



Arts Division Meeting Minutes March 4, 2015

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

Item	Discussion/Outcome
Review of Minutes from 2/9/15	Richard moved to approved, second by Tiffany, and minutes were approved as is.
Enrollment Update	Most recent enrollment reports were reviewed and showed a balance between high- and low-enrolled courses across each department. Overall, division enrollment is good. Sue thanked all chairs for their efforts in considering the demand and needs of each classes. Sue also acknowledged Carolyn's extra efforts in very closely monitoring the low-enrolled Fine Arts courses. Laurie shared they have been able to better determine the demand of certain Photography courses by increasing their waitlist counts from 10 to 20.
Dual Enrollment	We may explore the idea of "dual enrollment," where high school students would be able to take certain college courses for high school credit and college credit. With successful registration and completion of dual enrollment, in addition to exposure to the college courses and possible priority registration into the fall term, we anticipate students continuing the specific program at Mt. SAC.
Budget Update	Sue reminded chairs to submit all final requisitions to the division office by Friday, March 6 th . Following the input of final requisitions and transfers, Sue will meet with each chair to go over available balances.
Facilities Update	<p>Renovation to 1A and 1B/C continues. Don noted the update to 2-M104 is still on the list and should follow after the 1A and 1B/C lists are completed.</p> <p>Due to a DSP&S table being removed from 13-1220, Tiffany noted that her DSP&S student ended up dropping the course after waiting so long for another table to be provided. Don advised he will contact Facilities to determine where the table went and will request a new one.</p> <p>Fine Arts faculty members Susie Rubenstein and Craig Deines have been invited to brainstorm on the landscape project that will surround the new Food Services building, as the project will also surround building 1A.</p> <p>The radio station conduit has been installed, and the antenna installation is being scheduled.</p>

High School Outreach	High School Outreach will be hosting Seniors Day on Thursday, March 12 th , and Friday, March 13 th . The majority of the group will be from the West Covina district. Don invited chairs to contact him if they are interested in showcasing their program. Departments were also encouraged to have representatives available at the information tables provided to share information about their programs.
Adjunct Faculty Retention	Per discussion from the most recent Instruction Team Meeting, suggestions are requested on how to promote retention of new adjunct faculty. One suggestion provided today was to invite adjuncts to become certified to teach online and to develop course amendments for distance learning mode. Developers of distance learning course amendments are provided the opportunity to be the first to teach the first course offering of the distance learning version. Another was to consider reviewing rehire rights contract.
Faculty Absence and Substitute Processes	Sue shared a draft of a memo that will be sent out to all Arts Division faculty and staff, which provides information on how to report an absence and expectations of faculty and staff responsibilities when requesting a substitute, requesting time off, "swapping class coverage," and/or providing required documentation, if applicable. Any feedback on the memo will be sent to Rebecca Cabrera.
Curriculum Training	In an effort to assist in the course review process before new courses and/or modifications leave the division level, curriculum training sessions will be set up and offered through Professional & Organizational Development (POD). Checklists, individual training, and training with chairs will be prepared. Chairs were reminded they can prepare lab parity requests but requests are not to be submitted until course approval has been granted.
Requisitions, Quotes, & Banner	Chairs were reminded to provide detailed information when supplies and/or equipment is requested. Loralyn will work with Fiscal to set-up a training session for a future division meeting to provide general information to the Arts Division deans, chairs and staff on current practices and policies on requisitions.
Outcomes Update: ILOs, PLOs, Mapping	Per information provided by ACCJC, Program Level Outcomes (PLOs) should be in the catalog. Don thanked Laurie and Richard for their efforts in corrections made to meet requirements.
Other:	The second download for Summer 2015 Schedule of Classes was provided to the chairs. Changes are requested by Friday, March 13 th , for final input by Friday, March 20 th . Lisa Rodriguez, Director of Title V, will be hosting Building Bridges at Mt. SAC: Career and Technology Education Programs Faculty Retreat and Workshop, on Friday, March 20 th , at Kellogg West. All CTE faculty were invited to attend. Don reminded chairs to refer to Rebecca's email with the detailed information, and if interested, to RSVP to Lisa.

Respectfully submitted by:
Loralyn Isomura