



## Arts Division Minutes March 2, 2016

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

Item	Discussion/Outcome
Review of February Division Meeting Minutes	With a few edits and some clarification, Richard moved to approve the minutes for the February 18th meeting, seconded by Laurie. The minutes for February 18 <sup>th</sup> were approved unanimously.
Emergency Preparedness	On Thursday, March 17 <sup>th</sup> , the campus will have an evacuation drill for specific buildings on campus, including the Fine Arts buildings 1A and 1B/C. The evacuation drill is mandatory and all offices and classes should be evacuated as directed. Mark shared the current Art Center Evacuation Plan to review those that are assigned as Floor Captains and Building Marshalls, and where the designated evacuation areas are.
La Puente Valley ROP Visitation, March 4 <sup>th</sup>	Mark shared student evaluation results from the East San Gabriel Valley ROP visit on February 4 <sup>th</sup> , which were very positive. The division office and CEA faculty are now preparing for the La Puente Valley ROP visit on Friday, March 4 <sup>th</sup> .
Adjunct Evaluation Flowchart	Steve shared a flowchart that he prepared to demonstrate the current process of handling adjunct evaluations in the CEA department.
Enrollments – Spring 2016	Though enrollment is low across campus, Sue acknowledged the work of the Arts Division department chairs to assist in monitoring enrollments and supporting recruitments. Some courses will consistently be high/low, but Sue is appreciative of the collaboration each department has demonstrated and continues to demonstrate to promote our programs.
CMPCT Facilities	Sue advised the followings facilities requests for the Arts Division are progressing on CMPCTs list: -the woodshop has been approved and the bid process will begin soon -dust collection system is in progress -storage is funded, but still in the queue
CTE/Campus Internships	For spring 2016, we will have one internship for costuming in the Theater department.

EEO Training Updated	<p>With the Arts Division having about three recruitments currently in progress, Mark confirmed the faculty and/or classified staff who have completed EEO Training and those that still need to complete the training to serve on the hiring committees.</p> <p>The following names are the two new Arts Division classified personnel recently approved at the February 17<sup>th</sup> Board meeting:</p> <ul style="list-style-type: none"> <li>-Venice McCurdy – Lab Technician, Fine Arts (19-hours, evening shift)</li> <li>-Astrid Rodriguez – Lab Technician, Theater (19-hours)</li> </ul>
Curriculum – 4-Year Review Deadline 5/31/16	Mark reminded department chairs to review the curriculum list he recently sent out as the 4-Year Review deadline is on Tuesday, May 31 <sup>st</sup> .
Perkins Grant Applications Deadline 4/1/16	The Perkins Application Workshop is on Friday, March 18 <sup>th</sup> . Sue encouraged early submission of applications to allow time for review.
Reassigned Time Review	The annual Reassigned Time Review is due to the Instruction Office and the Faculty Association by Friday, March 11 <sup>th</sup> . Those who have a reassigned time listed under Appendix E of the faculty contract are required to complete a Reassigned Time Review, regardless if you changes are being requested or not. Loralyn will provide what was submitted last year for reference.
Campus-wide Events Calendar (Live Whale)	Mark demonstrated the steps to submit a calendar entry on the campus' Master calendar online. Approval of requests is through the Marketing Department.
Debbie Boroch Developmental Educator of the Year Award (DBDE)	Sue invited department chairs to share their suggestions for a nominee for the Debbie Boroch Development Educator of the Year Award. Only one name can be forwarded from each division.

Respectfully submitted by: Loralyn Isomura