

**Advisory Committee Meeting Minutes
Architectural / Interior Design
April 3, 2020**

Attendees: Joseph Lucido, Jessica Newman, Mark L. Pilcher, Ginger Rabe, Sherrie L. Pantalon, Ellie Gaber, Luisa Schultz, Laura Ridely

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NAME: Luisa Schultz
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Meeting was called at 2:05 pm

Role of the Advisory Committee Role and Introductions

Jessica gave an explanation of the purpose of the advisory committee meetings to the members and introductions of the members were made.

Approval of previous minutes

The advisory committee unanimously voted to approve the minutes from last year's Architecture and Interior Design Advisor committee meetings.

New Business/ Interior Design & Architecture

The committee discussed equipment that could help Interior Design and Architecture stronger programs. Their recommendations are below.

Software Recommendations

Jessica asked the committee for recommendations and feedback on the current software being used by the Interior Design Program, and to please let her know anything was outdated or needed to be added.

The committee recommended the following software that is current and used in the industry:

- **AutoCAD, Revit, Sketch up, 2020, Photoshop, InDesign, Lumia**

Technology and Equipment Recommendations by the Advisory Committee for Interior Design and Architecture

Interior Design Recommendations	Architecture Recommendations
Laser cutter for models and other items can be shared between Interior Design and Architecture	Laser cutter for models and other items can be shared between Architecture and Interior Design
Tablets or computers with touch screen for making sketches; at least 3 needed to can be shared with Interior Design and Architecture	Tablets or computers with touch screen for making sketches; at least 3 needed to can be shared with Architecture and Interior Design
Dual Monitors at workstations to be shared by Interior Design and Architecture	Dual Monitors at workstations to be shared by Architecture and Interior Design

3D printer to be shared between Interior Design and Architecture	3D printer to be shared between Architecture and Interior Design
Flatbed Scanner for student portfolios	Oculus VR equipment
CNC Machine	
Specialty markers and refills	
Software keys for 2020 for students to work at home	
Lightbox for drafting	
Laptops for students were decided on as a way for students to have two monitors in the classroom, and have access to the software at home. This eliminates the need for two monitors as described above, and eliminates the need for an open lab, discussed below.	

Interior Design- Architecture, Other Business/Recommendation

An immense concern brought up amongst the committee members was not having a lab strong enough to sustain the software needs of the programs that are aligned with the current industry standards. The consensus and recommendation of the Advisory Committee members is that the Interior Design and the Architecture programs need better computers that can support the current industry software standards for the students to be able to learn what is current, and obtain the proper skill set while at Palomar College, so that once they graduate are employable within their Industry.

Luisa made a request to collaborate with other departments on campus such as woodshop, and the metal shop as a lot of similar items are done in fabrication shops and it would be a good opportunity for the student to get more hands on experience with the tools.

A suggestions was made regarding the importance of students learning some of the basic measuring skill sets and acquiring a tool kit for the students to lean the essential skills. The Advisory Committee suggested a mandatory kit to be purchased by each student to include a scale, tape measure, angle tractor, laser, and a calculator.

LABS, and LAB TECHS

The Advisory members discussed how the classes were being conducted in conjunction with having proper open lab time for the students. The Advisory Committee members recommended and spoke on the importance of having an open lab for students in both Architecture and Interior Design.

The Advisory also discusses the importance of having a lab tech which would be very helpful in the lab classes. Jessica mentioned she would like to have someone in charge of the materials library and it would be a great opportunity for a student that could lead to a potential job for them. Sherrie mentioned the Design Institute has two people that maintain the resources. Jessica agreed that this would be helpful for Interior Design, and if it was a paid position, it would be something the student could put on their resume.

Meeting Adjourned

Jessica and Joe thanked everyone for joining us and the meeting was adjourned at 3:08pm