

COMMERCIAL AND ENTERTAINMENT ARTS

<input checked="" type="checkbox"/>	Steve Burgoon	<input checked="" type="checkbox"/>	Laurie Hartman	<input checked="" type="checkbox"/>	Hector Rivas	<input checked="" type="checkbox"/>	Dan Smith	<input checked="" type="checkbox"/>	Tammy Trujillo
<input checked="" type="checkbox"/>	Taber Dunipace	<input checked="" type="checkbox"/>	Jason Perez	<input checked="" type="checkbox"/>	Don Sciore	<input checked="" type="checkbox"/>	Randy Smith	<input type="checkbox"/>	

Minutes (unapproved)

Commercial and Entertainment Arts Department Meeting

September 6, 2013

- 1) Call to Order: The meeting was called to order at 8:34am.
- 2) Minutes of June 7, 2013: The minutes were approved without changes.
- 3) Action
 - a) Department Meeting Schedule for 2013-2014
 - i) The department voted to meet during Fall 2013 on Fridays from 8:30am-10:30am on the following dates:
 - (1) September 6
 - (2) October 4
 - (3) October 25
 - (4) November 15
 - (5) December 6
 - ii) Spring 2014 meetings: the department voted to change our Department meetings to Wednesdays, 3:00-5:00pm, beginning Spring 2014. We will meet on the following dates:
 - (1) March 19
 - (2) April 16
 - (3) April 30
 - (4) May 21
 - (5) June 13
- 4) Discussion:
 - a) Academic Senate Representative: The committee approved Steve Burgoon as Academic Senate Representative.
 - b) Faculty Association Representative: There is currently no representative to the Faculty Association for the department.
 - c) Tenure Review Committees: The Department approved the following faculty to serve on Tenure Review Committees:
 - (1) Taber Dunipace Committee: Hector Rivas, Steve Burgoon, Don Sciore
 - (2) Jason Perez Committee: Laurie Hartman, Kirk Pederson, Don Sciore
 - d) Equipment Needs Ranking: See attached. It was also requested that if new computers are purchased for room 2440, some of the old computers from that area be redistributed (5 to Radio and 3 to Animation).
 - e) New Faculty Requests: Three Programs expressed needs for full-time faculty (Graphic Design & Illustration, Animation and Television). Faculty were reminded that Request to Fill forms must be submitted by September 30. They were instructed to gather data about their program for Department discussion and ranking at our October 4 meeting.
 - f) Faculty Evaluations: A sign-up sheet was distributed. Reviewers have been assigned for all evaluations.
 - g) President and Vice President Classroom Visits: Don Sciore indicated that all programs have submitted the required form
 - h) Inputting special studies into the class schedule: Approved
 - i) Shared Lab: Due to lack to time for adequate discussion, this item was tabled until our next meeting

- 5) Reports. Due to lack of time, Programs did not give verbal reports. They were asked to submit written reports for inclusion in the minutes.
 - a) Chair
 - i) Division meetings: Meetings of August 22 and September 4. Handouts were distributed and discussed.
 - ii) Budget report: No report.
 - b) Animation
 - i) 3D Animation: No report.
 - ii) 2D Animation and Gaming: No report.
 - c) Graphic Design and Illustration: No report.
 - d) Photography: Student Ryan Carrasco was hired as a video editor for TMZ. Ryan is a former student in both the Television and Photography Programs.
 - e) Radio:
 - i) The Radio Program hosted "College for Kids" on July 23, 2013
 - ii) The Radio Program hosted a group of students from China on July 25, 2013.
 - iii) Professor Tammy Trujillo taught a broadcasting seminar with teachers from Shaanxi University on July 29, 2013
 - iv) Student Adrian Islas is a finalist for Best PSA Radio for his Freedom of Speech PSA. Awards will be presented at the 2013 Student Production Awards- part of the National Student Electronic Media Convention sponsored by College Broadcasters, Inc on October 31-November 2, 2013
 - v) 90.1 Mt. Rock and Audio8ball.com will be hosting a booth on campus and participating in College Radio Day on 10/1/13.
 - vi) 90.1 Mt. Rock and Audio8ball.com will be presenting Radiofest on campus 10/16/13
 - f) Television:
 - g) Faculty Association: No report.
 - h) Academic Senate: No report
 - i) Building 13 Facilities: Due to lack of time, this item was not discussed.
 - j) Web Site Updates: Due to lack of time, this item was not discussed.
- 6) Curriculum
 - a) GD&I: ARTC 280: Maximum Class Size from 12 to 18, Units from 4 to 3, and Grading Method from Pass/No Pass to Letter Grade or P/NP. Approved
 - b) Photoshop Tools: This item was tabled until our next meeting
 - c) GD&I: Associate of Arts Degree in Liberal Arts and Sciences, Emphasis in Fine Arts- Graphic Design Category: Approved
 - d) GD&I: Cross listing ANIM 172 with ARTC240: Approved
- 7) Information and Announcements: Dr. Sue Long distributed a handout and Program data that was discussed.
- 8) Adjournment: The meeting was adjourned at 10:50am
 - a) The next meeting of the CEA department will be on October 4 from 8:30am-10:30am in room 13-2465.