



Arts Division Meeting Minutes August 21, 2014

Present: Carolyn Alexander, Robert Bowen, Steve Burgoon, Tiffany Kuo, Sue Long, Don Sciore

Item	Discussion/Outcome
Minutes	Following review of minutes from the meeting of July 24, Laurie moved to approve, and Carolyn seconded the motion. Minutes were approved unanimously.
Faculty Hire Requests	Sue asked Chairs to review needs and bring back requests at our next meeting. Should a department need more than one new faculty hire, she asked that they prioritize requests.
Enrollment	Sue asked that Chairs remind faculty to stay vigilant with regard to spreading the word about open classes. She suggested that faculty assist students who wish to add their class by doing so in the classroom, instead of sending them off with an add code. Laurie suggested we look at increasing waitlist maximums for some classes. Don shared a list of low-enrolled Music and Photography classes with Tiffany and Laurie, and suggested they make a decision whether to keep them open during the first class meeting. She stated that we will carry capstone classes at 75%, but we won't push to keep a first-time student class. She asked Chairs to alert faculty to their low-enrolled classes.
Facilities Update	Sue reported that the Division Office has now moved into Building 12, and the radio lab remodel is going well and according to schedule. Don shared that the shared lab in the DTC (13-1225) is complete, and we are working to secure staffing. Laurie asked that the software, Lightroom, be installed on the lab computers. Don will connect with Kendall McRae to make sure this is done. Sue noted that we will be able to start scheduling in 13-2465, and that faculty should contact Liz or Alice to reserve blocks of time. Chairs will be contacted for their approval if the room is requested by another division or department.
Thefts	Don shared that our Public Safety and local Police are working together to close in on the responsible parties for the recent thefts. He noted that an all-campus email was sent with information and a photo of one suspect. He asked Chairs to remind faculty to report classrooms doors or windows left open, and suggested they take a photo of the open classroom before locking it. For an increased level of security, Facilities has issued ID badges to contractors working on campus.
Stand-Alone Courses	Don shared a copy of a document listing stand-alone courses, and the definition and rationale to remain a stand-alone. He discussed Michelle Grimes Hillman's proposed "next steps."
Course Families	Carolyn shared that she met with Michelle Grimes Hillman to discuss course families, and to give her input with respect to Michelle's decision to place all design classes into one family. Following a closer look, Michelle proposed a maximum of ten families in the Fine Art Department. She added that Michelle stated that if the class is identified as a vocational class (TOPS code), there is no need to develop the "family" structure. As an aside,

	Carolyn mentioned that Michelle had worked with Jason on Music's families, prior to his leaving.
Evaluation Teams	Sue shared that Don will now be sharing in chairing Evaluation Teams, in his new role as Interim Associate Dean. She noted that he will also be managing SLOs for the College, along with Emily Woolery and Stacy Baciagalupi . Don asked Chairs to remind faculty of the importance to document their outcomes.
PIE	Don suggested that we do our planning process "in reverse," in other words review Dr. Malmgren's report in the Fall, and then work backwards. Sue asked that Chairs discuss the PIE process and report with their faculty right away, and not to wait until Spring. Don hoped that we could have the report done, revised and ready to go by June.
Emergency Plan Review	Don asked Chairs to review their emergency plans, and to let him know of any changes in personnel or to their building structure(s). He stated he'd be meeting with Karen Saldana during the next week, and will bring back information to our next meeting in September.

Respectfully submitted,

Liz Callahan