

## **AGENDA**

### **Interior Architecture Area Meeting Friday, September 12, 2024 10:30 PM – 12:00 PM**

*CAC 201*

Call meeting to order

#### **Action Item(s)**

1. Approval of Meeting Minutes of 8.24.2024

#### **Business**

1. Check-ins as needed
2. IA Materials Lab & Tutoring Updates
  - a. Jayden M. will be holding hours in the IA Materials Lab again this semester
  - b. The IA Tutoring program is back with Andrea S. and Amelia R. holding tutoring session. Please remind students to use this resource.
3. Spend-down Requests
  - a. Process has a shorter timeline this year. Please add items to spreadsheet provided: [Planning Requests FY25 - IA Planning.xlsx](#)
4. CIDA Evidence Files of Student Work: Review of what to save, how to save it, and where to place it.
5. Guest: Annette Hackbarth-Onson, Director of Academic Success

#### **Announcements**

- Reminder to send copies of your finished course syllabus to Lori Yonash
- IA Social Gathering Friday afternoon?
- Other announcements as needed

#### **Adjournment**