

## Theater Department Meeting Minutes

2/23/16

Present: Matthew Burgos, Christine Cummings & Richard Strand

Strand called the meeting to order at 11:35 a.m.

### REPORTS/DISCUSSION ITEMS

- Cummings indicated she has been working on a workshop for Writer's Day since last semester and will represent the department that weekend.
- Burgos announced he is working on a workshop to present at Fall Flex Day.
- Strand informed about the Emergency Preparedness Drill and all agreed to attend two training sessions prior, assuming they are available.
- All discussed and approved the new THTR 20 Playscript Analysis class.
- The department agreed to send THTR 9 to level 3 in its 4-year review.
- All discussed whether or not our presence at the West Covina Career Day would benefit the department, determining it would not help recruitment due to its not being program focused. Cummings indicated her plan to attend more program focused events this semester.
- Strand announced 92% enrollment across the department, advised to drop no show students by second class meeting and set the goal of maintaining enrollment.
- Strand discussed the closing the loop on PIE asking for input ASAP.
- Strand mentioned that Division is requesting outcomes assessment for PIE purchases and he suggested creating a survey to assess their effectiveness. These outcomes are independent of SLO's, ILO's and PLO's.
- Strand opened the discussion about internships in Tech Theater/Costuming and suggested we proceed when rules are more clarified. Burgos recommended an internship in Stage Management and all approved of this idea.
- Burgos continued the discussion and updates about the new website.
- Burgos agreed to work on the SLOs for THTR 12 by April and Strand will work on the remaining classes for this year, which are THTR 14, THTR 16, THTR 18 and THTR 19.
- All discussed the plan of attack for developing new curriculum. All agreed to get an early start on writing the classes.
- Strand reported that the division is receptive to moving quickly on the Technical Theater Program and advised that the department should move to write the classes for that certificate before May 30th. The Division has offered significant resources to make this possible. Burgos offered to assist with writing a Stage Management class.
- All finalized choices for next season with the plan to formally announce when *And Then There Were None* opens.
- Burgos indicated he will follow up on Alumni Day plans.
- Cummings announced the partnership with the Health Center to use theatre students to assist them with their Bystander Training Event.

Strand adjourned the meeting at 12:33 p.m.

Respectfully Submitted,  
Christine Cummings