



Arts Division Meeting Minutes June 4, 2014

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

Item	Discussion/Outcome
Minutes	Minutes from the meetings of April 2 and May 7 were not included as an attachment; Liz will send these electronically to Chairs for review.
Adjunct Hiring Pool	Don shared that there has been discussion between Instruction and Human Resources to begin forming hiring "pools," to better meet unexpected needs. He noted, however, that the rigid structure proposed would not be well-suited for our division since most of our faculty provide specialized instruction.
Summer Enrollment and Pre-Requisite Waiver	Sue and Don discussed the "glitch" that students are experiencing when attempting to register for ARTC120, being offered this summer. Even though they are currently enrolled in the pre-requisite (ARTC100), they are unable to register for ARTC120. It was suggested that students work with faculty/Chairs to secure a pre-requisite waiver in order to enroll.
Finals Reminder	Sue asked that Chairs remind their faculty that they are <u>required</u> to meet with students during the designated final exam timeframe.
Hiring Update	Sue shared that our Concerts Band Director, Dr. John Burdett, has accepted a position at another college. She was happy to report that we have hired Greg Whitmore, who comes to us from Cathedral City High School and College of the Desert. Hiring for the CEA position (R-TV) is still in process.
Courses Pending Approval	Don stated that there are currently 39 requests for course approval pending at the Chancellor's Office. Delays in course approval are being attributed to staffing shortages. He noted that our division is lucky in that courses we have submitted are revisions to existing syllabi/outlines, so that we can still offer the course taught in the current format.
PIE Review/Equipment Requests	Don shared a handout listing Arts Division PIE requests, and a quick review of the Staffing section resulted in the following prioritization: <ol style="list-style-type: none">1. Associate Dean position, Arts Division2. Shared lab staff permanent part-time CEA3. Lab assistant permanent part-time FA4. Lab tech permanent part-time THTR5. Shared lab staff permanent part-time CEA

	<p>6. Lab tech for shared open lab permanent part-time FA</p> <p>7. Permanent part-time costuming THTR</p> <p>Don and Sue will find out how to request an increase to funding for student workers (student hourly positions in FA and THTR).</p> <p>Sue asked Chairs to meet once again this month to discuss the balance of requests and prioritization. It was decided we would meet on June 26, 1:30-4:30 pm. We'll look closely at whether individual facilities requests fall under classroom or college standards, and whether technology requests fall under IT or Instructional Equipment. Don encouraged Chairs to review their PIE requests and note which will, or have been, fulfilled through Perkins/VTEA.</p>
Other	<p>Sue shared how impressed she was with student work this semester, and how much she enjoyed attending the concerts, shows and productions. She thanked Richard for arranging the poetry reading by former Mt. SAC student, Faith Kearns, who recently was awarded the May Merrill Miller award from the English Department at UCLA, and congratulated Matthew Burgos on receiving the Deborah Boroach Developmental Educator of the Year award. She thanked Jason for his years of service as Music Department Chair, and Chairs joined her in congratulating him on his new position at Chaffey College. Robert Bowen and Tiffany Kuo have agreed to co-Chair for 2014-15.</p>

Respectfully submitted,

Liz Callahan