

COMMERCIAL AND ENTERTAINMENT ARTS

X	Steve Burgoon	x	John Huynh	X	Hector Rivas	X	Randy Smith	x	Tammy Trujillo
X	Laurie Hartman	X	Jason Perez	x	Dan Smith	X	S. Thankamushy	x	Jason Schiff

Minutes

Commercial and Entertainment Arts Department Meeting

February 25, 2015

- 1) Call to Order: The meeting was called to order at 3:00 pm.
- 2) Minutes of December 10, 2014: The minutes were previously approved via email.
- 3) Action:
 - a. Additional Hours for Radio Lab Tech. The group discussed possible funding for additional hours for the Radio Lab Tech. The Chairs suggested that Tammy Trujillo include this request in the Radio PIE report.
 - b. Ground Repeater System for Campus Radio Station. Tammy Trujillo explained that currently the campus radio station signal is not heard here on campus; therefore, there is a need for additional equipment (Ground Repeater System). The Chairs suggested that Tammy include her equipment requests in VTEA and PIE.
 - c. Support for and Advisory Meeting generated letter requesting the installation of new equipment in the new Radio facility be expedited. Tammy Trujillo explained that construction progress on the new facilities has stalled. The Radio Advisory Committee is drafting a letter to the Administration requesting that installation of conduit and all final construction be expedited so that the lab is available for student use ASAP. The CEA faculty agreed to support and sign the letter.
 - d. Television Professor position for 2015-16. The department discussed three options for filling the Television Professor position for next year.
 - Adjunct Instructor teaches 10 LHE and receives a stipend for Program management duties
 - Adjunct Instructor teaches 10 LHE, some of which include reassigned time for Program management duties
 - A full-time one-year temporary instructor is hired.After discussion, the group recommended the first option (10 LHE plus stipend).
- 4) Curriculum:
 - a. New Certificate proposal: Photography Video Production. The department discussed and approved the proposal with the following additions: to the list of "Select three (3) units from the following":
 - Add to the list of "Select three (3) units from the following:" R-TV 15 Broadcast Business Practices OR Phot 29 Studio Business Practices for Commercial Artists
 - Add to "Recommended Electives": ARTC 290 Portfolio OR PHOT 28 Portfolio OR ANIM 148 Demo Reel.
 - b. The following curriculum changes for Radio were approved.
 - Delete R-TV 95.
 - Re-write R-TV 96A to include some content previously in R-TV 95
 - Remove the prerequisite of R-TV 95 from R-TV 96A
 - Remove the prerequisite of R-TV 02 from R-TV 96A
 - Modify degrees and certificates to reflect the changes above
- 5) Discussion:
 - a. PIE: Laurie Hartman briefly explained the new PIE form. Program PIE reports are due to the Chairs by May 6th.
 - b. Hiring Committee, Associate Dean of Arts. This was discussed.
 - c. Program Collaboration on zine project (Medium). This was not discussed.

- d. In-Reach and Enrollment. Hector Rivas provided a follow-up on Animation's In-Reach activities last semester. The results were positive and advanced Animation classes are full this semester.
- 6) Reports:
- a. Chair
 - i. Arts Division meeting 2/9/15: Laurie Hartman provided a handout and verbal report.
 - b. Faculty Association: A handout was provided.
 - c. Academic Senate: A handout was provided.
 - d. Animation and Gaming:
 - i. The Animation and Gaming Advisory Committee held their annual meeting during Winter session.
 - ii. The Intro. to Gaming class offered during Winter session filled and finished strong
 - e. Graphic Design and Illustration:
 - f. Photography:
 - i. The Photography Advisory Committee held their annual meeting on January 30th. They approved the new Certificate, Photography Video Production.
 - ii. The evening lab tech, Millie Escarrega, retired. One of our new adjunct instructors, Chris Benoe is substituting until a permanent replacement is hired.
 - iii. Laurie Hartman presented at Adult Education Career Night.
 - iv. Laurie Hartman represented the Photography Program at a meeting of La Puente Valley ROP counselors.
 - g. Radio:
 - i. Students Wendy Hernandez and David Callaway are finalists in the Intercollegiate Broadcasting System's College Radio Awards in the Best Celebrity Interview Category. The winners will be announced March 7th.
 - ii. Iconic L-A Disc Jockey Dave Hull was a guest lecturer in the History of Radio DJ class on February 10th.
 - iii. Tammy Trujillo and Jason Shiff will be speaking on Internships at the Associate Collegiate Press/National College Media Association Spring Convention in Universal City, February 26th. Tammy will also be hosting an hour long "Break With A Pro [session.at](#) the Convention
 - iv. Tammy Trujillo will be presenting a seminar: The Internship as Classroom Extension: Communication and Confidence at the Broadcast Education Association Convention in April in Las Vegas
 - v. February 10th, Tammy Trujillo presented information on the Radio Program at the Career Symposium for the Adult Basic Education program on campus
 - vi. February 18th, Jason Shiff presented information on the Radio Program for the Puente Valley ROP Counselors
 - h. Television:
 - i. Television Student Sabrina Short was named one of the two student recipients of the 2015 Inspiring Women of Mt. SAC award.
- 7). Information and Announcements:
- a. Dan Smith was late today due to a prior campus commitment.
 - b. Faculty were reminded to submit the Flex Form to verify attendance at Flex Day and fulfill the contractual obligations. The form can be found on the Faculty Self Serve area of the portal.
 - c. Programs were reminded to include funding for the Bldg. 13 Share Lab in their VTEA proposals.
- 8). The next meeting of the CEA department will March 18, 2015 3:00-5:00 pm Bldg. 13, Room 2465

The meeting was adjourned at 5:00 pm.