



## Arts Division Meeting Minutes May 7, 2014

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

Item	Discussion/Outcome
Minutes	The minutes from April 2, 2014 were reviewed and went unapproved pending revisions.
4020 Program Curriculum Development	Ed Design Committee or Curriculum Council will propose inactivation of courses that have not been reviewed in the past five years or if the course has not completed an outcomes cycle within the past five years.  All new courses should have an attachment of SLO's/Outcomes. These attachments will be included in WEB CMS.
Growth FTES Fall & Winter	All request for growth have been received except for ANIM. We have been asked to add 100 FTES, so far approximately 69 have been added. LHE is described as the cost of a class, FTES is described as how the college is paid. When adding classes, think about classes that will fill and will help the students move forward. We should take a look at last winter and think of areas to add and bring this information to the next Division meeting.
PIE	PIE is due May 15, 2014. Items that should be included in the "other" section of PIE are items that do not require funds but require permission. All Perkins request should be included in PIE.  Under the "accomplishments" area is a good place to close the loop of previous request.
VTEA Application Update	VTEA received 1.2 million in request for a budget of \$600. The Chancellor's Office is requesting moving away from using the funds for staff purposes. Making use of the shared lab in the Design Technology Building will save having to hire so many Lab Technicians.
Syllabi SLO Update	SLO's should be added to syllabus, or a link to the SLO's should be on the syllabus. This is an area that is begin audited.
Sound Summit Dates	The Sound Summit will take place May 28, 3:00 – 5:00 PM in 13-2465.
Department Chair Expectancies/Deadlines	Performance expectancies relevant to the reassignment will be agreed upon prior to the end of the second week of the fall semester. Nominations for Department Chairs is due by the 12 <sup>th</sup> week of the spring semester. Department chair elections shall take place prior to the end of the 1 <sup>th</sup> week of the spring semester.

Lottery Requests Prioritization	There was a call for requests, they will be prioritized and presented to the Instruction office. All request should reflect the needed supplies due to the addition of classes for instruction.
Division/Department Web Pages and eBrochures	Congratulations to our Department Chairs and Kudos to Don Sciore for the wonderful job done on our Web pages. The college is working on promoting eBrochures, inviting easy access for students to find on the Web. Don is looking for images to add to our Web as a sliding image page.
Electronic Student Evaluations	The college is moving towards having students access the evaluation process through their Portal. This will be revisited at the next meeting.
Other	At the next meeting we will have a conversation regarding Division-wide classroom utilization.
Reminders	Four-Year Review and Parity is due May 30, 2014
Announcements	<p>The Karl Benjamin unveiling is Thursday, May 15 at 5:50, we hope all faculty will attend. It is important that we attend and show an appreciation of the value of the Art Committee.</p> <p>Kudos to Matthew Burgos for a job well done on “The Dividers” Theater Production. It was well attended.</p> <p>Kudos to Laurie Hartman for the success of the High School Photography Show. Pictures are still available for viewing in the Gallery Area of building 13, lower level.</p> <p>This June is Ralph Eastman’s last Directed Play. It would be a nice gesture if we, as a Division could all attend the Thursday June 5<sup>th</sup> showing.</p>

Respectfully submitted,

Alice Duerden