



DEPARTMENT MEETING

Thursday, October 9, 2014 4:15-5:30, Green Room

Present were Robert Bowen, Jeff Ellwood, Tiffany Kuo, Pro Mojica, Bruce Rogers, Gregory Whitmore and Kevin Wiley. Bill McIntosh and Steve Wilkerson were absent.

ANNOUNCEMENTS AND REPORTS

- 1. First faculty recital featuring a guest artist Alan Pasqua is in two Saturdays, the 18th, with faculty members Jeff Ellwood, Roger Shew and Andy Sanesi. Master class at 6pm, concert at 7:30pm. October 18th is also Alumni Day, with a full list of activities on campus.
2. Facilities update: Division is in the process of obtaining better WiFi in building 2, and getting 2M104 updated.
3. Emergency Preparedness Update: If you have not already, please read through the evacuation procedures and other pertinent information online at: http://www.mtsac.edu/risk/emergencyprep.html
In the future, please include this website in all syllabi.
All doors will eventually be lockable from the inside.
4. If an instructor has a 5LHE overload in one semester, the instructor is required to be on campus 4 days a week.
5. If an instructor is not on campus on a day with scheduled office hours, then s/he must notify Division of rescheduled office hours in the same week.
6. Institutional Outcomes will replace GEO assessments. Stay tuned in for more information.
7. There are several changes in the contract. Please note that several forms have changed, and please read the changes in Summary of Agreements that was sent out last month.

FALL BUSINESS

- 1. New Faculty Hire update - the Music Department position came in 3rd out of 4, behind the Theater Department (there will be a retirement this year and there are only 4 full time theater faculty) and the position in Commercial and Entertainment Arts. We stand a better chance of getting another faculty position if we have someone from the Music Department on the Faculty Senate.
2. Classroom Evaluation Assignments - DUE OCTOBER 24th

Table with 3 columns: Adjunct Faculty Member, Course evaluated, Evaluator. Rows include Ljubomir Velickovic (MUS 13), Dennis Alverson (MUS 9), Don Carroll (MUS 15), Angelis Chevalier (MUS 13), and Lynette Haddock (MUS 7).

Janis Haines	MUS 17A/B/18 (Piano)	McIntosh
Barbara Laronga	MUS 16 (applied lessons)	Kuo
Steve Mahpar	MUS 2/5A (Theory)	Kuo
Carol Stephenson	MUS16 (applied lessons)	
	MUS20B/21 (int/adv. Voice)	Wilkerson
Roger Shew	MUS12 (Jazz History)	Ellwood
Andy Senesi	(applied lessons)	Ellwood

2. SLO and Curriculum Assignments – Robert distributed the list of all course offerings in the catalog and when the next SLO review is due. ‘Ownership’ (i.e. who is in charge of writing the SLO) was completed for classes not as yet assigned. For more information, please ask for Robert’s spreadsheet.

3. Degree update

- a. Robert will be updating the data on WebCMS.

4. Academic Senate

- a. We need a volunteer; in the meantime, Tiffany has printed out the approved minutes from the September 25th meeting.

5. Faculty Association update – Steve Wilkerson sent a report via email:

- a. The Dependent Eligibility project is a random audit of agencies so MT SAC employees might not be selected.
- b. American Fidelity was offering a service that would have potentially provided them with access to and face to face contact with every MT SAC employee who has PERS Insurance. They were given a timeline that PERS deadline in October. Faced with that short turn around, American Fidelity withdrew their offer.
- c. The PERS Dependent Eligibility project timeline for Mt Sac employees remains with the initial deadline of: start date Dec. and end Jan. Mt Sac employees would receive a letter from HMS during that time with instructions on how to participate in the project.

6. Faculty Recital for Spring – April 8 (Wednesday) Steve Wilkerson (this will take the place of his Jazz Day), there will be a masterclass at 6pm, concert begins at 7pm; May 17 (Sunday) will be a recital featuring any faculty members who would like to perform. Tiffany will send out a request at the beginning of Spring Semester.

7. Music stand purchase update - Tiffany will do an inventory check of classrooms and practice rooms to determine how many we need. 20 - 25 stands will cost approx.. \$1000. This expenditure was approved. All stands will have the room number where they belong stenciled on the front.

8. Scanner update – Tiffany did some research and found a few models in the \$2000 - \$5000 range. A demonstration video of 2 models was shown. We will try to get an Institutional discount and more information from local resellers.

9. Please enter private instructor hours on Google Document

10. It was decided to pursue changing the units for Women’s Ensemble from 2 to 1.5 or 1

Respectfully submitted,

Kevin Wiley
Accompanist/Librarian

