



**DIVISION OF INDUSTRY & TECHNOLOGY  
DIVISION COUNCIL MEETING  
Technical Arts Building, Division Conference Room TA 102C  
Thursday, November 21, 2013 - 1:00 p.m.**

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I. Call to Order

Dr. Stephanie Rodriguez, Dean, called the meeting to order at 1:00 pm..

In Attendance

Dean Dr. Stephanie Rodriguez; Associate Dean Daniel Shrader.

Full-Time Faculty: Robert Beaudoin, Vera Bruce-Ashley, Steve Cocca, Pati Fairchild, Mark Fields, Doug Glenn, Hiram Hironaka, Lee Macpherson, Tim Muckey, Vivian Nemie, Renee Newell, Daniel Richardson, Jack Selph, Mike Stallings, Merriel Winfree.

Part-Time Faculty: Bob Diaz, Carlos Garcia, Dan Valladares, Sue Ellen Warren.

Staff: Valencia Rayford, Denise Spurlock (Recorder).

Absent: Vic Cafarchia, Eric Carlson, Ross Durand, Patricia Gebert, Ed Hofmann, Kevin Huben, Rick Hughes, Ray Lewis, Doug Marston, Bill Melendez, John Ruggirello, Harry Stockwell.

II. SLO Update

- A. Update on Alignment Grids and PLO/SLO Statements: Pati Fairchild reported that just a few statements and grids are outstanding.
- B. TracDat Training: A list of TracDat training workshops was distributed. Pati noted that TracDat has good report capabilities.
- C. SLO Assessments for Fall 2013: Complete assessments are due by December 20.

III. Priorities for Plan Builder

Associate Dean Shrader described the process for Plan Builder review. He also reported that a review of budget requests will be due by December 2.

IV. Curriculum Updates – Fall 2013

Vivian Nemie reported that 24 curriculum requests are currently pending. Approximately 45 courses have been reviewed by the Division Curriculum Committee this semester. There is one area that needs improvement: the justification section needs to be completed more accurately.

V. Election of Academic Senators

Merriel Winfree reported that academic senators should be elected at this time. The following faculty members were nominated: Lee MacPherson, Merriel Winfree, Ross Durand, Mark Fields, Tim Muckey, Patty Gebert. A voice vote was taken and all nominees were elected to serve.

VI. Faculty Representation on Committees

Dean Rodriguez reported that two appointments are required for Spring 2014—Curriculum and SLO Facilitator.

A spreadsheet showing the history of faculty representation on committees was distributed. Each faculty member was asked to add the committee(s) served and the year(s) served and return to Denise by November 27.

VII. Other Business

- A. Fall 2013 Syllabi and Spring 2014 Syllabi: All syllabi are due as soon as possible. Posting the course syllabi each semester is an accreditation requirement.
- B. CMTC Surveys: These surveys are also due as soon as possible.
- C. Evaluation Conferences: All faculty were asked to be sure that all materials for evaluation conferences have been turned in a timely manner.
- D. Trading Shifts: A copy of the policy and form for Temporary Instructor Reassignment/Substitute was distributed. Please note that the Division Office must be aware of all trading of classes for coverage purposes.
- E. Holiday Party: The Division holiday party will be held on Thursday, December 5, from 1:30-5:30 p.m. A sign-up sheet was distributed.
- F. Retirement Party for Rick Hughes: A party for Rick Hughes will be held on December 13, from 11:30-1:30 p.m. All Division faculty and staff are invited to wish Rick well in his retirement.
- G. Honda R&D Internships: Pati Fairchild reported that Honda is now accepting applications for interns. Interested students from all departments are encouraged to submit their resumes to Pati by December 1; she will then pass them on to Honda.

The meeting was adjourned at 2:00 p.m.