

INDS, CMGT Meeting Notes

Meeting Date: Dec. 14, 2022

Meeting Notes: Dec. 19, 2022

1. Spring Events

- Showcase Saturday – Feb. 25
- Career Fair- Feb. 28
- Field Trips
 - Bayou Bend- Jennifer and Nathaniel to drive students- date T.B.D.
 - AIA Portfolio Show- Jennifer confirmed it will be in the Spring- Date T.B.D.
 - NKBA
 - April 21, Dallas (Juniors and Residential classes)
 - Seniors – Steelcase Dallas- date T.B.D.
 - Juniors--Market Center/Design Center- date T.B.D.
 - CMGT intro class- MYCON, construction site visit in Dallas- April date T.B.D.
 - NeoCon

2. NeoCon 2023

- June 12-14, Chicago, 2023
- The Mart-222 Merchandise Mart Plaza, Suite 470, Chicago, IL 60654 USA
- Begin planning hotels, reservations, flights, airport shuttle
- Flying into Midway or O'hare? Would like to stay downtown and get bus/"L" train ticket.
- Students to plan their own flights
- 4326 Summer I
- Go two days early to visit Frank Lloyd Wright walking tour and unity temple.
- Use Excellence Account to pay ahead for hotel- Jenn to ask Chay how much is in there.
- Excellence account funded by alumni
- Phone jacks can blast asking for money
- Come up with budget for whole trip
- Attend Student Day-
 - JL to put together budget
 - Interest Meeting Jan. 7, 3:30

3. S23 Student Competitions

- SW Stir Competition- last held in 2020-SAS to confirm
- IDEC- Creative Design project for Jan. 2023
- NKBA- Residential 2023 Class- Spring 2023
- ASID – May-June 2023
- INDS project show in gallery
 - April 5 Setup, April 20th Awards
 - Outside voters- external board

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- Best in show
 - Awards for F, S, J and S level- \$100 gift cards
 - Need sponsors or external board fees
- [Coordinate invites, article, e-blast with marketing-JL](#)
- [Schedule photographer-JL](#)
- [Appetizers and drinks – Awards Show.](#)

4. F23 Student Competitions

- Steelcase- Steelcase NEXT Student Design Competition- Registration in September.
- Kravat Competition- one day in-person design competition- Registration in September.

5. Supplies Updates

- Differential for classes and prospective trips turned in 12.14.22.

6. Syllabus Adds

- Professionalism grade (this includes class participation, coming to class on time, respectful manner towards professor and fellow students, appropriate presentation dress, etc.)
- Service hours grade (6 hours per semester to count towards all INDS and CMGT classes)
- CEU's/Nac Together Charrette (3 CEU's/charrettes will be mandatory and graded for the following classes this spring: Commercial 3121, Residential 2113, Capstone 4114, Sustainability 4310, and Professional Practice 4318).
- Please provide an opportunity for extra credit for non-graduating students if they attend convocation (INDS awards and scholarships event).

7. INDS Advisory Board

- Crafting an email – SAS to help JL craft an email to begin building back the board.
- SAS to reach out to former members

8. CMGT accreditation Update

- Dean and provost looking to contract a consultant to help with program and accreditations- will not be starting until beginning of next year.
- Consultant advised an ACCE accreditation.
- 10 hours/week in our building

9. CMGT Job Listing-

- SAS to check on status of listing Program Coordinator position-pending approval from Allan Hauck.

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- Need second additional position

10. INDS Job Listing-

- Job listing has been posted as of 12.12.22
- SAS to contact April Williams

11. Facilities

- Library
 - New library millwork peninsula under construction – waiting on p-lam order
 - Library – Painting complete minus touchups
 - Schedule floor cleaning for after construction
 - New ceilings and lighting to be installed over Christmas break.
 - Pegboards sourced-white
 - Tack sourced – khaki
- Maker's space
 - Power and data pulled
 - Carpet selection and direction T.B.D.
 - Old millwork removed and relocated.
 - Computers ordered
 - Laser cutter is housed in Library maker's space currently
 - Makerbot? Relocate one from Library maker's space?
 - Ceilings ready to be installed – work to occur over break.
 - Paint colors T.B.D.
 - Grant for biophilic design?
- Equipment update
 - Faculty to receive new computers- 5 ordered (JL, NW, New hire)
 - Classrooms running slow. Joe to update, though may need to relocate to maker's space and move two new computers to 103 and 108.
 - CMGT CARRI grant computers (17) are in and ready for use – piloted in Adv. Revit course in fall 2022
 - SAS to touch base with Rob McQueen on lighting lab lighting.
 - SAS has lighting cabinet drawings to forward to millworker for quote. Alan and Aaron are local; lamps from Elliott; wiring white elec.

12. Articulation goals for 2022-2023

- Jan. set up a meeting with El. Centro for INDS articulation.
 - February 17, 2:00 pm

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- Invite Lisa Stone
- Need list of courses in program and how they transfer
- SFA approval from chair, dean, provost
- SAS to check system affiliations with Marc Guidry
- Tarrant Community College wants an articulation with CMGT- new program coordinator to pursue
- Houston Community College wants an articulation with CMGT-- new program coordinator to pursue.

13. Communication when students don't pass with a "C".

- JL sent 12.19.22 to team.

14. CIDA

- CIDA site visit – F24
- Teams Folder set up
- Meet Jan. 4 to look at classes and SLO's
 - determine primary and two secondary project/classes.
- Met with Joe and Christina with PCOEAA Nov. 8
 - Reach back out after projects have been listed and dropped into Teams.
 - Updated spreadsheet
 - PCOEAA to help with report and project links

15. IDEC Conference

- Regional – UNT fall 2023

16. Grants and Tiny Homes

- Grant approved for INDS and CMGT involvement.
- SAS to adjust budget – awarded \$55,694
- Coordinate work studies for spring and summer from both CMGT and INDS- SAS

17. Summer Camp

- Meet in June to plan for summer camp 2024.

18. INDS Meeting Frequency

- Bi-monthly meetings- schedule 2-hour block of time- Let's outline dates-JL to send calendar invites. First and third week of month, Thursdays from 3-5.
- Propose meeting at the end of each semester to transfer projects to CIDA folders

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- Tuesday-Wednesday 01.03/01.04
- Monday, May 8
- Proposed two-day meeting at end of summer to work through curriculum and differential needs for the next semester/year- 1 week at end of June.

19. Summer 2023 Offerings - Confirm

- CMGT 4120 Internship (SAS)
- INDS 4120 Internship (SAS)
- INDS 2105/2205 Intro to Revit (NW)
- INDS 3125/3225 Adv. Revit (JL)
- INDS 1325 AutoCAD (NW)
- INDS3121/3221 Commercial Interiors (JL)
- 1149/1249 Space Planning – tentative (SAS)

20. 2023-2024 projected student numbers

- INDS – 81
- CMGT – 66
- What does this mean for fall classes and quantities?
 - Two sections of intro and technical
 - Would like to offer Technical and CAD every semester

21. New meeting agenda items.

- HCC equipment contract - **\$1,000/year to cover student costs for use of equipment and labs. SFA classes include Commercial, Building Systems, Revit I, Revit II, Capstone I, Capstone II, Lighting**
- Business Plan – new building