

**DEPARTMENT MEETING MINUTES**

Friday, February 20, 2015 12:00-2:00pm, Green Room

Present were: Robert Bowen, Jeff Ellwood, Tiffany Kuo, Bill McIntosh, Pro Mojica, Gregg Whitmore, Kevin Wiley and Steve Wilkerson. Bruce Rogers was absent. Sue Long was a guest.

**ANNOUNCEMENTS**

1. The position of permanent **Associate Dean of the Arts** has been flown. **Rebecca Cabrera** has replaced Alice as secretary in the Arts Division Office. Music Department faculty and staff are encouraged to come to the office to meet her.

**2. Winter 2014 vs. 2015 enrollment numbers & 2015 Spring enrollment**

Fill rates for Music: Winter 2014: 92.33%; 2015: 89.41%

Fill rates for Arts Division: Winter 2014: 89.97%; 2015: 84.01%

Fill rates for Campus: Winter 2014: 90.83%; 2015: 86.01%

Campus wide enrollment is lower. The economy has picked up significantly. Many of our students are out working. More students are part-time.

We encourage ALL instructors to register as many wait-list students as possible, which is 20% over the capacity (e.g. if 42 class size, please take up to 8 additional students), and within the classroom capacity.

We encourage ALL instructors to inform students that Mt SAC **does** have open classes, as opposed to a couple of years ago when many classes were mostly full. Please check OPEN CLASSES, and sign-up sooner rather than later.

Ensemble directors: please get the students to sign-up ON the first day of classes if students have not. Please give ADD codes and encourage students to add on their mobile devices immediately.

**3. Summer and Fall 2015 schedules**

The Division has asked that each department create a more permanent schedule that students can expect year to year.

Tiffany will be contacting everyone for Fall 2015 scheduling. Orientation guide for incoming and music students will be available at the next meeting. Summer schedule is out. Please check your mailbox.

**4. Faculty and Academic Senate representation for 2015-16:**

Bill will represent the department in the Faculty Senate for 2015-16; Tiffany for the Academic Senate.

5. **New music stands** have arrived, and will be stenciled with the room numbers.

6. The **scanner** has also arrived and will be set-up in the music library.

**7. Update on Spring faculty recitals**

Wednesday, April 8, Steve Wilkerson's Jazz Day/Faculty Farewell Recital: 6pm masterclass; 7pm concert.

Tiffany will send out a form for the Sunday, May 17<sup>th</sup>, 2pm Faculty Recital.

**8. David's work hours and calendar**

David Perez, one of the music department's student assistants, is limited to 8 hours per week. Please schedule him conservatively.

**9. Distance Learning training**

Several instructors were Moodlerooms trained this week – congratulations!

**10. FIG (faculty inquiry group) project granted**

Tiffany, Jeff and Gregg write a proposal for a FIG project involving MUS 16 Individual Instruction, using Jeff's guidelines for practicing. Instructors in MUS 16 have been (or will be) notified soon regarding participation in this project.

**11. Call for nomination of the Debbie Boroach Developmental Educator of the Year Award (DBDE).**

12. **Pentatonix**, the a capella group with Mt SAC alum Avi Kaplan, won a Grammy Award in the category of Best Arrangement, Instrumental or A Capella

**DISCUSSION ITEMS**

- 1 The equipment used for Music Technology that was moved to make way for Kevin's new office are currently in the office next door (Tiffany's former office) and need to be moved to a more secure location. It was proposed that the office in 2M-109 be reorganized with new shelving to fit this equipment, plus all the other sound equipment currently stored there. This might include a restricted key.
- 2 The 9-foot grand piano donated to the music department will require \$15,000 worth of work in order to be in usable condition for the Recital Hall. A lock has been purchased for this piano. We plan on putting the other donated grand piano in the Student Center.
- 3 Budget funds are running low. Get all requests to Loralyn in the Division Office asap.
- 4 Curriculum revision. Any major changes, such as course name, course number or course objectives, are due by April 1. Minor changes, such as textbook, are due in October. Courses have been assigned to each faculty member. Those assigned to Steve Wilkerson will need to be reassigned when Steve retires in June. It was suggested that some adjunct faculty be recruited for this task in conjunctions with full-time faculty.
- 5 Piano lock policy – the faculty member in charge of each class that uses a locked piano is responsible for seeing that the piano is locked at the end of said class.
- 6 SLOs – 22 courses need to be assessed this semester.
  - a. The following courses are due Spring 2015 for SLO assessment: MUS 3C, 6B, 11B, 13, 13H, 14A, 15, 16, 17A, 17B, 18, 22, 23B, 24, 25A, 25A, 25B, 27, 38, 44, 48, 49 and 50. Adjuncts who teach these courses will be contacted by a faculty member with instructions on how and when to assess student learning outcomes. Those who teach MUS 13, 13H or a piano class will be contacted by Tiffany Kuo. Those who teach MUS 14A or a guitar class will be contacted by Robert Bowen.
  - b. The college has asked that every department create Program Level Outcomes (PLOs) by the end of Spring 2015. To do this, each department must first define programs, such as a degree program (e.g., the AA-T Music Degree program) or a group of related classes (the Instrumental Jazz Program). Once programs are defined and PLOs created, these PLOs must be assessed on a regular basis, like SLOs. The department will attempt to complete this during the next three months, and to do so in a such a way that the data from SLO assessments can be used for PLO assessments, keeping our workload at a manageable level.
  - c. The ensemble directors were asked to begin thinking about a generic SLO that applies to all ensemble courses, including a rubric that can be used in any ensemble.
- 7 Music Department's PLOs:  
PLOs: creating a disciplined practice routine; performing musical styles; collaborating with other instrumentalists and vocalists; cultural and historical context; critiquing a music performance.
8. Building clean-up (classrooms, Recital Hall and the Green Room): No food or drink of any kind (except for bottled water with a cap) is allowed in the Recital Hall or in the Computer Lab. Faculty need to be much more vigilant regarding this issue. While food is not encouraged in the classroom, if instructors allow it, all traces need to be removed and placed in outside trash containers, not the classroom trashcans. We have received numerous complaints from the custodians about this.
9. Accomplishments
  - a. Kevin Wiley was music director for Whittier Community Theater's production of *Johnny Guitar-the Musical* in January/February.
  - b. Bruce Rogers was the Guest Conductor for the Alabama Two-Year College Honor Choir on Jan. 21. He was also the Guest Conductor for the Texas All-State Men's Choir on Feb. 14. He was Guest Lecturer at the Maryland Music Educators Association Conference, presenting 4 sessions: Making A Difference, It's all About The Journey / Implementing Vocal Jazz Into Your Choral Program / Sight Singing and Rehearsal Techniques / Choral Reading session.

Respectfully submitted,

Kevin Wiley  
Accompanist/Librarian