



Arts Division Meeting Minutes January 30, 2014

Present: Carolyn Alexander, Steve Burgoon, Jason Chevalier, Laurie Hartman, Sue Long, Don Sciore, Richard Strand
Guests: Alice Duerden, Jeannie DeVito

Item	Discussion/Outcome
Department Updates	Each Chair shared updates on issues related to curriculum, repeatability, facilities and scheduling.
Faculty Contract/Adjunct Professors Evaluation	Alice went over the process and timelines for evaluation of adjunct professors, according to the current faculty contract. Sue shared that Alice has, in the past, transcribed student remarks but will no longer have time to do so. Alice will email a list of faculty that need to be evaluated to each Chair.
Enrollment	Enrollment is down, and Sue noted that there is a noticeable drop in registration appointments. She will be working with Chairs to revise scheduling so that we can be assured to make "base." We will be cancelling classes and adding where we can be sure to fill. We'll be targeting students who have been waitlisted to fill classes that are added. The hope is to have full enrollment at census (third week of semester).
Captioning	Sue shared a copy of a memo sent via email to all faculty from Deb Distant regarding removal of VHS tapes and DVDs that are not captioned from the Library. Items identified as being used previously in the classroom will be offered to departments with the largest number of faculty making use of the tape(s)/DVDs. It will be the department's responsibility to have the items captioned prior to use in the classroom.
PIE	Sue reminded Chairs that the revised PIE document is available online, and in Word format. She encouraged Chairs to review with faculty.
Sound Summit	Sue shared that we are planning to have another summit during the spring semester.

Courses Related in Content	Sue asked if Chairs would attend this meeting scheduled for February 10. Terri Long will be sending a meeting invitation via email.
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Respectfully submitted,

Liz Callahan