



Arts Division Meeting Minutes October 2, 2013

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

Item	Discussion/Outcome
Minutes	Richard suggested corrections to the fourth and fifth item, and moved to approve as corrected; Steve seconded the motion. Minutes were approved as corrected.
Captioning	Sue reminded Chairs that all video content must be closed-captioned. She noted that an interpreter does not fulfill the state/federal requirement, and asked Chairs to encourage faculty to look for resources that are already closed-captioned. A handout was distributed that detailed the process for prioritizing materials for captioning, along with a copy of the Instruction Team's captioning request from May 30, 2012.
Full-time Faculty Hiring	Three requests were submitted from the Arts Division.
Pre-requisite Challenge	Don shared that in their previous Instruction Team meeting, Deans determined that the current Request for Variance form be used by students wanting to substitute/challenge a course pre-requisite. There had been some confusion as to which form to use, since Division Offices were using an outdated form. The correct form was distributed.
Tutoring Referrals	Sue discussed the online referral process that is available to faculty from their portal. An instruction sheet was distributed and reviewed, along with a sample letter that is emailed to the student when their instructor refers him/her to any of the tutoring centers on campus.

Conference & Travel	Sue reviewed the process for requesting funding for conference/travel. A copy of the email sent campus-wide by President Scroggins was distributed. Sue wanted to stress that everyone should follow the proper channels when submitting requests for travel.
Syllabi and TBA	Sue asked that Chairs remind faculty that arranged hours must be identified in the course syllabus, and the specifics for those hours clearly noted: day/time and number of hours students must meet with their professor to complete the required arranged hours.
Equipment Prioritization	<p>Equipment requests from each department were reviewed, and Steve offered to give Theater one laptop, and three to Fine Art that were not being used by CEA. Jason's request for a copier for the Music department was reviewed, and Don suggested he talk to the Konica sales rep to find something less expensive. Sue offered that the Division will split the cost of a requested Serger for the Theater department.</p> <p>Final prioritization was established at the meeting of October 2, 2013 as follows:</p> <ol style="list-style-type: none"> 1. 18 pianos for Music Department - \$40,000 2. Update to 1A-6 for Fine Art - \$9,923 3. iMacs for CEA - \$37,500 4. iMacs for Fine Art - \$10,400 5. Macro lenses for CEA - \$1,950 6. Copier for Music Department – Jason will get quote 7. Theater soundboard - \$2,400 8. Pro-tools System for CEA - \$1,950 9. Technology for Vocal Jazz – Music - \$3,000 10. Cameras and tripods for CEA - \$6,000 11. Saxophone (replacement for stolen) for Music - \$3,000 12. Digital Projector for Fine Art - \$2,200 13. ID Magnetic Strip Reader for CEA - \$2,500 14. Drum/Amp for Music - \$3,000 15. Visual Presenter ELMO for Fine Art - \$3,270

Respectfully submitted,

Liz Callahan