

# INDS Meeting Notes

August 10, 2022

Attendees:

Chay Runnels

Leisha Bridwell

Sally Ann Swearingen

Jennifer Luque

\*Action Items in purple

1. Reviewed Fall Class Schedule with Chay for final changes to curriculum.
  - Dropping
    - Residential
    - Sketch and Render (p.m. class)
    - Electrification
  - Teaching Assignments
    - NW to teach CMGT 1301 Intro
    - Susan Morris to teach INDS 1311 Intro (now F2F/Livestream)
    - Current overloads for SA, NW, JL
2. Reviewed Fall Schedule of events for INDS and CMGT programs. August date for Orientation has been moved back one week. LB to add all as hosts to zoom
  - Dates to remember
    - Orientation, Friday, August 26<sup>th</sup> Meeting for all ID and CMGT students, INDS at 1:00 p.m., CMGT at 4:00 p.m.
    - Make a Difference: CMGT & ID MAD Kickoff Sept. 9
    - Make a Difference: Presentations Sept. 30<sup>th</sup> from 1-4 p.m.
    - Make a Difference: Finalist Oct. 7<sup>th</sup>
    - ASID Career Fair in Houston– Friday, Sept. 16<sup>th</sup>
    - Vaughn Industry- Wed. Sept. 21<sup>st</sup> – CMGT 101 4 p.m. room 108?
    - Career Fair CMGT & ID: Thurs. Sept. 22 from 1-4 p.m. in south
    - ABC Kick-off event for CMGT Sept. 22, 5 p.m.
3. Reviewed orientation outline, reviewed topics, and assigned parts.
4. Need to set a date for ID and CMGT interns to present.
5. SA provided updates on CMGT Advisory Board activities.
  - Membership Tiers: 15,000 one-time gift to be a lifetime member  
Executive Advisory Board \$2,500 Advisory Board: \$1,000 working on duties

# INDS Meeting Notes

August 10, 2022

- Battle of the piney woods- pull the wrapped trailer and set up a booth. Thinking maybe hospitality and CMGT could do one next to each other.
  - We need to focus this fall on reconstructing the INDS external board.
- 6.** Upcoming career fair date has been set and in we are currently working with Career Services on the event in which we will split the money. Contacts: April Pace, Brent
- 7.** CMGT accreditation
- SA met with Associated Builders and Contractors/ Austin Vaughn & our sponsor John Glaze who is on the board. They stated to get a list of what we needed for the tiny homes and they would see what they could do. We are now improved and can add the ABC logo on our CMGT website. You can look at U of H's website to see how they incorporate it into there's.
- 8.** CMGT Director Search
- SA to write up position post for new CMGT Director/Program Coordinator
  - Want to bring Tom Kommer (CA) on campus. SA has spoken to Chay about financing visit. If not, Provost has offered to cover costs.
  - Kommer has a terminal degree in law and a minor in construction.
  - Salary increasing to \$125,000
- 9.** SA provided CMGT update
- Wrapped trailer to finish Thursday.
  - New trailer to be here by Friday.
  - Tree removal this week In preparation for new cover.
  - New parking cover for trailers to be installed next week on Tuesday.
  - The program was awarded another \$69,000 which allowed for 17 new laptop computers with Procore, RS Means, and Revit. A new storage cart for mobility is being purchased.
- 10.** Facilities
- Testing equipment weights half a ton. Where will it be stored? Maker's space might be one option.
    - SA shared her pilot with the program Q classroom. There are issues with getting employers evaluations out. The link worked well in d2L for the students to evaluate.
- 11.** HCC
- SA and JL to meet with HCC August 15 in Houston on articulation contract. Signage to come.
  - Need photography to come and take photos of students during the semester for new Marketing pictures.
  - Need updated transfer guide at a minimum.
- 12.** Leisha Bridwell
- Retiring Dec 2022

# INDS Meeting Notes

August 10, 2022

- Tuesday/Thursday teaching load through December
- LB to train JL as program coordinator

13. INDS needs a new faculty member. LB to write up position post.

14. IDEC dues are due soon. Can do a group membership along with graduate students (which are free). Fees due September 1. Pay by August 15<sup>th</sup>.

15. Nathaniel to put together syllabi for structures class to get it approved for fall 2023.

16. Nathaniel to become the Advisor for NKBA.

17. The makers space is out for pricing. Work expected to be completed in 2-3 days for library to be up and running for the fall semester.

18. New additions to syllabus on attendance and late work.

- **Late Work:** Late work without an excused absence will be accepted with the following penalties for being late: 10 points deducted per day the work is not turned in up to 10 calendar days. After 10 calendar days, the work not submitted will be a grade of zero and become the final grade for that assignment for the semester. Late work with an excused absence must be turned in within a time period as negotiated with the instructor for no points to be taken off.
- **Unexcused Absence:** In interior design classes, students with unexcused absences will forfeit the make-up of lecture notes, critiques, demonstrations, field trips, handouts, quizzes, exams, or other class activities or materials. In the event that a grade is recorded on the date of an unexcused absence, a grade of "0" will be entered. Students will be held accountable for all work missed, all assignments made, and all assignment due dates established in their absence. Each student is allowed THREE unexcused absences for a MWF class in a long semester, TWO for a TR class in a long semester, and ONE for a summer/8 wk semester; thereafter, a letter grade will be deducted from the semester grade for each additional unexcused absence.

19. Discussion of Building hours to include building open daily until midnight. Forms to be signed by students during orientation.

20. New approval forms for students who are local who wish to attend class Livestream and for students opting out of participation in MAD.

# INDS Meeting Notes

August 10, 2022

- 21.** Study abroad highly encouraged. Domestic trip 2023 to the mills, International trip 2024 to Netherlands or Scotland/Ireland. Domestic trip 2025 to NeoCon. Apply for a travel credit card through university.
- 22.** Students must complete 2 speaker series/CEUs per semester. Printed certificate required.

End of Meeting Notes