



Arts Division Meeting Minutes April 1, 2015

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

| Item | Discussion/Outcome |
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| Review of Minutes from 3/4/15 | Richard moved to approved, second by Laurie. Minutes were approved as is. |
| New Mt. SAC Chief of Police | <p>Sue invited Dave Wilson, new Mt. SAC Chief of Police, to be introduced to the department chairs. With the various performing arts events that take place, the Arts Division departments interact more often than not with the Public Safety staff. Sue shared a brief overview of the Arts Division departments and where they are located.</p> <p>Dave shared his vision in working on a more efficient system when specific requests are made to Public Safety for events, such as designated parking, free parking, traffic control, etc.</p> |
| Growth Update/FTEs | Sue advised to look at scheduling the same number of FTEs as last year. Summer 2014 was at 82.5 FTEs, we currently have 108 FTEs scheduled for summer 2015. For the primary terms, we have scheduled heavier in the spring than in fall, but we will look at doing the opposite for the future primary term scheduling. The tentative schedule for fall 2015 mirrors what was scheduled for spring 2015, which is good. We will possibly offer less for spring 2016. |
| New Hiring Forms/Process | Human Resources updated the Application Screening forms, which are used during the recruitment process by the selection committees. The major updates to the forms are: 1) specific definition of ratings, 2) no explanation is required for an overall rating of "1" or "0," and 3) each criteria will carry its own weight and a sum of the ratings will rank the applicant. (Sample forms attached.) |
| Perkins Grant Applications | Sue reminded chairs that Perkins applications were due today. |
| Outcomes: ILOs, PLOs, SLOs, & AUOs Mapping | Emily Woolery, Outcomes Coordinator, joined Don for the presentation of mapping outcomes. Per information from the Instruction Office, Program Level Outcomes (PLOs) will be going public by going into the catalog. With that in mind, all departments will need to work on revising their PLOs to be more presentable. In addition, Student Learning Outcomes (SLOs) will need to be mapped to PLOs. To facilitate in mapping, a one-page template was created, and Richard's mapping of the Theater Department courses and programs was used as an example. Don will send out the one-page template electronically. Completion of this form should not fall on the department chair alone, but rather should be addressed to the faculty responsible for the specific course(s). Chairs were also reminded to consider assistance from adjunct faculty, as compensation can be provided from those who request the |

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| | <p>funding from the Outcomes Committee. Don suggested to begin by preparing well-written program descriptions, then move on to revising/creating outcomes that reflect from the program descriptions. In addition, pages 141-142 and 169-172 of the Program and Course Approval Handbook (PCAH) were shared to provide some guidance when reviewing course descriptions (attached). New and/or updated PLOs and outcomes mapping will need to be completed by June 30th, however, Sue suggested if work is drafted/completed with enough time prior to the deadline, Sue and Don can review and provide assistance and suggestions, if needed.</p> |
| Announcements | <p>Loralyn shared the 2nd download for the Fall 2015 Schedule of Classes. Changes to the 2nd download are due to Loralyn and Rebecca by Wednesday, April 8th.</p> <p>Sue reminded chairs to spend down standing purchase orders (SPOs) by June 19th, which allows enough time to receive and pay for items prior to the end of the fiscal year.</p> |

Respectfully submitted by:
Loralyn Isomura