



Arts Division Meeting Minutes June 26, 2014

Present: Carolyn Alexander, Steve Burgoon, Robert Bowen, Sue Long, Don Sciore, Richard Strand

Item	Discussion/Outcome
Minutes	Following review of minutes from the meeting of June 4, Richard moved to approve; Steve seconded the motion. Minutes were approved as presented.
Enrollment – Summer & Fall	Sue distributed updated enrollment figures for summer, and discussed compiling a master list of courses that present registration issues (pre-requisites/co-requisites). She shared that Dr. Malmgren's goal is a 95% fill rate, and that we are expected to capture a 3.5% growth for next year. To that end, Sue reminded Chairs that we must grow efficiently and strategically, examining course offerings and reviewing enrollment trends.
Auditors – Materials Fees	A copy of an email from Terri Long sent to Division Deans was distributed. Terri will be working with auditors beginning the first week in July, and she asked we share with her any sort of fees that we require our students to pay. All Chairs agreed that none of our students are asked or required to pay fees; needed materials are listed in course syllabi, and students are expected to purchase those materials on their own.
Waitlist Limits	Sue noted that class waitlists are generally entered at a maximum of 10 students. She asked Chairs to advise her if they wish to change that number.
Priority Registration	Sue discussed the changes to priority registration – students must complete an orientation, and an assessment and Education Plan (MAP – Mountie Academic Plan) must be on file.
Division PIE Prioritization	<p>PIE segments were prioritized as follows (detailed requests attached):</p> <ul style="list-style-type: none"> • Rate Driven Increase <ol style="list-style-type: none"> 1. Fine Art - model pay rate (to better align with surrounding community and state colleges) 2. Music - recital budget (Robert will provide support information) • Facilities <ol style="list-style-type: none"> 1. Fine Art – task tools 2. Theater – tension wire grid 3. Music – improvements to 1B/C 1 4. Music – improvements to technology (2M 104, 107, 108, 117) 5. CEA – Television studio facility 6. CEA – gallery improvements (lighting, electrical, A/V, etc.)

	<ol style="list-style-type: none"> 7. Fine Art – Woodshop electrical 8. Fine Art – gas compressor line 9. CEA – “occupied” deadbolts for DTC restrooms 10. CEA – signage for DTC 11. Fine Art – roof for shed 12. CEA – improvements to DTC critique area 13. Music – replacement of eaves on exterior of Bldg. 2 <ul style="list-style-type: none"> • Professional Development <ol style="list-style-type: none"> 1. Animation – gaming conference for three instructors 2. Television – Avid networking training 3. Music – workshops for adjunct faculty • Marketing <ol style="list-style-type: none"> 1. CEA – (Steve will gather priorities) 2. Music – brochures (Steve suggested they use GDI students) • Other <ol style="list-style-type: none"> 1. Music and Theater needs all listed
Other	<ul style="list-style-type: none"> • Sue noted that an email from Risk Management was sent campus-wide announcing an Emergency Preparedness drill would take place during day and evening sessions on September 17. • Sue asked Chairs to share with their faculty that July 3 has been designated as an additional holiday for Classified staff (CSEA 262 & 651), and that she will be on vacation that day. The Division office will be closed, however, Technology & Health Division Associate Dean, Jemma Blake-Judd, agreed to act as manager for the Arts Division should an emergency or event warrant her attention.

Respectfully submitted,

Liz Callahan