



## Arts Division Meeting Minutes December 11, 2013

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

Item	Discussion/Outcome
Minutes	Richard moved to approve; Steve seconded.
Internship/Work Experience	A copy of an email sent to Management from Dr. Scroggins was distributed and discussed. Dr. Scroggins would be a panelist at the 2014 Career Services Online Conference, and in his email he welcomed managers to participate online, and asked for input based on experiences with helping students transition to the workplace through our work experience/internship system. Sue encouraged Chairs to share what they are doing with her (she noted Steve's project-based work with students presenting portfolios and pitching ideas), and she would then forward on to Bill. She asked that info be sent to her no later than January 18.
Hiring	We'll be hiring an Animation Professor, and a 47.5% Radio Broadcast Lab Tech (a new position).
4-year Review Courses	Don shared the handout listing courses due for four-year review, and noted that Photography had been approved by the Chancellor's Office. He wanted to clarify that these aren't new courses, and there was discussion about repeatability. Department minutes should reflect approval for deactivation of any
Division Office Relocation	The Division Office will be relocating to Building 20, Room 3. Sue thanked Gary Nellesen and Roger Sneed for their efforts in making this move a smooth transition. Building 16 is scheduled for demolition mid-January.
2013-14 PIE	Dr. Malmgren's memo to the Campus Community regarding the PIE process for 2013-14 included minor changes that resulted from feedback received by the IEC. Sue asked Chairs to start a conversation with faculty about PIE, and Don suggested with discuss a timeline. Richard asked why we couldn't make this a "fluid" document, and Jason noted that funding will be moved to October so we should make sure our prioritizations are final by the end of the academic year.

Repeatability	Don shared a portion of the Chancellor's Office publication, <i>Credit Course Repetition Guidelines</i> , and highlighted sections that broke down types of courses that may be designated as repeatable, examples of repeatable courses, and discussion related to course <i>levels/variations/families</i> . Sue asked Chairs to examine this document closely.
Instructional Equipment Prioritization List	Sue shared the final prioritization list, as established October 2. Chairs confirmed that the list was accurate.
Possibility of Growth in Spring	Sue noted that there is a possibility of growth for Spring in the areas of General Ed Art and CTE (bottlenecks). There was discussion about possible 8-week courses – Steve and Carolyn will connect about ARTD20 & 21.
100 Unit Limit (Appeal Process)	Sue shared that there is an appeal process in place, and the form is now online on Mt. SAC's website.
President's Award for Excellence	A copy of an email from Dr. Scroggins announcing the call for nominations for the President's Awards for Excellence was shared. Sue discussed the three categories, encouraged Chairs to nominate faculty/programs for this prestigious recognition. Jason shared that the Outcomes Committee look for innovation related to SLO's. Sue encouraged Chairs to share all of the good things our faculty and programs do to improve student learning and success. Nominations are due April 8.
Nominations for Debbie Boroch Developmental Educator of the Year Award	Another College award, established to recognize excellence in developmental education, The Debbie Boroch Developmental Educator Award (DBDE) is accepting nominations. Sue discussed asked that nominations be sent to her first and she will then forward on to Bailey Smith.

Respectfully submitted,

Liz Callahan