**Agenda**

Sustainable Technology Faculty Meeting

Friday 11/20/2015: 9 AM – 10:30 AM

1. What’s going on?
2. Update on Check sheet changes
	1. Math course
	2. Course names & numbers
	3. Instructional Assistants
	4. AT Design & Fabrication course
3. Other Changes
* Minor
1. New space for program & AT Design & Fabrication course
	1. Using metals and Construction area
2. Lab Use Card System
3. Assessment Reports & Program Assessment
	1. <http://assessment.appstate.edu/>
	2. <https://xitracs.appstate.edu/survey/ProgramRequest.do?token=1511C2CC4D713811BEFC677BD51349E1FCF61225F809B2E0430DCA3>
	3. Other ideas: exit survey, internship evaluations
4. Portfolio System
	1. <http://aportfolio.appstate.edu/>
	2. <http://aportfolio.appstate.edu/Aportfolio_Request>
	3. Add a portfolio class ?
5. Web site work
6. Advertising (posters & brochure)
7. Get word out about new OSHA requirement
	1. <http://www.oshaeducationcenter.com/osha-10-hour.aspx?lgr=c2206475-bedc-e111-b998-000e0c4c5fe4&gclid=COSC2ICQnckCFZM2gQodfvQH7g>
	2. <http://www.oshacampusonline.com/10-hour-osha-training-courses.html?gclid=CIXhyqmQnckCFcUlgQodvzcF4Q>
8. Map of off-campus facilities & signage: Volunteers?
9. Scholarships ?????
10. P-card & pin number
	1. faculty only ???
	2. airline tickets & hotels can be charged to Wendy’s
	3. car rental can be charged to Wendy’s
	4. no food or personal things (talk to Wendy if needed)
	5. nothing over $1499 per order
11. Spring & Summer Schedules
	1. internships
12. Study abroad trips
13. Korea/Taiwan - Ok Youn & Jason Miller
14. Peru - Jeremy Ferrell & Lee Ball
15. Nicaragua & Costa Rica – Jim Houser & Ray Sinclair
16. Switzerland & Austria - Brian Raichle & Jeff Tiller
17. Budget - about $8700 left
18. Larger item Equipment needs (Supplemental Funds)
	1. Solar Simulator
	2. Beech Mountain lease payments
	3. New work benches for ST lab
	4. Others???
19. Travel Budgets - $1000 for tenure track & practitioner in residence
20. Next Meetings
	1. Friday – January 29th 9 – 10:30
	2. Friday – February 26th 9 – 10:30
	3. Friday – March 25th 9 – 10:30
	4. Friday – April 29th 9 – 10:30
21. Assignments