

<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

## Minutes

### Commercial and Entertainment Arts Department Meeting

November 18, 2015

- 1) Call to Order: The meeting was called to order at 3:00 pm.
- 2) Minutes of October 21, 2015: The minutes were previously approved via email.
- 3) Action:
- 4) Curriculum:
- 5) Discussion:
  - a. Career Services Specialist Job Description: A handout was provided and discussed. The group discussed the possibility of requesting an Administrative Support position using Perkins funding.
  - b. Web Check Out online checkout system: Steve Burgoon reported that he has met with Chris Benoe to review various systems. He will have more information to report at our next meeting.
  - c. CEA High School Outreach. Laurie Hartman reminded the group that the tentative dates are January 27 & 28, 2016.
  - d. Digital Tutors for students. Sunil Thankamushy gave a verbal report. The group agreed that \$25-\$35 for six months would be a reasonable cost for our students.
  - e. Hallway monitor: Hector Rivas reported on his plans to install a monitor in the hallway to support "in reach" activities.
  - f. Textbook orders. Laurie reminded the group that textbook orders are due. Order forms for Film/Television are still outstanding.
  - g. Adjunct Faculty Survival Kit: The group agreed this would benefit our new faculty hires. Laurie agreed to work on this.
  - h. Shared Lab Use: Steve reported that the part-time position (19 hours) will be available soon.
  - i. Winter enrollments: Laurie reminded the group that registration has started. All faculty should monitor enrollments and promote classes as needed.
  - j. Summer and Fall 2016 class schedules. Summer schedule is due January 22, Fall is due February 4. Please submit schedules to the chairs at least one week in advance of the due dates.
  - k. Perkins Advisory Meeting: Laurie reminded the group that attendance at Perkins meetings is mandatory for Programs receiving Perkins funding. The group agreed that the format of the current Perkins Advisory Meeting is inefficient. They agreed that it is unreasonable to expect our Advisory Committee member to attend an additional meeting, at an inconvenient time, to participate in a meeting which is often not relevant to them. Faculty are concerned that asking their Advisory Committee Members to attend this meeting might jeopardize the relationship Programs have with their members. The group suggests a rotation of one CEA faculty member attending per Perkins Advisory Meeting.
- 6) Reports:
  - a. Chair
    - i. Arts Division meeting November 4, 2015: Laurie Hartman provided a handout and verbal report.
  - b. Faculty Association: Dan Smith provided a handout.
  - c. Academic Senate: Dan Smith provided a handout.

- d. Animation and Gaming:
  - i. A&G Fest: Animation and Gaming program will be hosting their second annual A&G Fest. This year it will be located in building 13 room 2465. The objective of the A&G fest is to display the top animation and gaming projects completed through out the year. Students compete to have the honor of presenting their projects to an open audience of friends, family, and peers. Date:Dec 2nd Time:11.00AM
  - ii. Hall of Fame TV: A&G will be purchasing an HDTV for the hallway to be installed in building 13, second floor, East wing. Objective of the TV is to display student work, make announcements, advertise open classes.
  - iii. Hall of Fame Plaques: A&G will have purchased plaques that will hold 8.5x11 sized paper. These plaques will be installed around the TV. Objective of the plaques is to have student profiles whom have gone on and succeeded at: a) transfer b)completed certification d)jobbed out

e. Graphic Design and Illustration:

f. Photography:

- i. Photography student Marcus Martinez has just finished shooting a advertising commercial and stills campaign for Vetericyn, where he traveled to Detroit, Michigan and Dallas Texas.
- ii. Photography student Daniel Beiseno created a Instagram page to showcase his portrait work has been awarded the opportunity to shoot some of the biggest Jiu Jitsu Tournaments for Gracie Tournaments. He recently shot the International Brazilian Jiu-jitsu Federation Tournament and the Abu Dhabi Grand Slam. He has also recently been approached by Flo Grappling magazine to shoot some editorial stories for them.  
<https://www.instagram.com/dbrisenophoto/>
- iii. Photography student Luis Juarez had a gallery show at Art Parlor in Riverside with a showing of over 200 people from October 17th to November 17th.
- iv. We will be getting our Canon color workstations by the end of the month and will be installed by Freestyle. They are creating custom paper profiles for better color accuracy.
- v. (Legion/ Moab paper representative has reached out to the photography program to offer us educational pricing on their roll paper for the the new Canon printers. They are sending printing examples and paper for us to test.
- vi. The photo club is working with an Art Center alumni Photographer Josh Schaedel and graphic designer Rebecca Black to create a Zine that will showcase some of the best photographers in our program. The club is also looking into obtaining a small table at Photo LA to showcase their work, Zine and our photography program.

g. Radio:

- i. 90.1 FM Mt. Rock Radio entertained and hosted at the Culture and Global Information Fair on Wednesday 11/18/15
- ii. Graduating student Michael Laurie is now working at KROQ as a call screener
- iii. The Wheatstone Boards in the new radio station in Bldg 13 will be commissioned the week of 1/4/16, putting the station on track to be ready for the start of the Spring 2016 semester
- iv. A publication date of June 2016 for Tammy Trujillo's textbook "Intern Insider: Getting the Most Out of Your Internship in the Entertainment Field" has been announced by Routledge Publishing
- v. 90.1 FM Mt Rock Radio will be hosting a booth on Wednesday, December 2nd from 10am-1:30pm outside 9C to promote and provide information to students about the CEA programs and recruit students for the Winter classes. All CEA Departments are invited to provide flyers, mailing list sign-ups and representatives at the booth to talk to students about their program. Animation and Gaming will have some students there to escort interested students over it's Animation and Gaming Fest 2015 which will be going on at the same time in Bldg. 13.

h. Television:

7) Information and Announcements:

- a. Dan Smith's absence is due to a previously scheduled campus commitment.

8) The next meeting of the CEA department is scheduled December 9, 2015, 3:00-5:00 in room 2465.

The meeting was adjourned at 5:00 pm.