



## Arts Division Meeting Minutes August 23, 2013

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

Item	Discussion/Outcome
Minutes	Richard moved to approve as amended; Carolyn seconded the motion. Minutes were approved as presented.
New Co-Chairs	Sue introduced new CEA co-chairs Steve Burgoon and Laurie Hartman.
PIE Summary	A copy of the Division Manager's summary was included in the meeting packet, and Sue reminded Chairs that all requests were submitted. She shared that Dr. Malmgren will be going over requests/priorities.
Educational Master Planning Dates	Sue asked that Chairs calendar the Fall meeting, scheduled on November 22, and the Spring meeting, scheduled on April 11.
Low Enrolled Classes	Sue reminded Chairs that students need to be enrolled by the second week of the semester, and that a class has to be 75% full.
Arranged (TBA) Hours	A copy of the Chancellor's Office Guidelines for Arranged (TBA) Hours was reviewed. Sue shared that the College is being audited on several courses that follow an arranged hours schedule. She emphasized the need to make faculty aware that instructional hours need to be with an instructor, and documented.
Division Meeting Dates 2013-14	Meetings will be scheduled the first Wednesday of the month, 3:15-5:15 p.m. Liz will update the schedule.
MUS 16	Jason will work closely with Individual Instruction faculty to get an accurate student roster by the end of the second week of the semester. Workload will be entered in Banner.

Adobe Site License	Don shared that our Adobe licenses will be updated College-wide, and that each Division will contribute a percentage toward the fee, according to use. He expects the upgrade to be done in November. A copy of Dale Vickers' email, listing programs that will be included in the site license, was distributed.
Budget	Sue suggested we work on our instructional and equipment needs and establish priorities in the Spring, so that we can see funding in Fall.
Classroom Visits	Drs. Scroggins and Malmgren would like to visit classrooms during the Fall semester. A form was distributed so that Chairs could make suggestions.
Request for Faculty Positions	Three full-time faculty positions and a one-year temporary position need to be requested again at the end of the year. Sue suggested that those requests be made as early as possible.
Syllabi Contents	Adjunct faculty will now be paid for office hours, and Sue suggested that Chairs review syllabi contents to make sure all appropriate information is listed, along with office hours.
Block Schedules	Copies of 16, 8 and 6-week scheduling matrices were distributed for information purposes.
Overdue Courses	Sue thanked Don and Chairs for monitoring these so closely.
Tutoring	Sue shared that there is an option on the roster page of the instructor's portal that allows the instructor to recommend tutoring.
Other	<p>Sue asked Chairs to give a short update at tomorrow's Flex Day Division meeting.</p> <p>The last agenda item (17 – Summary of Agreements) will be brought back to our next meeting, on September 4.</p>

Respectfully Submitted,

Liz Callahan