

Technology & Aviation Division

June 6, 2023

Minutes

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

Non-Voting

Present: Anthony Bagan, Victor Castellanos, Martha Cuevas, Sam DiGiovanna, Edith
Elyasi, Tom Ferguson, Isaac Pedraza, Brian Reff, Odett Zeynalyan

Absent:

- 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/Dieny)** to approve the minutes for May 2, 2023.
- III. **MSC (Martin/Dieny)** to approve the agenda for June 6, 2023.
- IV. **Division Chair Report**
 1. Division chair report will be inclusive within the new business items.
- V. **Guest Speakers**

None
- VI. **Old Business**
- VII. **New Business**
 1. **MSC (Herwerth/Martin)** to approve new textbook for ADMJ 165
 2. **MSC (Herwerth/Martin)** to approve new course catalog update for ARCH 229.
 3. Curtis informed division members that he received a list of COR revisions that are due. He mentioned almost everything is due. He will inform faculty.
 4. Curtis reminded faculty that prerequisite waivers need to come from faculty and not students.
 5. Curtis informed the division that beginning this fall, division meetings will be in-person. It was requested that HyFlex be considered. Curtis said he will look into it.
 6. Curtis mentioned that the Administration will likely not allow single digit enrollment or classes with less than 15 students in the fall. He asked faculty to consider enrollment management for maximum enrollment in their classes.
 7. Curtis mentioned that textbooks being used in class should be those listed in your course outline of record. Instructors need to go to Follet to list their textbooks.
 8. Curtis asked faculty to send him a list of zero-cost textbooks or those that are \$40 or less.

9. Curtis informed the division that any individual accounts in the bookstore business office will become district 03 accounts. Andrew suggested that accounts be moved to the Foundation instead.
10. Curtis informed the division that Sharon Lencki has retired. Her retirement reception will be on Thursday, June 8, 2023. It will be held in the Student Center from 4:00 pm to 7:00 pm. Come by if you are so inclined.
11. Curtis informed the division that we have a display case available for advertising on the 1st floor lobby of the San Gabriel building. He mentioned this space is open for departments to advertise. Curtis will take pictures and send to the division as a reference.

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

1. Mark Dieny gave a report on the Academic Senate:

Motion 2023-13: The Senate approves the reduction of Glendale Annual Distance Education Recertification (GADER) hours to two hours per year for full-time and adjunct faculty, and recommends that the 2023-2024 academic year be dedicated to a further reimagining of GADER requirements led by a co-chaired CoDE task force, with one CoDE chair and one non-CoDE chair, and broad participation from all faculty.

Motion 2023-11: The Senate recommends the college review and improve its emergency notification, response time, evacuation technology, and procedures with attention to campus at-large as well as unique needs, e.g. the needs of people with disabilities, and the childcare and parenting centers, etc.

Motion 2023-12: The Senate approves the 2023 Disciplines List as amended.

Brian Reff Also Mentioned:

New president Cameron Hastings
New Senator Sona
GADER Suspended for 23-24 year
No change to bylaws.

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

1. Continued discussion on modality changes during the semester for classes.
2. Student survey results for Student Survey on Tech Mediated Instruction. Link was provided in chat during meeting.

3. Jorge Palma gave a report on the Student Learning Outcomes Committee:

No narrative report submitted.

4. Brian Reff gave a report on the Academic Senate:

Richard Kamei new president
Elections through 12Noon on 6/7/23
No pay raise for 22-23 year.

5. Brian Reff gave a report on Diversity, Equity, Inclusion, and Accessibility:

Co-directors:
Sangita Dube and Maite Peterson 40% release time each.

IX. Announcements/Information

X. Adjournment

1. **MSC** (Feldman/Donayan) to adjourn.