



Arts Division Meeting Minutes September 4, 2013

Present: Carolyn Alexander, Steve Burgoon, Jason Chevalier, Laurie Hartman, Sue Long, Don Sciore, Matthew Burgos

Guest: Dr. Irene Malmgren, Vice President, Instruction

Item	Discussion/Outcome
	Matt Burgos attended in Richard Strand's absence.
Minutes	Laurie moved to approve as presented; Carolyn seconded the motion. Minutes were approved as presented.
Enrollments	Sue reported that we are struggling in capstone courses, along with those that are usually low. She noted if we request a class be added to Winter or Spring, Dr. Malmgren will need supporting data to prove the class will fill. Sue asked that Don and Steve meet with her briefly following this meeting to discuss enrollment issues within the CEA department.
Request for Faculty Positions	Sue noted that the Academic Senate is asking that requests be submitted by September 30, followed by a prioritized list by October 10. She also noted that these requests for faculty positions are for replacement, not growth. Sue encouraged a thoughtful, data-driven process for developing priorities, especially in the CEA programs, which are going through a transition.
Auto Awards	A copy of Terri Long's email to Division Deans and Associate Deans discussing the status of the Auto Award was reviewed. There are issues that still need to be addressed before full implementation. Students that wish to be issued a degree or certificate still need to submit a petition for graduation to Admissions & Records. She noted in the email that the student needs to submit the petition directly, as an award of degree or certificate impacts the student's financial aid, and that faculty should not submit a petition on a student's behalf.

Vice President, Instruction	Sue introduced Dr. Irene Malmgren, our new Vice President, Instruction. Dr. Malmgren shared her educational and professional background, and expressed her commitment to supporting the Arts Division departments and programs. In answer to a question regarding opportunities for growth positions, Dr. Malmgren responded that she had not heard as of yet. She will be meeting with Deans to go over prioritized lists prior to submitting requests to the Academic Senate. Sue encouraged Chairs to include growth positions, so long as the data supports the request.
Door Locking & Emergency Announcements	A copy of an email sent to the Instruction Team on behalf of Dr. Malmgren was reviewed. A door locking system and audio system for emergency announcements were both taken to the Board of Trustees for approval at their meeting on August 28.
Arranged Hours	Sue asked Chairs to connect with faculty who teach classes with arranged hours to be sure they are accurately tracking and monitoring the hours students actually meet with their instructor, for auditing purposes.
Probationary Evaluations and Timeline	A handout listing contract deadlines was reviewed. Sue thanked Chairs for their efforts in continuing to meet these deadlines, and facilitating probationary faculty evaluations.
Department Chair Training	Sue reminded Chairs they are required to attend at least two trainings over the course of the year.
Equipment Prioritization	Sue asked that Chairs put together their list, prioritize, and send them via email to her and Don. We will plan to discuss the lists at our next meeting. She reminded everyone that the requests must be included in PIE.

Respectfully submitted,

Liz Callahan