

# INDS Meeting Notes

October 14, 2022

Attendees:

Nathaniel Walker

Leisha Bridwell

Sally Ann Swearingen

Jennifer Luque

\*Action Items in purple

1. We need to focus this fall on reconstructing the INDS external board.

1. Career Services has shared their data from Handshake on the last career fair. We've obtained attendee and registrant information and evaluations. These are located in teams.

2. Upcoming Spring and 2023-2024 INDS and CMGT career fair dates have been set with Career Services.

- Spring 2023- Tuesday, Feb 28
- Fall 2023 – Thursday, Sept. 23
- Spring 2024 –

3. Career Services to come talk to INDS students in the fall and spring.

- Intro Class – resume and cover letters - Nov. 9 HMSN 201/202
  - Need to invite NW and SS classes that morning
- Professional Practice class – mock interview, career fair prep- Feb. 8<sup>th</sup> HMS South 103 8 a.m.

4. CMGT accreditation

- Status report

5. CMGT Director Search

- Status report

6. 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.

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## 7. 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.

## 8. 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.

## 9. Leisha Bridwell

- Retiring Dec 2022
- Tuesday/Thursday teaching load through December
- LB to train JL as program coordinator

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

11. 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>.

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

13. Nathaniel to become the Advisor for NKBA.

14. 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.

15. 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

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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.

- 16.** Discussion of Building hours to include building open daily until midnight. Forms to be signed by students during orientation.
- 17.** New approval forms for students who are local who wish to attend class Livestream and for students opting out of participation in MAD.
- 18.** 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.
- 19.** Students must complete 2 speaker series/CEUs per semester. Printed certificate required.

End of Meeting Notes