

## Technology & Aviation Division

November 7, 2023

### Minutes

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

#### Non-Voting

Present: Anthony Bagan, Marisela Canela, Victor Castellanos, Roger Dickes, Sam DiGiovanna, Edith Elyasi, Rob Newman, Brian Reff, Tracy Rickman, Freddy Saucedo, Gerald Wallace

#### Absent:

- I. Called to order by Curtis Potter at 12:33 P.M. This meeting took place in AT 232 and on the Zoom platform. Minutes taken by Victor Castellanos.

**Roger Dickes and Freddy Saucedo announced our Technology & Aviation Division Chair Election Winner. Andrew Feldman won the election. His term will begin July 1, 2024.**

The link to Administrative Regulation 7255 regarding division elections can be viewed below:

<https://www.glendale.edu/home/showpublisheddocument/4904/636204317795770000>

- II. MSC (Feldman/Dieny) to approve the minutes of June 6, 2023; September 5, 2023; and October 3, 2023.
- III. MSC (Feldman/Dieny) to approve the agenda for November 7, 2023.
- IV. **Division Chair Report**
  1. The college is currently working on creating a new mission statement.
  2. Due to the rise of Artificial Intelligence (AI), an Academic Integrity Initiative is in the early stages of being drafted.
  3. New display cases in both the Advanced Technology Building and the first floor of San Gabriel Building have been made available for department advertising needs.
  4. Winter faculty have been asked to go into their canvas pages to select and adopt their spring textbook selections.

#### V. **Guest Speakers**

Freddy Saucedo, Dean of Instructional Services and Workforce Development and Marisela Canela, CE Counselor were our guest speakers. They shared:

Purchasing cut-off for equipment/supplies is - 11/30/2023- All faculty who are leads for CE grants, please ensure that spending aligns with this first cutoff deadline.

Travel pre-approval: <https://forms.gle/YdTrZQDupH23m38k9>

Career Education Virtual Professional Development Opportunity: Save the Date:  
12/8/2023, 9 A.M.-noon, Supporting Non-traditional Student Participation in Careers.

Faculty/Staff ill or COVID positive notification:  
<https://forms.gle/GjnyMCUQAEaMBD8d6>

Student COVID positive notification: <https://forms.gle/7SHTsTDHWWWBd2tH8>

Offsite work approval: <https://forms.gle/TEWvtgVDx3FSCNCR6>

## **VI. Old Business**

## **VII. New Business**

1. **MSC (Feldman/Herwerth)** to approve AT-130 Aviation Transportation for both Pilot Training and Flight Attendant disciplines.
2. **MSC (Feldman/Herwerth)** to approve COR revisions to: Nutrition 50, 114, 118, 125, and 201
3. IT Assessment underway (focus groups will be created for input)
4. Early Alert system in transition - okay to use rosters
5. Please double-check Spring 2024 schedules for any changes before registration starts.

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

### **1. Sona Donayan gave a report on the Academic Senate:**

The academic senate approved:

- The college's revised Mission, Values, and Vision;
- The tenure committee chairs and the Faculty judicial board pool with Paul Vera as the chair. Sona Donayan volunteered to enter the pool from TAD;
- The academic rank advancements;
- A motion requiring that the VPI communicates with the senate president and IHAC the retirements and vacancies in each division.

Programs may apply for the senate innovation grant until November 17, 2023.

### **2. Dave Martin gave report on the Committee on Distance Education**

1. Encourage members to complete the SimCheck and HonorLock surveys.
2. CopyLeaks software is being reviewed with a 3-week free account.
3. GADER update. No GADER is due for this year. GADER Task Force is meeting to discuss the importance of maintaining currency in DE techniques.

### **3. No narrative report submitted for Student Learning Outcomes Committee.**

**4. No narrative report submitted for the Guild.**

**5. No narrative report submitted for DEIA.**

**IX. Announcements/Information**

**X. Adjournment**

1. **MSC (Feldman/Dieny)** to adjourn at 1:30 pm.