

DEPARTMENT MEETING

Friday, August 22, 2014 10am-11:30am, Green Room

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

Announcements and Reports

1. Welcome our new Band Director Gregg Whitmore
2. Don Sciore is the interim Associate Dean of the Arts
3. New construction & vigilance
 - a. Be aware of the construction of the new food court, just north of our building, to be followed by the construction of a large parking structure, beginning in December/January.
 - b. New constructions means new people on campus. Be vigilant. Do not be afraid to ask unknown persons for his/her identification as there have been many thefts on campus in the recent months.
4. The Arts Division Office is now in its permanent location in Building 12.
5. Due to Liz Callahan's retirement this October, Jeannie will assume more duties from the Arts Division office.
6. Changes have been made regarding eligibility for Priority Registration. New students must go through orientation and placement exams first, as well as meeting with a counselor.
7. Each section of MUS 99 must have a separate syllabus and contract.
8. Students who have exhausted their MUS 16 options must use MUS 38 (ensemble, CRN22339) first, then use MUS 99. Instructors are not paid for teaching MUS 99.

Fall Business

1. Please tell your ensemble students to enroll in MUS 2 & MUS 5A if s/he plan to be a music major. There are openings in Steve Mahpar's sections.
2. Syllabus Guidelines
 - a. Please read through and incorporate all necessary guidelines from the school; use the given sample syllabus as a guide
 - b. Remember to submit your syllabi to the Division office
3. Winter 2015 schedule
 - a. Winter 2015 schedule will be distributed shortly; please review and get back to Tiffany
4. Committee work
 - a. Tenure committee for Whitmore – Bowen, Ellwood, Rogers and Wilkerson
 - b. Tenure committee for Kuo – Bowen, McIntosh, Rogers
 - c. Gregg Whitmore will serve as our Academic Senate representative
 - d. Website updates- Jeff Ellwood will oversee this, in conjunction with Don Sciore. All Music Department Faculty and Staff are asked to review and update their bios. Ideally, the department website should be updated every 3 months.
5. Ensemble posters – Ensemble directors will provide designs.
6. Faculty Recitals
 - a. Our first one of the year is Saturday, October 18th, 7:30pm, but no one is scheduled as of yet. Tiffany suggested integrating faculty recitals with visiting artists in coordination with a master class on the same day. A jazz faculty recital was also suggested, possibly as an outdoor concert in front of Building 12.
7. Budget and facilities improvements

- a. Bookshelves for the library – the library is in need of additional music storage shelves. Ensemble directors should also look through the current libraries and weed out literature that is not likely to be used again.
 - b. Double bass/tuba lockers – Sean Kelly can design and build lockers for such large instruments as tubas and euphoniums, location tbd.
 - c. Digital copy machine that can scan music to be e-mailed to students
 - d. Music stands for 108 and 109 to replace broken and missing stands
- 8. Respecting our facilities: classrooms, food, and copier usage
 - a. The general rule should be no food at all in any of the classrooms and no drinks except bottled water. ALL food and drink items must be thoroughly cleaned up before the students leave the classrooms they use for the sectionals.
 - b. The department copy machine is being used to excess. Not only is this machine not equipped to handle the volume of use it currently gets, the department is charged for overage. This machine is meant for single copies only. All faculty are asked to use the campus copy center for large volume printing, which saves our machine and does not cost the music department. Each faculty/staff member has a code by which individual usage can be tracked. Faculty who continue to overuse this copier could have their privilege revoked.
- 9. Moodlerooms training for hybrid courses -Tiffany will work on getting Moodlerooms training to be in the computer lab for January 2015.
- 10. Future Planning
 - a. Enrollment numbers and school growth – in order for classes not to be cancelled the first week, the school is looking for 95% enrollment vs. the previous 75%. The overall enrollment of the department should be above 90%.
- 11. New faculty positions: replacement of Jason and live sound/certificate program. 2 separate positions are being considered: music generalist, and music technology with and emphasis in live sound. The former will most likely be a generalist who teaches online music general education courses with a performance background in commercial/pop/band. The later will take up to 3 years to plan with a certificate program.

Activities/Other

- 1. Please provide your list of accomplishments to Kevin.

Respectfully submitted,

Kevin Wiley
Accompanist/Librarian