

DEPARTMENT MEETING MINUTES

Friday, August 21, 2015 12:45pm-2:15pm, Green Room

Present were: Robert Bowen, Jeff Ellwood, Tiffany Kuo, Bill McIntosh, Pro Mojica, Bruce Rogers, Gregg Whitmore and Kevin Wiley.

ANNOUNCEMENTS

1. David Perez's hours for student assistance are:
2M112
 MW: 9:30-11:00 am, then 2-3:30 pm
 TTh: 11am-4 pm
 Friday: 11:30am-1pm
Division Office
 MW: 3:30-5 p.m.
 TTh: 8-11 am
 Friday: 1:30-4:45 pm
 David's e-mail is: dperez@mtsac.edu
2. Absence guidelines, please notify the Arts Division, even when switching classes with other instructors, not only when you are unable to teach.
3. Enrollment data update: History of Rock Music, Elementary Piano and Elementary Guitar are in demand. Tiffany will see about adding sections of these classes.
4. Please post office hours by or on your office door, and do not cover the window.
5. For all usage of the Recital Hall, please contact David and/or Tiffany before filling out the usage form.
6. Possibility of using 13-2425 for Music Tech MUS 9 course. Stay tuned for more updates.
7. MUS 16 assignment sheets, scan then upload to Google Drive – after Gregg's meeting with the MUS 16 instrumental applied faculty, it was recommended to have both paper and digital forms of the sheets, to accommodate the preferences of the instructors. The paper sheets can then be scanned into Google Drive.
8. Please use the Progress Report Update in your Portal for student progress, to suggest students for tutoring and counseling.
9. **NO FOOD AND DRINKS (other than water bottles) IN CLASSROOMS.** This is a continuing problem and there have been numerous complaints from the custodial staff and faculty regarding food and trash left in classrooms. If a classroom needs cleaning, submit a Maintenance Request form. These will be available in the mailroom, 2M-103.
10. Please do not (re)move chairs from classrooms.
11. Chamber Singers European Summer Tour – Chamber Singers competed in the Grand Prix of Nations Competition in Magdeburg, Germany, winning gold medals in each of the four categories they entered: Chamber Choir, Large Mixed Choir, Folk Choir and Jazz/Pop/Gospel Choir. They also won the Grand Prix Prize for Chamber Choir.

DISCUSSION TOPICS

1. Faculty Request – Robert, Jeff and Bill will be on the committee. The first idea discussed was for a position to include Music Technology.
2. Department budget: needs? Division informed the department that budget planning should include restoration of budget lost due to the Great Recession. These numbers have been included in PIE. Lottery funds were agreed to be dispensed among the ensembles; ensemble directors will be notified of the exact amount: \$250 each for Collegiate Chorale, Women’s Ensemble, String Ensemble, Percussion Ensemble; \$500 each for Bruce, Bill, Gregg, and Jeff’s groups. Additionally, folders will be ordered for the choirs.
3. Computer updates: classrooms and computer lab. Robert will give a list to Tiffany. Written into PIE is the request for a tech/IT assistant for room 106. We are waiting for prioritization of staff positions.
4. Ed Design: Curriculum updates; course/curriculum review; perhaps ask Michelle Sampat if necessary for clarification/ hand-outs from Michelle are helpful for language (style sheet guide & check list) – Robert will oversee this.
5. Orientation for students – faculty should get the Music Major fliers from Robert to distribute to those of their students who are interested in becoming music majors. Robert will give a short orientation for new music majors at 9:25 a.m. (between his morning classes) on Monday and Wednesday of the 2nd week of classes. A flier for this will be created and posted around the building.
6. Performance calendar updates: Faculty recital programs - if we can get more money, should we add a speaker series? The Fall Faculty Recital on October 10 will be a Jazz Recital, organized by Jeff Ellwood, with a Master Class at 6 p.m. followed by the concert at 8 p.m.
7. Website. More updates in the September meeting.
8. Parking issues pre-performance – Please notify Division of any parking issues you anticipate for future performances.
9. Future meeting days (all 4 – 6 pm) September 10, October 8 and November 3.
10. Division of labor for Fall: Academic Senate - Tiffany; Faculty Senate - Bill; Curriculum/EDC rep (Tuesdays 1:30-3) – no volunteers.

Accomplishments

1. Bruce Rogers conducted the Minnesota All-State Choir at Concordia University in Moorehead, Minnesota in August.
2. Kevin Wiley is music director for Whittier Community Theater’s production of Little Shop of Horrors in September.

Respectfully submitted,

Kevin Wiley
Accompanist/Librarian