



Arts Division Meeting Minutes July 24, 2014

Present: Carolyn Alexander, Steve Burgoon, Tiffany Kuo, Sue Long, Don Sciore, Richard Strand

Item	Discussion/Outcome
Minutes	Following review of minutes from the meeting of June 26, Richard moved to approve; Steve seconded the motion. Minutes were approved as presented.
Enrollment –Fall	Sue led a discussion regarding enrollment trends and strategies we should be focusing on to better meet our enrollment goals. She noted that requirements for priority registration have been revised. A Mountie Academic Plan must be on file. Returning students who may have been dropped for non-payment will need to go through the registration process again (student orientation, assessment and have a MAP on file).
Auditors – TBA Classes	Sue reminded Chairs that faculty who teach special projects classes must include the syllabus on the contract form, and must track attendance. Attendance documentation needs to be on file in the Division Office.
Testing Services	Sue shared that the Learning Assistance Center (Bldg 6, Room 101) has restored services for make-up testing for on-campus classes.
Facilities Update	Sue announced the Division Office will be moving to Building 12 on August 5, and that the Radio Station remodel in the DTC is going well and on track. The food court project has begun, and will affect access to both the 1A and Bandroom areas. Acknowledging the recent thefts on campus, Sue urged Chairs to remind faculty to continue to be vigilant in their direct areas and throughout.
Personnel Announcements	Sue shared that Don accepted the position of Interim Associate Dean, and thanked Chairs for their support in the process of getting the position approved. She also noted that Liz will be retiring in October, and Alice in December.
Division PIE Prioritization	Chairs reviewed department submissions that were deemed high priority in the areas of instructional equipment and technology equipment. Final ranking was determined as follows:

		INSTRUCTIONAL EQUIPMENT – HIGH PRIORITY			
Rank		Department	Request Details		
Dept	Div				
1	1	Fine Art	Benchtop tools for 1A-Woodshop		\$10,800
2	2	CEA	Radio (placeholder)		\$20,000
1	3	CEA	Camera packages for TV		180,000
5	4	Music	Four digital recorders (two total)		\$1,200
2	5	Fine Art	Replace and maintain equipment to support Ceramics program		\$9,100
3	6&7	Fine Art	Equipment for Printmaking program		\$14,400
3	8	CEA	30 Cintiqs for animation		14,300
		TECHNOLOGY EQUIPMENT – HIGH PRIORITY			
Rank					
Dept	Div				
1	1	Fine Art	New iMacs for 1B-12		\$27,200
4	2	Music	Music Notation Software, Musicianship Software, Audio Editing Software, Listening Libraries and Supporting Software		\$4,400
1	3	CEA	Photography – Lighting Kits (2)		\$5,000
	4	CEA	Computers – Shared Lab (10)		\$15,000
2	5	Fine Art	HD projectors (3), portable HD digital projectors (3)		\$12,600
3	6	Fine Art	P30HD Visual Presenter ELMOs (2), light pads (1)		\$7,490
2	7	CEA	TV – Final Draft Software		\$2,500

Respectfully submitted,

Liz Callahan