

## Technology & Aviation Division

September 5, 2023

Minutes

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

Non-Voting

Present: Anthony Bagan, Victor Castellanos, Martha Cuevas, Gabriela Cruz-Jimenez,  
Sam DiGiovanna, Tim Papienski, Brian Reff, 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.
- II. No minutes to approve.
- III. MSC (Dieny/Donayan) to approve the agenda for September 5, 2023.
- IV. **Division Chair Report**
  1. Curtis Potter welcomed and introduced new Nutrition Full-Time Faculty Member Manijeh Nezami.
  2. Curtis mentioned that there is an increase of Aviation Ground School students in both sections of AT 120. More than 80 students have signed up.
  3. Campus-wide enrollment is up 10% for credit courses and significantly higher for non-credit.
  4. The Campus Administration wants students to have a sense of belonging when on-campus. This is in hopes that it will create student enrollment and retention. More information will come next month. Drew Sugars is the lead for this endeavor.
  5. Curtis mentioned the new science building is looking amazing. It is scheduled to be completed by December 2023/January 2024. Later to be furnished during the winter 2024 session and open for classes in Spring 2024. The entire building will house science classes.
- V. **Guest Speakers**
  1. Gabriela Cruz-Jimenez, CE Counselor introduced herself. Mentioned Alejandra Gonzalez is the new Pathways Manager. Also mentioned that Glendale Tech Week will run from September 12-14, 2023. Other items and information will be emailed directly to division members.
- VI. **Old Business**
  1. Curtis reminded division members they must email Freddy immediately and fill out his survey if you contract Covid. The same process remains as before. The same can be said for reporting students who have contracted Covid. Asynchronous students must also be reported.

2. Census Rosters coming up soon for 16-week classes. Please check your email from Michelle Mora for specific dates.

**VII. New Business**

1. Course Outlines of Record (COR) revisions can start to be entered in eLumen. You may work on them but do not “Publish” them. Remember CORs must be approved at the division first. Program or degree revisions will become available in eLumen in 1-2 months.
2. There will be scheduling restrictions for the spring and fall 2024 semesters. Those who have Monday only or Monday/Wednesday classes will need to make adjustments due to numerous Monday holidays in the calendar year.
3. Please be mindful to use the newest version of the Purchase Request Form emailed in July and presented in today’s meeting.
4. Please submit fall syllabi to the division office.
5. Please have vendors submit invoices to [Purchasing@glendale.edu](mailto:Purchasing@glendale.edu) . They should not be sending them directly to faculty or staff.
6. A new dining option is available beginning this fall. The Great White Hut opened in the space the Milky Way formerly occupied.

**VIII. Governance/Special Committee Reports**

No reports. Governance Committees have yet to meet.

**IX. Announcements/Information**

1. Faculty Institute Day is this Friday. Do not forget to sign-up in VRC to assure you get your Flex credit.

**X. Adjournment**

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