



Arts Division Meeting Minutes November 6, 2013

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

Item	Discussion/Outcome
Minutes	Richard moved to approve; Don seconded.
Sound Summit	Sue reminded Chairs that we did this in 2011. We will schedule another meeting for this winter with representatives from Music, Theater, Radio, Television, and Technical Services to discuss interests and feasibility of an instructional program. Jason stated that Professors Robert Bowen and Cameron Domingues have been working on a certificate program for Sound that would be multi-disciplinary. Students would work on Music and Theater productions.
IT Requests	Sue wanted to formally acknowledge the College's IT staff who work directly with our division. She thanked Eric Carpenter, Kendall McRae, Bob Hutton, Darwin Macatiag, and Elisa Phillips for their hard work in making sure all of our lab moves went smoothly. She reminded Chairs that a work order must be issued for any request, and asked that she be advised of any requests that are urgent or time sensitive. Steve mentioned that he will be working with Elisa to put together a presentation for a new lab.
8-Week Classes	Sue shared that recent data supports the success of the shortened, 8-week class. There was discussion surrounding impacted classes, room utilization, and how students would register.
Transfer Curricula	Don led discussion surrounding transfer model curriculum in response to SB440, requiring all California community colleges to create an Associate Degree for Transfer in every major/area of emphasis. Information from C-ID.net (Course Identification Numbering System) and was distributed, along with a copy of an email from Bob Quinn, Transfer and Articulation Coordinator at the Chancellor's Office, in which he shares timelines and summarizes SB 440 components.

Completion Data	Don reviewed the Argos report that was included in the meeting handouts, listing degrees and certificates awarded per program/major. The report was for the 2013 calendar year, and included all ethnicities.
Other	<ul style="list-style-type: none"> • Sue asked Chairs to plan on attending the Educational Master Planning Summit being held November 22. • Sue shared that she and Don have been reviewing our PIE reports from past years and have seen vast improvements from our initial report done in 2010-11. She thanked Jason for his work as Outcomes Coordinator. • Don shared a copy of the list of courses due for Parity review. • Regarding courses being taught with arranged hours, Sue reminded Chairs to make sure that arranged hours and location are included in the instructor's syllabus, and that the instructor must forward documentation of instructional hours at the end of the semester to his/her Chair for review. • Don shared a copy of the email he sent to Chairs regarding Program Analysis information needed.

Respectfully submitted,

Liz Callahan