

## DEPARTMENT MEETING MINUTES

Friday, February 19, 2016 10:45am-noon, Green Room

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

### ANNOUNCEMENTS

#### Division notices:

- Be vigilant. There was a theft of 13 new computers in building 1 (Fine Arts) during the winter recess.
- Jeannie's replacement has been posted, and the Division is interviewing candidates. David will be with us until mid-April.
- Winter enrollment was not as strong as anticipated. Most of the added classes for Winter were canceled.
- Campus Emergency Preparedness day is March 17, 2016: 8am-noon; 7-9pm. EVERYONE should know his/her role and be trained. First training is on Tuesday, February 23<sup>rd</sup>, at 4pm. Active shooter, Friday, February 26 at noon; Thursday, March 10<sup>th</sup>, 3pm. Robert will be providing the evaluation plans.
- Senior Day, TBA: it was decided to have open rehearsals. Each ensemble director should have a sign-up sheet for contact information.
- DROP FOR NO SHOW, please.
- Enrollment data: within music, 8am classes have seen a significant dip, evening class enrollment are still diminishing. Please see Tiffany to brainstorm your availability for Fall 2016.
- Student internships for career development. Tiffany has sent out the email to ensemble directors regarding this opportunity.
- Does anyone have any issues with the website? Divisions and departments are responsible for regular updates. In preparing for future changes, Tiffany will place into PIE to always have someone who can use OmniUpdate.
- Mark will send us the spreadsheet of the 4-year review.
- Sue will inform us about TBA hours.

The instruments that we ordered for Wind Ensemble and Jazz Band are arriving (\$60,000). As they arrive, David Perez will be entering them in the Charms computer catalogue. At the end of the semester, the department will give out surveys to students who received new instruments to assess the benefits.

There are new computers in classrooms 104, 107, and 117 as well as one in the music library. Please read Tiffany's notices regarding how to use the new computers with respect to logging in and accessing the projectors. It is very important that instructors log out after each class, otherwise the next instructor using that computer will not be able to log in. The music library computer will be installed with virtual Windows so that it is more versatile, and will be compatible with the scanner.

Gregg Whitmore: Inaugural Honor Band – our first Honor Band which took place on Jan. 29 and 30, 2016 was very successful. 90 students, representing 9 schools as well as Home School students, participated (See photos @ Website [mtsacband.com]). The concert had over 300 in the audience, including all the participating high school band directors. This will be a great recruiting tool for our instrumental program.

### DISCUSSION ITEMS

Music major enrollment numbers: how can we work together to increase the number of music majors? Let's brainstorm ideas then discuss in the next meetings.

AA-Liberal Arts degree changes: It was decided to replace Elementary Piano with Keyboard Skills. For the Music Literature requirement, the 2<sup>nd</sup> semester of the sequence will be a requirement to help ensure that this class has enough enrolled. Tiffany will send out a final list before submitting it to WebCMS.

Curriculum updates:

Opera Theater (MUS 33) – the class has been approved and will be offered under that title from now on, so that MUS 99 or MUS 38 need not be used. It may be taken 4 times.

Women's Ensemble – progress is being made on changing that from a 2 unit to a 1 unit course, which will lower the number of hours it needs to meet. This could possibly happen for the fall semester.

Keyboard Skills sequence – change from a 2 semester to a 3 semester sequence (in progress)

Budget for 2015-16:

- New chairs were purchased for room 108, and they've arrived;
- New mouthpieces will be ordered;
- 70 new bells for MUS 7 were purchased to be placed in rooms 119 and 116;
- New jazz rhythm section equipment have been ordered (please measure the equipment, so that we can ask Sean to build a custom-made cabinets over this summer);
- Students maxed out of applied lessons – We are unable to have any of our current courses accommodate one-on-one lessons for those who have taken MUS 16 four times. The idea of the department paying a one-time stipend for students who are maxed out was discussed and approved for this semester. The requirements would be that the student be transferring as a music major, has taken music major courses (the majority of them if not all), is enrolled in an ensemble, and has made significant progress in their voice/instrument. The cost would be \$400 - \$500 per student. Half that amount could come from ensemble funds and half from the music department. The students would be required to perform in an Honors Recital at the end of the semester. For future semesters, this can be paid for from a special scholarship fund.

2016-17 Calendar: first version has been input into the department's Google Calendar.

Budget/PIE for 16-17: Tiffany will have a folder so that everyone can place their documents into the Google drive.

Job search for 2 new Music Faculty hires – meetings begin next week.

ELMO placement – Currently there is one in 119, 117, and the new ELMO will be in 104.

Adjunct Evaluations: five adjunct faculty members for Spring 2016:

Angelis Chevalier, Lori Stuntz, Rebecca Tomlinson, and two new faculty members: Laura S. (clarinet) and Alexandra G. (elementary piano).

Future meeting dates: (all Thursdays)

March 10

April 14

May 12

June 10 (coordinate with Commencement)

Respectfully submitted,

Kevin Wiley  
Accompanist/Librarian