



## Arts Division Meeting Minutes September 3, 2014

**Present:** Carolyn Alexander, Robert Bowen, Steve Burgoon, Tiffany Kuo, Sue Long, Don Sciore

Item	Discussion/Outcome
Minutes	Following review of minutes from the meeting of August 21, Tiffany moved to approve, and Carolyn seconded the motion. Minutes were approved unanimously.
Faculty Hire Requests	Sue discussed the form included in the agenda packet that Chairs will need to complete. She asked that a firm rationale based on program quantitative data (previous academic year), and that all possibilities be offered; she suggested a review of trending and persistence data, perhaps three to five years back.
Enrollment	Sue shared that our division numbers look good. She suggested we identify the courses and programs that are growing, and increase our outreach efforts, as a division. She wondered if perhaps we could share with students how we will be scheduling so that they might plan accordingly, taking advantage of the intersessions.
Shared Lab	Don noted that the DTC Shared Lab should be up and running by tomorrow. He'll be meeting with Sarah Daum and Joumana McGowan to discuss staffing. Steve will arrange scheduling of the lab.
Curriculum EDC/Cer	Don shared that in Terri Long's absence, her responsibilities were distributed amongst the Division Deans. As Co-chair of EDC, Jemma Blake-Judd will be taking over certificate/degree program submissions. He reviewed with Chairs a new program matrix that Jemma developed to start the process.
Outcomes Committee	Don stated that the committee met for the first time yesterday, and determined their main focus will center on ensuring our students understand the meaning of learning outcomes. Their goal is to make sure that the entire campus community be "outcomes savvy," with the new push toward Institutional Outcomes. Don reminded Chairs to ask their faculty to complete their data at the program level. He gave the example that some programs stated they would reassess the following year, but never did. He asked Chairs to make sure a link to the Outcomes page is on their program website. He stressed the importance of making sure our Outcomes process is clearly visible throughout the campus and our web page; the accrediting commission (ACCJC) will want to see that all campus constituencies are knowledgeable about course/program/institution outcomes and assessment.
Other	Sue discussed the work that Division Deans are doing related to prioritizing instructional equipment purchases. She shared the idea of "looking at the big picture," in the instance of perhaps being able to purchase the TV truck for the Television & Film program – would other programs "do without" in order to purchase this major need.

Respectfully submitted,  
Liz Callahan