

## Technology & Aviation Division

September 3, 2024

Minutes

Present: Sona Donayan, Andrew Feldman, Derek Flores-Prieto, John Francis, Christopher Herwerth, Dave Martin, Manijeh Nezami, Rob Newman, Jorge Palma

Non-Voting

Present: Anthony Bagan, Victor Castellanos, Martha Cuevas, Sam DiGiovanna, Edith Elyasi, Tim Papienski, Carl Povilaitis, Brian Reff, Tracy Rickman, Dr. Federico Saucedo, Gerald Wallace

Absent: None

- I. Called to order by Andrew Feldman at 12:30 P.M. This meeting took place both in-person in AT 232 and on the Zoom platform. Minutes taken by Victor Castellanos.
- II. MSC (Martin/Herwerth) to approve the minutes of June 4, 2024.
- III. MSC (Newman/Martin) to approve the agenda for September 3, 2024.

### IV. Division Chair Report

1. Andrew introduced our three new contract faculty in the division: Derek Flores-Prieto (Culinary Arts), John Francis (Welding), and Rob Newman (Aviation and Transportation).
2. Andrew reminded faculty to review the campus-wide emergency procedures. Victor emailed the link to the guide on August 12, 2024. It can also be found here: <https://www.glendale.edu/about-gcc/college-police/emergency-procedures>
3. Andrew discussed the new food options on campus.
4. Andrew mentioned that The GCC Center for Assistance, Resources, and Educational Success (GCC CARES) would be moving to the former downstairs cafeteria area.
5. Andrew announced to the division that there are Academic Senate At-Large seats available. Nominations are due September 6, 2024.
6. The Open Educational Resources Committee is requesting for a representative from our division. Mandy volunteered to serve on this committee.
7. Andrew asked faculty to complete their census rosters on time please.
8. New Title V rules for Pass/No Pass courses. Students can decide to change their course to Pass/No Pass until the last day of the semester.
9. Andrew discussed Flex obligations and hourly requirements. 15 hours are required for full-time instructors per semester. Adjuncts have to complete half of the amount of hours as their semester's load. Deadline is June 29, 2025.
10. Department table skirts are available. If interested, please request one through the link Victor emailed you on August 9, 2024.
11. Andrew asked faculty to fill their department display cases. Some are currently empty.

12. Andrew reminded faculty to pick up their new parking permits from Campus Police. Andrew also let faculty know that student parking is free this semester.

**V. Guest Speakers**

None

**VI. Old Business**

None

**VII. New Business**

1. **MSC (Herwerth/Newman)** to approve proposed Certificate of Achievement revision for Fire Academy – reduce certificate from 46.5 units to 35 units.
2. **MSC (Herwerth/Nezami)** to approve proposed Cyclical Review of Culinary Arts, Electronics and Computer Technology, and Hotel Restaurant Management Course Outlines of Record (See Excel Sheet).
3. **MSC (Martin/Donayan)** to approve proposed Changes to Architecture 229 - remove the current prerequisites of Engineering 109 and Architecture 250.
4. **MSC (Newman/Herwerth)** to approve to archive Course Outlines of Record: Technical Education 140 and 142.
5. Please submit your Fall Syllabi (email Andrew, Cc Victor).
6. Department Table Skirts Available (Victor emailed link on August 9, 2024). Discussed during division chair report.
7. Review Emergency Procedures (Victor emailed link on August 12, 2024). Discussed during division chair report.

**VIII. Governance/Special Committee Reports**

**1. Brian Reff gave a report on the Academic Senate:**

- Elections for Vacant At Large Positions.
- Division Mergers and changes.
- Senate Officers.
- IHAC Manual Changes.
- Motion opposing Biology Division's merger with Physical Sciences Division Passed.

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

- If new faculty need a Zoom account, they need to contact the helpdesk.

**3. Student Learning Outcomes and Assessments**

- No meeting has occurred for Fall 2024 yet.

**4. Brian Reff gave a report on the Guild Meeting**

- Sorry the Goldleaf wouldn't stick!
- Talked about new officers. Potential Raise.
- Change in Flex. New negotiation team members.
- New Guild Division Liaison Coordinator.

**5. Committee on Diversity, Equity, Inclusion, and Accessibility**

- No meeting has occurred for Fall 2024 yet.

*Governance/Special Committee Reports are copied and pasted to the minutes from member narratives emailed to Andrew and Victor after the division meeting.*

**IX. Announcements/Information**

**X. Adjournment**