

# Technology & Aviation Division

December 6, 2022

## Minutes

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

Non-Voting

Present: Victor Castellanos, Meg Chil-Gevorkyan, Martha Cuevas, Sam DiGiovanna, Edith Elyasi, Mel Futrell, Deborah Park, Isaac Pedraza, Brian Reff, Gerald Wallace

Absent: None

- I. Called to order by Curtis Potter at 12:35 P.M. This meeting took place on the Zoom platform. Minutes taken by Victor Castellanos.
- II. MSC (Dieny/Martin) to approve the minutes for November 1, 2022.
- III. MSC (Feldman/Martin) to approve the agenda for December 6, 2022.
- IV. **Division Chair Report**
  1. Curtis informed faculty he has a scheduled meeting with Dr. Corner coming up. If anyone has questions they would like asked on their behalf please submit them to Curtis as soon as possible.
- V. **Guest Speakers**
  1. We had Deborah Park introduce herself as the new Administrative Assistant II, in Career Education and Workforce Development. She is working with Freddy and Meg.
- VI. **Old Business**
  1. Be mindful of grade roster due dates please. Failure to submit a grade roster on time holds up the entire district from running transcript cumulative totals. A second failure to submit a grade roster on time may result in a subsequent one-semester loss of teaching assignments.
  2. Curtis reminded faculty and staff of updated Covid policies and guidelines. The mask mandate has ended. In-classroom masks can continue or the instructor can opt-out by telling their students the mask mandate has ended. Faculty who wish to opt-out the rest of the semester must let Freddy and Curtis know. For winter and spring, there is no vaccine or mask mandate. If any instructor wishes to keep mask mandates in their classrooms, they can. Must notify Curtis first.
  3. Scheduling must know your required modality to include in ticket notes. Please inform Curtis and clarify if you wish to have in-person or DE classes. Reminder: Faculty must be DE certified to teach Distance Education. No changes of modality are allowed after the session starts. Only in case of extenuating circumstances.

**VII. New Business**

1. **MSC** (Feldman/Martin) to approve ADMJ's 134 and 165 for transfer articulation to CSUs.
2. Department Chairs or designees are to review, verify, or correct their Course Outlines of Record in eLumen during the winter break. Additional compensation is available for this assignment.

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

1. Mark Dieny gave a report on the Academic Senate.  
High Priority Items: (These items were approved and passed by the senate.)
  - a. Motion 2022 – 55: The Senate approves amending its By-Laws, so as to include two new representatives on the DEIA committee: a Human Resources representative as a resource and a CSEA representative as a voting member.
  - b. Motion 2022 – 56: The Senate recommends that students subject to registration holds be permitted to register for Noncredit sections.
  - c. Motion 2022 – 57: The Senate approves the Committee on Distance Education's revised mission statement.
2. Dave Martin gave a report on the Committee on Distance Education.
  - a. Use of camera by instructors during class sessions.
  - b. Mode of Instruction filter on schedule of class's site.
  - c. Dr. Karpp data was discussed. Link was provided in chat.
3. Jorge Palma gave a report on the Student Learning Outcomes Committee.  
*No narrative submitted.*
4. Brian Reff gave a report on the College Guild.
  - a. Judicial Board Taskforce- ask to be on taskforce and/or Judicial Board.
  - b. Guild - Tentative Agreement Election. Reopener Survey. Guild Election Nominations open at February 2023 Meeting.
5. Mel Futrell gave a report on Diversity, Equity, Inclusion, and Accessibility.  
*No narrative submitted.*

**IX. Announcements/Information**

**X. Adjournment**

1. **MSC** (Dieny/Palma) to adjourn at 1:30 P.M.