

DEPARTMENT MEETING

Thursday, September 10, 2015 4-6 pm, Green Room

Present were: Robert Bowen, Jeff Ellwood, Tiffany Kuo, Bill McIntosh, Pro Mojica, Bruce Rogers, Gregg Whitmore and Kevin Wiley. Michelle Sampat from EDC was a guest.

ANNOUNCEMENTS

1. Reminder that syllabi were due last week, the 2nd week.
2. PLEASE DO NOT unplug cables in the classrooms. The audio/visual system is set up correctly. Each teaching station has cables for BOTH connections from the desktop at the station AND cables for **your laptop**. Please use the appropriate cables. There have been too many instances when the set-up is changed from the original configuration. By re-configuring the system, you have delayed tremendously the following faculty member from setting-up his/her lecture material. PLEASE be courteous to everyone. If you have problems, PLEASE CALL presentation services at extension: 4273. Once again: DO NOT UNPLUG cables.
3. Regarding classroom AV updates, Tiffany met with Chris Rodriguez who assessed the current set-up, equipment, and what would be needed for each classroom to be similar to 119. We are in the process of trying to get every classroom configured the same way. The goal is to have all classrooms equipped and functioning similarly. Stay tuned for future updates.
4. ALL MUS 16 Individual Instructors: PLEASE read Tiffany's emails, read in detail, and follow the steps to fill out positive attendance. We were audited this summer, and we expect to be audited yearly. It is imperative that ALL attendance records – both the spreadsheet and the lesson comment sheets – are accessible either digitally or physically.
5. The Academic Senate is hosting Adjunct Open House: Tuesday, September 14th, 11-2; & Wednesday, September 16, 3-7pm.
6. There are conference and travel funds for 2015-16. Please visit POD for more information.
7. If you have not spoken to Tiffany about teaching in the Winter session, you need to ASAP. Tiffany will be reaching out regarding Spring 2016 soon.
8. Instruments requested by Gregg and Jeff will be ordered. The budget was approved!
9. There is a petition to challenge course prerequisites and co-requisites. Please use the appropriate form and follow the guidelines, provided by the Division Office.
10. From Academic Senate: Tiffany will pass around Fall 2015 Committee and Council Openings list/chart. Please let Tiffany know if you are interested in the positions.

DISCUSSION ITEMS

1. Invited guest Michelle Sampat from EDC explained about C-ID requests and possible curriculum changes. In order to keep the AA-T degree in music, Robert would have to condense the 4 semesters of the current music theory sequence into 3 semesters and then

teach upper level division theory the 4th semester. This would create the obvious hardship of teaching 4 semesters worth of material in 3 semesters, as well as music majors having to repeat what was taught in our 4th semester theory class once they got to a four-year school. If we do not wish to change our music theory sequence, we can offer a certificate rather than an AA degree.

The faculty decided to comply with the C-ID requests. All courses that had recommendations from C-ID will be modified to comply.

2. Website updates: Tiffany proposed that we hire Ian Fischer, a student, to coordinate the Music Department website update at the rate of \$15 per hour, with a cap of \$500. This was approved. Get all new information, including bios, pictures and sound clips to the Google Drive by the end of September (the deadline for update is October 10). Please upload 2 different bios, a short one and a longer one. Tiffany will send out the Google Drive link via email shortly.
3. Evaluations: we are waiting for Rebecca to provide us with the evaluation cycle chart. Stay tuned.
4. Beginning of the semester assistance – Gregg suggested we have a concierge-like kiosk placed in the quad area outside the Recital Hall staffed by returning students to assist in directing in finding the classrooms in the Music and Theater buildings. The possible renumbering of rooms was discussed, principally changing 2M119, which is confusingly out of sequence, to 2M105, (currently the Music Library which does not even have a room number posted). Since the room next to the current 2M119 (the student computer lab) is 2M-106, this will actually put it in logical sequence. The department agreed to pursue these ideas, as well as more signage indicating locations of classrooms.
5. New faculty position update – Tiffany suggested that our next full-time position be a more general position, rather than a specialized position. This person could teach all of the general music history courses (MUS 12 – 15) and could either have a background in music education, or be a woodwind or brass teacher for MUS 16. The Music Technology position was discussed, but we need to have more courses already in place for that position to be feasible. A full-time voice position was also suggested. Any other ideas for a new full-time position should be submitted to Tiffany.
6. Faculty Association – Bill: Legislation dealing with sexual violence was passed. The new contract was passed. If you have any questions, please either refer to the website or ask Bill.
7. Please advertise the October 10 Faculty Recital Jazz Concert and Masterclass.
8. Any requests for budget increase should be included in PIE.

Respectfully submitted,

Kevin Wiley, Accompanist/Librarian