



Arts Division Minutes April 6, 2016

Attendance: Carolyn Alexander, Robert Bowen, Steve Burgoon, Tiffany Kuo, Sue Long, Mark Lowentrout, Richard Strand, Loralyn Isomura (Recorder)

Absent: Laure Hartman (sick)

Item	Discussion/Outcome
Review of March Division Meeting Minutes	<p>With a few minor edits, Richard moved to approve the March 6th division meeting minutes, seconded by Tiffany. Minutes were approved unanimously.</p> <p>In addition, Sue informed the department chairs that the recruitment for the Administrative Specialist III, vacated by Jeannie DeVito last November, is complete and the new hire will begin with the Arts Division immediately following approval at the Board of Trustees meeting on Wednesday, April 13th.</p> <p>Sue acknowledged the great performances of a few of our very own:</p> <ul style="list-style-type: none">-the production of Richard's play "Butler" at the Northlight Theater in Skokie, IL,-Gregory X. Whitmore and the Mt. SAC Wind Ensemble at the Chicago Symphony Center in Chicago, IL, for the 2016 Chicago International Music Festival, and-Tiffany Kuo at the Piano and Cello recital along with the Third Wheel Trio here on campus.
Adjunct Evaluation Flowchart	Steve will be revising the flow chart and will share with the rest of the group when it is complete.
Lab Parity	The deadline to submit for lab parity deadline is Friday, September 2 nd . Informational only. Further discussion will be tabled for the May division meeting.
Curriculum – 4-Year Review Deadline 5-31-16	Mark will set up meetings with department chairs and/or program leads to discuss 4-year reviews in next couple of weeks.
TracDat 5	TracDat 5 is now operational. Though it will be new to everyone, there are many training sessions available through POD. In addition, Mt. SAC's very own Kate Morales has authored a User's Guide for TracDat 5.
Unit PIE	Unit PIEs are now available in TracDat 5. Unit PIE training, facilitated by Don Sciore and Meghan Chen, is available through POD. The form will be the same as last year, and all the information submitted in last year's PIE will be pre-populated.

2017 CTE Funding/New Program Development	Four programs in the Arts Division are currently in curriculum development phase: 1) Photography, 2) Technical Theater, 3) Audio (in beginning stages of program development as there are components of audio in a number of programs in the division, along with curriculum development), and 4) TV Engineering.
Curriculum Approval Process	Robert Bowen, Professor in Music, and Melissa Macias, Professor in Fine Arts, will be joining us for the monthly division meetings as they are the current Arts Division faculty representatives assigned to attend the Curriculum & Instruction Council (C&I). C&I now has two meetings per month, instead of four. Robert invited faculty to ask questions, and C&I can discuss the questions at their meetings.
Web Design Update	Mark reminded department chairs to continue to update their department websites.
Emergency Preparedness	Sue acknowledged the great work of many Arts division faculty and staff as they responded to the bomb threat evacuation on Thursday, March 24 th . Though there are no training sessions for April and May, we will continue to review and update evacuation plans.
Town Hall Meeting	The Town Hall Meetings are scheduled for Wednesday, May 18 th . Two meetings times are available to accommodate various schedules: 1) 9:00 – 10:00 am, and 2) 2:00 – 3:00 pm. Both will take place in the DTC auditorium (building 13, room 1700).
Growth	The college is looking to grow for the fall 2016 semester. Sue suggested chairs review their fall schedules for possible growth.
College Catalog	The college catalog is going online, through a program called CourseLeaf.
Announcements/Topics from Division Admins (Loralyn and/or Rebecca)	For reference only, Loralyn provided department chairs with the current summer 2016 and fall 2016 downloads.

Respectfully submitted by: Loralyn Isomura