



Arts Division Meeting Minutes October 1, 2014

Present: Carolyn Alexander, Robert Bowen, Steve Burgoon, Laurie Hartman, Tiffany Kuo, Sue Long, Don Sciore, Richard Strand
Guest: Loralyn Isomura

Item	Discussion/Outcome
Review of Minutes from 9/3/14 and 9/24/14	Richard moved to approve minutes from 9/3 and 9/24 as edited: Laurie Hartman in attendance at both 9/3 and 9/24 meetings; Richard Strand in attendance 9/24. Minutes were approved unanimously with noted corrections.
Facilities Update	Sue informed that the radio studio completion is underway and software is being finalized, which Thom Babich, Jason Shiff, and Tammy Trujillo will be meeting to discuss. Sue thanked Steve and Don for getting the Shared Lab in the DTC set up and their efforts to staff the lab allowing maximum use and availability for students.
Emergency Preparedness Update	Don provided a recap of the events during Emergency Preparedness Week since Building 13 was one of the buildings chosen for one of the drills that took place on Wednesday, September 17 th . Though faculty and staff handled the drill to the best of their ability, many discovered a lack of supplies and communication. Department chairs are interested in emergency training especially how to handle “active shooter” situations. It was suggested that we watch the Public Safety videos on the employee portal at the next division meeting. Don advised he would work with Karen Saldana, with Health and Risk Management, to stock and/or replenish various emergency supplies.
Overload and the Faculty Contract	Sue reminded department chairs of the contractual requirement that a faculty member who takes on 5 LHE over the contractual 15 LHE, in the same primary term, must be available on campus at least 4 days a week. Laurie advised there is a particular formula, per Lance Heard, Faculty Association President, to calculate the number of office hours required. Sue requested that chairs pass the information along and to check as schedules are coming in.
Institutional Outcomes	Don noted that a project is underway to implement Institutional Outcomes in an effort toward more inclusive assessment across the institution.
Contract Changes	Sue reviewed recent changes to the faculty contract with the group. She advised paying close attention to

	the changes made to the Department Chair Evaluation dates and the addition of form H.6.b, which is a specific form for department chair self-evaluation.
Other	<p>Don advised chairs that lab parity requests may need to be submitted prior to final approval of courses. ANIM 136, 145, 146 and 148 have lost parity for spring 2015 by not meeting the process deadline. Requests for the courses listed above can be resubmitted for fall 2015.</p> <p>Sue thanked Liz for her exceptional service with the Arts Division, along with the outstanding service to the college during her tenure with Mt. SAC. Sue invited Department Chairs to a small reception to celebrate her retirement on Thursday, October 16th. Liz's official last day of work is Friday, October 17th.</p>

Respectfully submitted by:
Loralyn Isomura