

DEPARTMENT MEETING AGENDA

Thursday November 5, 2015 4pm Green Room

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

ANNOUNCEMENTS

1. Emergency locks from inside the classroom: Tiffany has communicated with the Division office and the department working on classroom door locks with regards to having ALL classroom doors having locks from the inside. It is most likely that the lock will be in place early Spring semester.
2. From the Academic Senate:
 - A. Dual Enrollment has passed. Please stay tuned to how it may present new opportunities for us to connect with nearby high schools
 - B. The ranking of faculty positions is complete. The two positions proposed by the Music Department (Music Technology and General Music with preference for someone who can teach a woodwind or brass instrument) have been ranked 11 and 23. Mt. SAC is looking to hire up to 40 new faculty positions in the coming year.
 - C. POD is now in building 6, rooms 140-148.
3. If you are a part of the Fall 2015 evaluation cycle, please read Tiffany's emails with regards to procedures and guidelines. All classroom and student evaluations should be complete by now. For faculty members with rehire rights, summaries are due Monday, November 16th.
4. The new website is live, but it is still a work in progress.
5. There are many performances this month. Please check the performing arts calendar.
6. From Division:
 - A. Facilities update: TV truck is being purchased; 1BC-1 is getting ready to be utilized; choir room chairs will arrive shortly.
 - B. Enrollment update: we're being asked to grow, the Division has grown in size in the past three semesters, for Spring we hope to fill all classes;
 - C. Outcomes: TracDat 5 will be available by the end of the semester or the beginning of intersession; Research Day is on November 13th pertaining to outcomes research; ALL music courses are complete this year for the 4-year cycle;
 - D. Curriculum: ALL courses with arranged hours NEED: 1. a syllabus; 2. to meet w/the student(s) during the first 2 weeks of the semester; 3. document hours met by date and time; AND if MUS99 a contract is required.
 - E. Full-time faculty members in year 2 and 3, PLEASE remind your students to fill out the student surveys online.

DISCUSSION ITEMS

1. Jeannie has returned, but will be officially retiring on November 30. We hope to be able to hire her back part-time for the spring. Tiffany will put the need for a full-time position into PIE.
2. Committee for new faculty hire – we will have one committee for both positions. (all committee need to be EEO trained; there is a minimum of 3 faculty members in the committee). It was agreed to do the EEO training in January.
3. Updates from the Faculty Senate (Bill). The Board is proposing a major change in the all schedule, namely closing the campus down for the entire week of Thanksgiving, as many others schools are doing. In order to get in all the necessary teaching days, the fall semester will start 3 days earlier, on a Wednesday. This proposal, if it passes, will start Fall of 2017. The winter, spring and summer schedules would not be affected.
4. It was decided to purchase more music stands, 6 for \$279.52.
5. E-mail Mark with any website questions and concerns, e.g. if we would like a click on the Mt SAC homepage that directs students to Music and be able to sell CDs on the website.

Respectfully submitted,

Kevin Wiley
Accompanist/Librarian