided Career Counseling updates.
- VI. **Old Business**

None
- VII. **New Business**
 1. COVID-19 Updates - Faculty reporting, student reporting, campus restrictions, and approved masks were discussed:
 - a. Curtis must receive notice of positive Covid infections from faculty even if working in a remote modality. He will inform Freddy, who in-turn will inform Heidi Jenkins in Human Resources. Do not report or visit campus without receiving the go-ahead from Freddy after a Covid infection.
 - b. Students who report a positive test have similar reporting. Instructor must provide Curtis the name of the infected student.
 - c. On-campus students will have to check-in daily and receive a wristband, which coordinates with the day's color. Faculty are not required to wear said wristband when on-campus.

- d. No faculty or student should come to campus if they are exhibiting any Covid symptoms.
- e. Each faculty member should have provided Curtis with their preference of mask type. Either a surgical type mask or KN95. He will assure that you receive a fair quantity for your use. Masks are required indoors even in your own office. Masks can be taken off outdoors. If you need any more masks throughout the semester, please inquire with Curtis. Students are restricted to only using surgical or KN95 or N95 masks.
2. **Syllabi**, save your file as: Four Letter Course Abbreviation and Three Digit Number. Term. Your Last Name (no spaces) e.g. FIRE101.SP22.Wallace (please send your syllabi to Victor).
3. DE certification required to continue teaching remote synchronous. There currently is no end date to this modality.
4. Please encourage your students to apply for applicable Skill Awards that belong to your respective departments. These certificates are processed and mailed through Freddy's office. Please contact Breanna Dulay for details on Skill Awards.
5. If you wish to travel, please contact Freddy and fill out his questionnaire regarding Covid precautions at the prospective venue. If he approves of the travel, please request the PDF version of the travel request form from either the Divisions or Dean's Offices.
6. Reminder that FLEX is due May 15th on paper. No electronic submissions.
7. Curtis discussed what content is required in your course syllabi. He also mentioned that the district is considering buying "simple syllabus" software to aid in this endeavor.
8. There are complex dates for census, grades, etc. Michelle Mora, Director, Admissions and Records will always send you an email reminder of these important dates.
9. Adjuncts should be receiving teaching contracts from Human Resources via email. Please keep an "eye" out for these emails.
10. **MSC** (Martin/Feldman) to un-archive Architecture 252.
11. **MSC** (Martin/Feldman) to add Architecture 229 to the Architectural Visualization Skill Award.

VIII. Governance/Special Committee Reports

1. A report on the Academic Senate was given by Brian Reff.
2. A report on the Committee on Distance Education was given was given by Dave Martin.
3. A report on the Student Learning Outcomes Committee was given Jorge Palma.
4. A report on the College Guild was given by Anthony Byrnes.
5. A report on Diversity, Equity, and Inclusion (DEI) was given by Curtis Potter. Mel Futrell will be the future lead for this committee.

IX. Announcements/Information

X. Adjournment

1. **MSC** (Dieny/Feldman) to adjourn at 2:10 PM.

