

## Theater Department Meeting Minutes

3/8/16

Present: Matthew Burgos, Christine Cummings & Richard Strand

Strand called the meeting to order at 11:24 a.m.

### REPORTS/DISCUSSION ITEMS

- Cummings gave her Faculty Association Representative report.
- Burgos gave his Academic Association Representative report.
- Strand mentioned that Eric Kaljumagi and Joan Sholars would like to attend the next Theater Faculty Meeting.
- Cummings debriefed about her participation in *Puttin' on the Hits* indicating potentially beneficial new relationships with faculty across other departments.
- Strand and Burgos discussed the advanced technical needs for video projections in *And Then There Were None*.
- All addressed protocol for managing Facebook and Twitter posts/images/announcements.
- Burgos suggested we put the Stage Management Handbook on Google Drive.
- Burgos began explanation about a long-term plan to share standardized documents inter-departmentally and with other departments. All agreed to continue the conversation.
- Strand assigned all necessary Adjunct Faculty Evaluations for this semester to be completed before May 13<sup>th</sup>.
- Strand mentioned that enrollment is a little flat campus wide. All offered that we do overload classes where we can to help. Departmentally our classes are currently in good shape.
- Strand announced that our outdoor poster boards and lighting has been funded with a go ahead and is currently on the project list.
- All discussed the logistics of the new THTR 13: Rehearsal and Performance (Technician) class.
- Strand discussed the Internships for Theater and the need to work out the balance between Work Experience and Service Learning. Strand has a meeting scheduled with Karla Mares to discuss.
- The department discussed and approved moving forward with the four-year reviews of THTR 11, THTR 12, THTR 19 and THTR 60.
- The department discussed and agreed that we should move forward this year with the creation of the following classes:

THTR 13	Rehearsal and Performance, Tech
THTR 15	Rehearsal and Performance, Acting (Modification)
THTR 21	Introduction to Design
THTR 22	Stage Lighting
THTR 24	Stage Management
THTR 26	Audio for Live Theater
THTR 27	Directing
- Strand informed that THTR 19 is at stage 5.
- Strand encouraged all to check out the coordinated college calendar online.
- All agreed to brainstorm potential student success stories and testimonials to aid in recruitment.
- Strand discussed the 3/17 Emergency Preparedness drill. All were informed of the procedures.
- Cummings indicated that she will be attending the 3/10 Active Shooter Training.
- Cummings will be teaching the summer THTR 11 class.

Strand adjourned the meeting at 12:45 p.m.

Respectfully Submitted,

Christine Cummings