



## Arts Division Minutes February 18, 2016

**Attendance:** Carolyn Alexander, Rebecca Cabrera, Laurie Hartman, Tiffany Kuo, Sue Long, Mark Lowentrout, Richard Strand, Loralyn Isomura (Recorder)

Item	Discussion/Outcome
Review of January Division Meeting Minutes	With a couple minor edits, Richard moved to approve the minutes for the January 11 <sup>th</sup> meeting, seconded by Laurie.
Emergency Preparedness Drill and Active Shooter Training	<p>Mark provided a reminder for the Emergency Preparedness Drill scheduled on Thursday, March 17<sup>th</sup>. Sue is encouraging all faculty and staff for the Arts Division to attend training sessions for emergency preparedness to be educated on various scenarios. Sue requested department chairs to a list of classrooms that don't have a campus phone installed to the division office. Loralyn will follow up on the list to request phones to be installed.</p> <p>Upcoming Active Shooting Training sessions are scheduled for Friday, February 19<sup>th</sup>, and Friday, February 26<sup>th</sup>. Registration is done through the POD website. Laurie provided her feedback on the Active Shooter Training session saying she enjoyed the presentation.</p>
ESGV ROP & LPV ROP	The High School Visit by the East San Gabriel Valley ROP students was a success. The presentations were informative and students were engaged by each workshop. We are in the process of rescheduling for the La Puente Valley ROP students. The tentative date is Friday, March 4 <sup>th</sup> .
West Covina High School Career Day 4-1-16	The Arts Division programs have been invited to not only attend but also to present at the West Covina High School Career Day Event on Friday, April 1 <sup>st</sup> . If any programs are interested, please contact Sue.
Enrollments – Spring 2016	Sue and Mark will continue to review spring enrollments. We are at about 93% filled, so most low-enrolled classes will be allowed to run for the 1 <sup>st</sup> week. Sue encouraged chairs to continue to recruit and/or direct students to courses with low-enrollment.
PIE/Closing the Loop – Outcomes for your funding	Mark will assist each department/program in preparing the “close the loop” section for PIE. Mark will send a list approved equipment from the 2015-16 New Resource Allocation requests, along with additional Lottery monies granted, to each department/program. Department chairs and/or program leads can begin to draft some projected outcomes. Mark will schedule meetings with each department chair and/or program lead to review drafts and prepare for implementation into PIE.

CTE/Campus Internships	The college has received a significant amount of monies from a private donor specifically for campus internships. Sue suggested to areas that may benefit from having internships are the Art Gallery, the Theater program, and CTE programs. Further discussion with individual areas can be scheduled through Loralyn to meet with Mark or Sue.
Website Issues	Use CTE internships to help our division sites. Sue to propose a team to help format our division/department landing pages to follow the Mt. SAC branding.
Curriculum – 4-Year Review Deadline 5/31/16	The Curriculum 4-Year Review deadline is Tuesday, May 31 <sup>st</sup> . Mark will e-mail departments and/or program leads with courses that are up for review and will schedule to meet with each as well.
Perkins Grant Applications Deadline 4/1/16	(Informational reminder)
Arts Division Promo Videos	(Tabled for next meeting)
New BP 3710 Filming and Photography	(Tabled for next meeting)
2017 CTE Funding/New Program Development	The college has been granted \$ 4-million specifically to fund CTE programs. The goal is to create 10 new CTE programs. For the Arts Division, Sue suggested programs is Audio and Theater. The programs will more so be certificate programs, but AA-T can also be considered. Laurie did advise the Photography Video Production is currently in stage 6 in WebCMS.
Campus-wide Events Calendar (Live Whale)	(Tabled for next meeting)
Adjunct Evaluations	Rebecca provided department chairs with an updated adjunct evaluations for the 2015-16 academic year.
TBA Hours	(Tabled for next meeting)

Respectfully submitted by: Loralyn Isomura