

DEPARTMENT MEETING MINUTES

Thursday, October 8, 2015 4pm, Green Room

Present were: Jeff Ellwood, Tiffany Kuo, Bill McIntosh, Pro Mojica, Bruce Rogers, Gregg Whitmore and Kevin Wiley. Robert Bowen attended the meeting via Skype. Ian Fisher was a guest.

ANNOUNCEMENTS

1. Ranking of new faculty request within Arts Division: the music department submitted 2 proposals for new faculty hires. They were ranked 2 and 3 of 4 within the Arts Division. Currently, there are 70 applicants College-wide. Ranking among those will be on the 23rd of this month; on the 26th, the prioritized list will be presented to the President, after which the list will be made public. Currently, we do not know the exact number of new hires there will be, there are rumors of numbers between 16 to 30+.
2. During Campus Equity Week, Faculty Association will be celebrating Adjunct Faculty Members. It will be on the Wednesday, October 28th. Please attend, at Founder's Circle – food available! Noon to 3pm.
3. Instrument purchases are on its way.
4. New ensemble outfits are also in the works.
5. You must submit all syllabi – for ALL courses. When the College is audited, the first document needed is the syllabus. If you do not submit one, then we have not complied with the rules and regulations of the College and you will be held responsible.
6. If you haven't submitted updates for the website, you must do so soon if these changes are to be visible to the public.
7. Updates from Academic Senate meetings:
 - The contract has been ratified. Evaluations will be discussed today. Please read all emails regarding evaluations carefully as the contract has changed (yes, again).
 - There were talks of Evening course offerings and services to be increased. Please read the President's Cabinet's notes for more details. While overall growth was up, there was no growth specifically during nighttime.
 - Thank you, Robert, for joining the EDC.
 - Awards: Call for nominations for Exemplary Program Award, due Nov. 10th; Hayward Award, due December 30th; and others. Please check Academic Senate minutes.
 - If you have any opinions on Dual Enrollment, please check Academic Senate minutes and talk to Eric and/or Joan.
 - Look out for 2016-17 Survey from the Faculty Association.
 - Contracts will be out soon. Electronic version by late October/early November; and print copy by late November/early December. The pay raise will probably be in the October 31st paycheck, with retroactive amounts for August and September, and most likely also summer.
 - Student Scholarship Fundraiser, October 26th, at BJ's. 11am to 10pm.
 - POD is now in building 6.
 - Salary schedule credit has changed. Please check with Faculty Professional Development Committee and the Faculty Association regarding units and professional growth increments.
8. Division updates:
 - Student Travel details: only out-of-country travel needs Board of Trustees approval. Tiffany will pass around the travel guidelines.
 - New Contract: Did anyone receive notice about having online student evaluations? Specifically 2nd and 3rd year full-time faculty members.
 - Need to evaluate adjuncts by the week of November 9th. But we will complete them this month. The meeting needs to occur within 2 weeks after the classroom observation. Please document all communications.
 - If the overall evaluation marks are: 1 or 2, no meeting is necessary; if 3 or 4, then a meeting is necessary. Please read the contract for details.

- Pathways/Cohorts: Please stay tuned to find out more information as the College pursued this avenue of funding.
 - Student workers need to fill out paperwork in the Division office, if money is through District funding. Only 19 hours a week; the student needs to have at least 6 units. We need to officially hire Ian Fisher.
9. Various building requests: We are ready to take down the shelves in the closet of 109. The piano trolley from 109 will be switched with the individual wheels in 200. The mirror in the computer lab will be removed and placed in the larger practice room where most vocal teachers have lessons. Anything else that needs a School Dude request let Tiffany know.
 10. The MUS 16 individual instruction rosters were matched with the Google Document; unfortunately there were students not registered in MUS 16 or 38. Gregg, Tiffany and Sue are working together to find ways to make sure the instructors are compensated for the work completed.
 11. Faculty Association Report: Bill – the main item is a new dental plan. Bill passed around information about the new plan.

DISCUSSION ITEMS

1. Website updates - Ian Fisher: Ian discussed the progress, including what has been submitted for inclusion on the website and what is still needed. The website will be launched by mid-October.
2. Divide the list of adjunct faculty evaluations – Done
3. There is some student interest in a Pep band/marching band – the Music Department is not interested in an ensemble like this.
4. Master class for strings, Irene invited Cal State Fullerton violinist Ernest Salem – approved.
5. MUS 16, MUS 38, repeatability, and its consequences as the result of the latest audit.
 - Vote on changes in MUS 16:
 - Option A: Increase the number of hours for MUS 16 to 1 hour and 25 minutes to meet the 32 hour requirements;
 - Option B: Change the course description and outline in WebCMS to reflect the current number of minutes met, which is 1 hour and 5 minutes per week.
 - All full-time faculty members voted for Option B. The change in hours will be submitted through WebCMS for approval.
 - MUS 38 as a stacked course with MUS 16 is no longer available because it does not conform to College regulations.
 - The faculty suggested more stringent audition requirements. For students who have had no music theory, they need to take or be able to pass out of MUS 7, Music Fundamentals. Voice students interested in MUS 16 should take voice classes first. We can use MUS 38 as training courses for instrumentalists, kind of a pre-MUS 16.
6. Four-year Review courses to be updated:
 - The following courses were approved by all faculty members to be updated. No major changes other than updating the textbooks for the following courses: MUS 13H (Introduction to Music Appreciation – Honors); MUS 47 (Jazz Ensemble); MUS 29 (Choral Workshop); MUS 25B (Advanced Jazz Improvisation), and MUS 25A (Jazz Improvisation).

Respectfully submitted,

Kevin Wiley
Accompanist/Librarian