



MUSIC DEPARTMENT
(909) 274-4426

DEPARTMENT MEETING

Thursday, September 12, 2013 • 4-6pm, Green Room

Present: Robert Bowen, John Burdett, Jason Chevalier, Jeff Ellwood, Tiffany Kuo, Bill McIntosh, Pro Mojica, Bruce Rogers, Kevin Wiley and Steve Wilkerson

Announcements and Reports

1. Student and faculty announcements
2. Back-to-School meeting
 - a. Thank you to everyone who attended and contributed to the back-to-school meeting! We look forward to continuing these meetings on a semesterly or annual basis.
3. Faculty reminder
 - a. Please send syllabi to the Arts Division and to post office hours
4. Meeting proposal
 - a. Where possible, Jason would like to move items that require additional work to mutually agreeable times outside of the department meeting, to expedite our monthly meeting. Topics could include arranged hours, SLOs, and other items as necessary.

Old Business

1. Increasing music majors – Robert presented a memo outlining the number of students to complete the 2 year theory sequence. 8 have been accepted for transfer and another 9 plan to transfer in the next 1 – 2 years. We've already clarified the major, created informational materials for students and set up a web page. This will increase the number of students who attempt the degree program and attempt to transfer.
1. - Beyond this, what can we do to increase the number of successful outcomes?
 - a. Hire a Music Technology Specialist – this was discussed under future faculty positions.
 - b. Offer 2 sections of 1st semester theory each semester
2. Incoming music major letter – material can be sent in the summer to students auditioning for Chamber Singers in May to include:
 - a. Mini advisement
 - b. Establish priority registration
3. Expectations for MUS 16 – Tiffany voiced concerns about the criteria for students being given applied lessons, especially string students. Kevin pointed out that in the past, piano, voice and guitar students were required to be of the level of the advanced piano, voice and guitar classes. New voice students are auditioned and advised to take voice class if they are not advanced enough to justify applied lessons. Since there is no such class for string players, they should be auditioned before being accepted. It was suggested that each of the applied instrumental instructors write a pamphlet outlining expectations for acceptance for applied lessons. A committee was formed to discuss this, which included John, Jeff, Tiffany, and Steve

New Business

1. Arranged hours update
 - a. Ensembles were switched to positive attendance. Faculty will need to record the numbers of hours that students meet in class, as well as arranged hours, with their grade submission.
 - b. MUS 16 class instructors will need to upload student information to the Google doc that was created to track students.
 - c. Applied instructors will need to record their lesson times on the Google doc, as well as fill out the weekly lesson report.
2. Faculty responsibilities
 - a. Burdett tenure committee
 - i. Jeff, Bruce, Jason, Robert
 - b. Kuo tenure committee
 - i. Jason, Robert, Bill (substitution for Jeff)
 - c. Steve Wilkerson has volunteered to be the Union representative
 - d. SLO work (may need outside meetings)
 - i. MUS 2/5A, 3B/6A, 7 – Robert
 - ii. MUS 16 (new jury sheets?), 27, 49 – Jason and John (+ Jeff for MUS 16)
 - iii. MUS 12 – Steve

- iv. MUS 10A/B, 14B – Tiffany
- v. MUS 25A/B, 39, 47 – Jeff (unless this was done in Spring)
- vi. MUS 31 – Bill
- e. Facilities (including computer labs), curriculum, website, scheduling/textbooks, Academic Senate representative
 - i. Jason
- f. Recitals
 - i. Kevin and Jason will co-ordinate the faculty and student showcases
- g. Arranged hours for MUS 16 and positive attendance for ensembles (need outside meetings)
 - i. Bill, Jeff, Bruce, John, Jason
- h. Faculty evaluations (classroom and student) – these are due **November 1**
 - i. Tiffany or Robert – Irene S. (W 7:30-9:30pm)
 - ii. Bruce – Ian B.
 - iii. Jeff – Andy S.
 - iv. Steve – Cameron D. (T or W, 7-10pm)
 - v. Bill – Masako K. (T or Th, 8am-1pm)
 - vi. Jason – Joe L. (T or Th, 11:30am-4:30pm)
 - vii. Bruce – Scott Z. (F 8am-2:30pm, T 7-10pm)
- 3. Curriculum update
 - a. MUS 30 & MUS 49 were reviewed, approved, and will be updated
 - b. Re-approved these courses – MUS 33 (Opera Scenes – repeatable, 4 semesters total), MUS 28 (Commercial Music, repeatable), MUS 35 (Madrigals), and MUS 26 (Adv. Applied Instruction for Audition Preparation, *not repeatable*)
- 4. PIE Instructional Equipment request in order of priority
 - a. New digital copier for Music Office, to digitalize large pieces of music to be e-mailed to students
 - b. Replacement pianos for piano lab – the current ones are 14 years old and are breaking down past being able to be repaired
 - c. Technology for vocal jazz ensembles, including mics, cables, cords, etc.
 - d. Tenor saxophone to replace the one that was stolen last year
 - e. Drum set and amp for M109, now no longer a lecture room, but an ensemble rehearsal room
 - f. New desks for M104
- 5. Department budget
 - a. Lockers (\$1,650) – decided to just purchase 1 cabinet at this time, though more may be required
 - b. Music (\$500) – to each ensemble director
 - c. Student help (Jonathan Veloz)
- 6. Student tutoring - Alison Stickley is the student tutor for music major classes. Her hours are: Monday, 11:30 – 12:30, Tuesday 10:30 – 11:30 and Wednesday 12:30 – 1:30. She should have a practice room reserved for her use with a sign stating days and hours.
- 7. Usher protocol for recitals and concerts
 - a. Audience expectations regarding photos and recordings – none during classical choral concerts.
 - b. Standard prerecorded PA announcement warning against photos and recordings, cell, phones, etc.
 - c. With no backstage manager for the Recital Hall, performers should talk with the person working the lighting booth prior to events.
 - d. Jason is working with Jay to improve the lighting in the RH and M200 for performances
- 8. New faculty positions for the future – our greatest need is for a Music Technology/Commercial Music Specialist, someone who could design and lead a certificate program for live sound and someone to teach MIDI composition who could work closely with the animation and/or Radio & TV program.

Activities/Other

- 1. Please get your list of accomplishments to Kevin.
 - a. Pro Mojica was Music Director for Whittier Community Theater's production of *Man of La Mancha* in September.

Respectfully submitted,

Kevin Wiley, Accompanist/Librarian