



Arts Division Minutes January 11, 2016

Present: Carolyn Alexander, Robert Bowen, Laurie Hartman, Tiffany Kuo, Sue Long, Mark Lowentrout, Richard Strand

Recorder: Loralyn Isomura

Item	Discussion/Outcome
Review of November Division Meeting Minutes	With a couple minor edits, Richard moved to approve the minutes for the November 4 th meeting, and Tiffany seconded. Minutes were approved unanimously.
Interdisciplinary Jury Panel – Arts faculty member	Each academic dean has been asked to select a faculty member to serve on the Interdisciplinary Jury Panel for the Mt. SAC President Student Sustainability Awards. Sue requested department chairs to share the information with their faculty and suggest any names of faculty members that might be interested in serving on the panel.
Spring 2016 Registration & Enrollment <ul style="list-style-type: none">• Holds• Unstaffed Classes	Divisions are being asked to be more aggressive with the spring 2016 schedule. Sue reviewed the spring schedule and will provide each department chair with some suggestions. Loralyn will schedule a brief meeting with each department chair to review suggestions and receive input. Spring registration begins on Wednesday, January 13.
Job Fair – Friday, 1/29/16	Sue corrected and confirmed the day of the Job Fair, which is Saturday , January 29 th from 10 am to 3 pm. The Job Fair will be held at the Hilton LAX, and is directed towards faculty positions. Mark and Tiffany Kuo will attend the job fair to represent the Arts Division.
2015-16 Year-End Purchasing Deadlines <ul style="list-style-type: none">• Unrestricted General Funds (3/1/16)• Lottery (3/1/16)• Standing POs (6/1/16)	Department chairs were reminded of the upcoming purchasing deadlines. Loralyn will be scheduling individual budget meetings with each department chair, program lead, and music director.

Emergency Response Training – • Active Shooter • Emergency Evacuation Plans	Mark provided hard copies of evacuation plans that are currently posted online and will be providing e-versions of evacuations plans so they can be updated. Sue suggested it is better to list responsibilities as “Morning staff are responsible for....”, and “Afternoon staff are responsible for....” Mark suggested to attend training or workshops for emergency response as it helps to provide another perspective on how to handle such situations.
PIE – Closing the Loop	Mark prepared an in-house form for department chairs or program leads to help “close the loop” on PIE. Though the tool is supplemental and optional, it is highly recommended so there is time to review and address PIE as it happens, versus having to back pedal. Our division was awarded with new instructional equipment monies, lottery monies, budget increases, faculty and classified positions, which should be included when “closing the loop.” Sue suggested the end of the intersession as a reasonable deadline for submitting a draft.
EEO / Selection Committee Training	Reminder that all have to complete the Selection Committee and/or Equal Employment Opportunity training every 2 years. Loralyn will attempt to schedule a division training with Human Resources during the winter.
New Hires	Through the 2015-16 New Resources Allocation funding, our division was awarded two part-time Lab Technician positions, one specifically for Fine Arts and the other for Theater. Recruitment for the two positions has begun, and if recruitment is successful along with Board approval, we anticipate the start dates to be shortly after the February Board meeting on Wednesday, February 17 th . We are still pending Human Resources recruitment assignments for the Administrative Specialist III position to fill the vacancy from Jeannie’s retirement. The Lab Technician position for the Shared Lab, labeled Lab Tech-Digital Arts, is still in the beginning stages of the request to fill.
Reminders	The Perkins Middle-of-the-Year meeting is scheduled for Friday, February 5 th . One faculty member from each CTE program will need to be present.
Events Announcements	Theater: Winter production of No Exit by Jean Paul Sartre in the Studio Theater . February 9, 10, and 11 at 8:00 pm in the Studio Theater.

<p>Presentation:</p> <p>Pathways – Don Sciore</p>	<p>Don Sciore introduced the current “Pathways to Transfer” level courses, that provides students with a guided pathway to get into transfer level courses. The pathway has open enrollment in the first term, which begins with Math 50 and/or Engl 67 during the summer/winter intersession. Upon successful completion in the intersession, the student would have guaranteed enrollment in the subsequent fall/spring term, respectively. In addition to priority registration, students will have the benefits of linked LCOM courses, assigned tutor or supplemental instructor in the class, cohort/peer support, and having the same professor in the intersession and primary terms.</p> <p>The Pathways programs started out with general English and Math courses and are slowly pairing up with other areas meeting general education requirements. Department chairs were invited to share suggestions on opportunities for pathways for our division's courses.</p>
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Respectfully submitted by: Loralyn Isomura