

## Theater Department Meeting Minutes

8/27/13

Present: Matthew Burgos, Ralph Eastman & Richard Strand

Strand called the meeting to order at 11:15 a.m.

### **REPORTS/DISCUSSION ITEMS**

- Strand announced that the new Vice President of Instruction is Irene Malmgren.
- Faculty prioritized budget needs as follows: a computer (and WiFi) for the classroom 2T-120, Sean Kelly approved to work twelve months, a replacement for lost part-time technical theater staff member, a part-time marketing consultant and, further down the list, renovation of the Studio Theater including a tension lighting grid and a serger (sewing machine) for the Costume Shop.
- Strand discussed the issues surrounding the offering of THTR 18 which is a Tech Theater Practicum class with arranged hours. The instructor must include a form for accounting for the hours a student works which the instructor must present on a spread sheet to the Division Office at the end of the semester totaling those hours. Arranged hours need to be established with the student by the end of the second week of instruction.
- Strand advised that the College will be purchasing licenses for Adobe products that will be available to all faculty members.
- Strand said that he would like to have PIE completed for the Department by the end of the Fall semester.
- Strand announced that THTR 9, THTR 10 and THTR 25 will have SLOs written for them this current year.
- The faculty agreed on the need to modify THTR 10, THTR 9, THTR 12 and THTR 18 in order to comply with C-ID requirements.
- Strand asked for suggestions of classes to potentially invite Dr. Scroggins to visit. Faculty agreed that Introduction to Theater or Children's Theater would be the best for him to see.
- Strand announced that the syllabi contact information for professors must be checked by him for completeness and that professors need to include ADA information in syllabi.
- Strand announced that he was having more Theater Department AA-T fliers printed for distribution to likely students.
- Strand reported that adjunct professors Sean Kelly and William Mittler need to have classroom visitations this semester. He will do both classroom visitations.

- Strand advised Faculty of the importance of advising poor students to go to tutoring.

Strand adjourned the meeting at 11:50 a.m.

Respectfully submitted,  
Ralph Eastman