

# COMMERCIAL AND ENTERTAINMENT ARTS

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<input checked="" type="checkbox"/>	Steve Burgoon	<input type="checkbox"/>	Brian Bouskill	<input checked="" type="checkbox"/>	Hector Rivas	<input type="checkbox"/>	Randy Smith	<input checked="" type="checkbox"/>	Tammy Trujillo
<input checked="" type="checkbox"/>	Laurie Hartman	<input checked="" type="checkbox"/>	Jason Perez	<input type="checkbox"/>	Dan Smith	<input checked="" type="checkbox"/>	S. Thankamushy	<input type="checkbox"/>	Jason Shiff

## Unapproved Minutes

### Commercial and Entertainment Arts Department Meeting

August 26, 2015

- 1) Call to Order: The meeting was called to order at 3:00 pm.
- 2) Minutes of May 20, 2015: The minutes were previously approved via email.
- 3) Introductions: New Graphic Design instructor, Brian Bouskill was introduced.
- 4) Action:
  - a. Request to Fill Rankings. The proposal from Television was unanimously approved and ranked as the #1 request from CEA.
- 5) Curriculum: The following items were approved:
  - a. Graphic Design & Illustration
    - i. Fine Arts Course ARTD 48A Letterpress Book Arts, add to Graphic Design Certificate. Approved.
    - ii. Fine Arts Course ARTD 75 Anatomy for Artists. Presented as information only.
- 5) Discussion:
  - a. Enrollments: Cancelled and low enrolled courses were discussed. CEA faculty questioned the rationale of cancelling courses the day before the start of the semester, since students would not be able to enroll online in a different class at that time. CEA also would like to request that when evaluating class fill rates and considering course cancellations, the Dean calculate enrollment rates of the entire department, rather than individual programs. That way, programs with strong enrollments can balance out programs with weaker enrollments, which will result in fewer class cancellations.
  - b. Tammy Trujillo requested formal department support for timely completion of the new radio station facilities. This discussion was tabled until our next meeting in order to give the Chairs time to investigate the matter.
  - c. Shared Lab Support. This item was discussed and programs were reminded that they are responsible for providing their own technology needs (hardware and software) in the lab. Dan Smith requested that his software be loaded on the computers. Current lab hours are 9:00-5:30 MWF and 9:00-9:00TTH.
  - d. Fulfilling Workload (committee participation). Steve Burgoon read aloud Article 10.A.2 of the faculty contract and reminded faculty of their contractual obligation to participate in campus committees as well as the need for department representation on key committees. A matrix indicating recent faculty participation in campus committees was distributed and discussed. Dan Smith provided a list of current committee openings and faculty were urged to join at least one committee. Tammy Trujillo agreed to serve on Brian Bouskill's Tenure Review Committee.
  - e. Rooms 13-2425 and 13-2465. Laurie Hartman reported on the results of the June Cap/Load building walkthrough. Room 2425 will be converted to a computer-based instructional classroom with 27 iMacs. The room will be used by a variety of Arts Division programs. Room 2465 will continue as flexible space, but will also be scheduled for lecture classes (Phot 15 History of Photography is scheduled in 2465 this semester). Since regular classes are scheduled in these rooms, faculty were reminded to not remove any furniture from these rooms. Furniture requests should be made to the Division Office.
  - f. Flex Day: CTE Faculty & Counselor Capstone Workshop. Laurie Hartman requested a brief report from anyone that attended the workshop, but no CEA F/T faculty were in attendance.
  - g. Curriculum Check List. Michelle Sampat's curriculum checklist was distributed and faculty were urged to refer to it when developing curriculum. Michelle's email containing the 2015-16 Style Sheet, curriculum checklist, and curriculum PowerPoint presentation was previously forwarded to CEA faculty.

- 6) Reports:
- a. Chair
    - i. Arts Division meeting August 5, 2015: Laurie Hartman provided a verbal report. She distributed the new Class Coverage form and guidelines for absences and requesting substitutes.
  - b. Faculty Association: Dan Smith provided a verbal report and handouts, including the Summary of Tentative Agreements. He made note of the new Professional Growth Increments and new evaluation procedures, which include changes to the H8 form. A summary meeting is now optional if the faculty member receives a rating of "1" or "2". The meeting is mandatory for all other ratings.
  - c. Academic Senate: Dan Smith provided a handout and verbal report.
  - d. Animation and Gaming: no report.
  
  - e. Graphic Design and Illustration:
    - i. The Graphic Design Club is growing and is looking for opportunities to produce graphic design projects.
  
  - f. Photography:
    - i. Chris Benoe has been hired as a permanent part-time laboratory technician..
  
  - g. Radio:
    - i. The Mt. SAC Broadcasting Club is participating in Join-a-Club, September 1-3
    - ii. Graduate Michael Laurie has been hired at KROQ as a Production Assistant
    - iii. Graduate Shannon McFaddon has been hired at Radio Disney as a Promotions Ambassador
  
  - h. Television:
    - i. Dan Smith attended the Hollywood Foreign Press Association (HFPA) Grants Gala at the Beverly Wilshire Hotel on August 13. He accepted additional funds for student scholarship, bringing the endowment to \$50,000. Professor Smith was also interviewed after the event. The coverage can be accessed at <http://www.rogerebert.com/festivals-and-awards/sincere-warmth-unscripted-hilarity-as-hfpa-gives-away-2m>
    - ii. During the same event, the HFPA board member in charge of grants indicated that she would like to work with us in identifying further areas for assistance. Foundation Director Bill Lambert will arrange a campus visit for her, and broach the possibility of having HFPA pay for updating the TV studio.
    - iii. Progress has been made in making the case for funding a new mobile production truck, which will cost around \$1.5M.
    - iv. In the wake of the departures of both John Huynh and Charles Unger several new faculty have been hired: Aleem Hossain, Steve Gerbson and Yves Martin. Cameron Spencer will take on an additional class, while serving as Remote Production Coordinator.
    - v. The Film-Television-Electronic Media AS-T (transfer) degree was passed by the full Academic Senate next June, and will be offered as soon as possible.
- 7) Information and Announcements:
- a. TracDat 5 will be available mid-fall.
  - b. Updated adjunct contact lists are due to the Chairs..
- 8) The next meeting of the CEA department is scheduled September 16, 2015, 3:00-5:00 in room 2465.

The meeting was adjourned at 5:00 pm.