



Arts Division Meeting Minutes April 2, 2014

Present: Carolyn Alexander, Steve Burgoon, Jason Chevalier, Laurie Hartman, Sue Long, Don Sciore, Richard Strand

Item	Discussion/Outcome
Minutes	February 19, 2014 Division Meeting Minutes were reviewed and approved by all as presented.
Enrollment/Scheduling Update	Build growth into the schedules in a meaningful way; offer classes that will fill and will help students move towards transferring; and to continue assessment of offering 8-week classes for fall 2014 using the scheduling matrix template.
Lottery Funds Update	Budget funds should be spent earlier in the fiscal year rather than waiting until spring. Lottery funds are available to help with growth after Division budgets are depleted. The Division asked that Lottery fund requests be submitted by May 5 th for discussion May 7 th .
Outcomes Update	Outcomes should be well-written because TracDat populates in the Outcomes web page for students. All programs must establish rotation cycle for assessing courses every four years and all new courses should include outcomes. Jason will send an example of how assessment should look. Don will bring a report to the next meeting on list of what needs to be reviewed.
PIE	Budget requests must be included in PIE for consideration. Include staffing for shared labs and equipment requests with documentation of integration with program goals.
Certificate and Degree Applications	The Ed Design Committee will return all applications that do not conform to the State Chancellor's Office and LAOCRC criteria. Review the Program and Course Approval Handbook (PCAH)
Arts Division Coordinator	Jason was congratulated on being selected as Division Coordinator. Don was applauded for his six years of service. Don will work with Jason through a training process.
Construction Project Report	The Division has three projects in process: <ul style="list-style-type: none">• The Arts Division Office will move in to the renovated building 12 this July.• The remodel for the radio production studios and Internet radio• Building 1A Mosaics. Sue encouraged everyone to attend the unveiling of the Mosaic Project, May 15 at 5:30 PM. A request to Jason to secure Kevin Wiley to perform at the unveiling was presented.

Sound Summit	Jason is planning the summit this year. Invitations were suggested for Tammy Trujillo, Dan Smith, Hector Rivas, Ron Brown, Don Sciore, Chris Rodrigues, Bill Eastham, Raul Miranda, Richard Strand, Laurie Hartman, Jason Perez.
New Radio Technician	Jason Schiff was hired as Lab Technician to oversee the Radio Production Studios.
Other	Don shared the Title V interpretation of grading on attendance. Instructors cannot assign grades based on attendance alone, but if participation is required to complete a project/performance, attendance can be used as a grading tool.
Reminders	<ul style="list-style-type: none"> • Department Chair nominations due by 12th week. • Evaluations due this semester are Regular Full-time, Department Chair, Adjunct and Probationary year three. • Lotus Notes should not be used as storage; please archive or delete old mail. • Consider SLOs when planning growth

Respectfully submitted,

Alice Duerden