

## Theater Department Meeting Minutes

4/9/14

Present: Matthew Burgos, Ralph Eastman & Richard Strand

Strand called the meeting to order at 11:20 a.m.

### **REPORTS/DISCUSSION ITEMS**

- Strand asked the faculty if any were interested in teaching eight-week classes. No one was interested.
- Strand reported that Lottery funds are available to cover the increased costs of adding classes. Strand is going to ask for money to buy additional consumable supplies for the costume shop. Burgos asked for funds to buy construction materials to supply the building of paper production design models for his THTR 9 classes.
- Strand said that he needed data for entering the SLOs for THTR 9. Burgos said that he was giving a mid-term this week and would provide him with data. Strand further said that he was going to edit and standardize the SLO grammar for the SLO website.
- Strand reported that the Department needed to develop a list of theater students who are planning to transfer to four year universities in order to encourage them to take the Theater AAT degree.
- Strand advised that he will delete the old SLOs from TracDat as those which are completed should be deleted.
- Strand announced that the last two Department meetings are on May 13 and June 10.
- Strand advised that faculty should add anything they may need to PIE. Funding must originate with PIE to be considered. The Department is anticipating Eastman's retirement in June 2015. Strand thinks the Department will be getting a new soundboard and wireless headsets. Burgos suggested that the Department buy four Pico projectors for use in the touring Children's Theater productions.
- Burgos reported his conversations with Strand about constructing a triangular kiosk to be positioned outside in front of the Studio Theater to advertise Department productions, offerings and AAT possibilities as a way to increase the visibility of the Department on campus.
- Strand talked about his desire to increase the number of yearly productions to six, with a small experimental piece during the winter intersession and a musical during the summer intersession.

- Burgos said that the Department needs better ways to publicize auditions. He suggested the need to develop and maintain an email list of eligible students.
- Strand announced that Department Chair elections would be held at the May 13 meeting.
- Strand announced that the Arts Division office will be moving to Building 12 during the summer from its current temporary location.
- There will be an unveiling of the Art Building 1A's new murals at 5:30 p.m. on May 15.
- Burgos suggested that an Arts Division event could well be for the opening of *Blithe Spirit*, the first production of the 2014 – 15 season.
- Burgos is rewriting THTR 60 (Children's Theater) as three stacked classes including (1) performance, (2) stage management and (3) design.
- Strand advised that faculty cannot mark down students for not attending classes as that violates Title 5 regulations. They may, however, be marked down for non participation in the class.
- Strand said that IT is concerned that faculty email boxes are getting full and that is slowing down the system. IT has requested that faculty either delete unnecessary email or move old email to another file.
- Strand announced that Jason Chevalier will be the new Arts Division Coordinator succeeding Don Sciore.

Strand adjourned the meeting at 12:25 p.m.

Respectfully submitted,  
Ralph Eastman