

**MNHS Division
Meeting Minutes - February 20, 2008**

Day, Time, Place: Wednesday, February 20, 8:00 to 9:00 a.m.
 Members Present: David Boyajian, Denise Rudy, Patty Deen, Ralph Ferges, Jay Wiestling,
 Judy Eckhart, Takashi Nakajima
 Recorder: Debra McBrayer

Topic	Information/Discussion	Action/Response
Call to Order		
Approval of Minutes		
Item		
A. IRPs	<ul style="list-style-type: none"> Still need IRPs. Review the growth rate from fall to fall to fall. The report will be used to hire faculty and meet equipment needs. It is important to involve department. 	Some still need to finish and submit IRPs.
B. Dental Move Update	<ul style="list-style-type: none"> Francis handed out a sketch of the temporary trailers layout for classes beginning fall 2008. Rudy said they have lots of packing to complete before demolition in June. 	
C. Printing	<ul style="list-style-type: none"> The Comet Copy Center in NS 144 is being converted to a self-serve center tentatively during spring break. A copier swap will have to take place between Comet Copy and the Instruction Office. The Instruction Office copier can accommodate up to 1,000 codes and is better suited for a self-serve center. 	Comet Copy handling the switchover.
D. Prop M and Technology Spending	<ul style="list-style-type: none"> Prop M Technology funds will be used to replace computers labs in the Math Center. A rational scheme/plan to replace future the MAC and GIS labs in the future is being developed. Wiestling said Math needs five newer computers for classrooms so data projectors can be used. Existing ones do not have USB ports and are not compatible. 	Francis and Wiestling will work with IS to get newer classroom computers.
E. Possible new program	<ul style="list-style-type: none"> Southern California Edison has approached the college about developing a new training certificate. Many existing courses would fit into the program. Tuition assistance and internships are being offered to find students for the program. Information was given to Nakajima, Wiestling, and Boyajian since their departments currently offer most classes needed. 	More discussion needed with involved parties.
F. Learning Outcomes	<ul style="list-style-type: none"> Learning Outcomes are required for accreditation. The question, "how do we know the student is learning," was asked. It will be tackled at the next division meeting. 	Discuss at next meeting.
G. Cal Card	<ul style="list-style-type: none"> Some instructors are keeping Cal Cards after they are no longer department chair. Any concerns about this? None. 	
H. Budgets	<ul style="list-style-type: none"> No new news since previous meeting. There is still talk of a 10 percent cut to everything but faculty and staff. DA is using VTEA funds, Nursing and Life Sciences are going to swap some lottery for some unrestricted funds to meet each other's needs. 	
I. Announcements	<ul style="list-style-type: none"> Deen announced the showing of another lunchtime movie of the week. There is plenty of space for visitors and free popcorn provided. 	
J. Other	<ul style="list-style-type: none"> Deen, C. Miller, S. Spear, T. Kopec, and B. Morris will meet with Francis next week to discuss the NS Building HVAC noise issue. 	Schedule meeting.
Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 9:00 a.m. 	

Next meeting: March 5, 2008