



Arts Division Meeting Minutes May 6, 2015

Present: Carolyn Alexander, Robert Bowen, Laurie Hartman, Sue Long, Don Sciore, Richard Strand

Recorder: Loralyn Isomura

Item	Discussion/Outcome
Review of May Minutes	Richard moved to approve with a couple grammatical edits. Minutes were approved unanimously.
Ed Design Representation at Division Meetings	The Ed Design Committee (EDC) proposed appointing two representatives from each division for the EDC meetings.
Posting Materials	Sue advised to have public handouts and fliers reviewed by the department chairs prior to making them available to students to assure the information provided is accurate and appropriate. Fliers that are going to be posted on campus should be referred to Student Life for approval.
Lighting Console (Theater)	<p>Additional equipment funding was granted to the Arts Division, which will be used to purchase a new lightboard for the Studio Theater. The new lighting console will be more compatible, more energy-efficient, and more user-friendly. Additionally, the console will allow for the use of LED light fixtures.</p> <p>For the next division meeting in June, Loralyn will prepare a comprehensive list of the supplies and equipment purchased this year with all the additional monies granted to the Arts Division through the special lottery and grants.</p>
Cap/Load Ratio Study	<p>Divisions will be working with Facilities on a capacity-load ratio study providing divisions an opportunity to see if room layouts can be rearranged to maximize the space allotment. Rearrangements will not be necessary in all classrooms, but the president will make the funds available where changes can be made to increase capacity and still be in compliance with fire and ADA codes. Sue invited the department chairs to discuss the Arts Division spaces together and requested that they consider and provide classrooms that appear to be under-utilized due to arrangement, furniture, etc.</p> <p>Sue reminded department chairs to have their class schedules, specifically classroom assignments, as close to complete as possible before the second download, as unrestricted classrooms are released to all divisions for room scheduling after the second download.</p>
Outcomes Update	Department PIEs are due to the division deans by June 30 th . Don inquired the status of completing the department outcomes mapping. Mapping is imperative to making the online catalog available and be aligned with expectations from the Chancellor's office. Sue invited the all the chairs, along with any other faculty members the chairs would

	like to include, for a “mapping session” with Don. The deadline for departments to submit their mapping to the division is Tuesday, June 30 th . Possible dates for the mapping session are Friday, June 5 th , or Friday, June 12 th , in the morning. To encourage adjunct faculty to participate as well, department chairs were informed that they can petition 2-hours of compensation for each adjunct faculty member that would be attending.
Curriculum	All curriculum submissions will need to be complete and will need to have cleared through all approval queues by May 31 st . Department chairs were advised to review the queues.
Events Announcements	<p>Art Gallery: Thursday, May 14th: 67th Annual Student Art Exhibition Reception, 4 – 6 pm, at the Art Gallery. Exhibit will be on display in the Art Gallery from May 14th through June 4th, 2015</p> <p>Music: Friday, May 8th: Spring Wind Ensemble Concert at 7:30 pm in the Clarke Theater Monday, May 11th: Violin Master Class with Dr. Simon Shiao at 7:00 pm in 2-M200 Thursday, May 15th: Music Department Student Showcase at 7:30 pm in the Recital Hall Sunday, May 17th: Music Faculty Showcase at 2:00 pm in the Recital Hall Friday, May 22nd: Spring Chamber Music Concert at 7:30 pm in the Recital Hall Wednesday, May 27th: Spring Percussion Concert at 7:30 pm in the Recital Hall Friday, May 29th & Saturday, May 30th: Spring Choral Concert at 7:30 pm in the Recital Hall Saturday, June 6th: Spring Vocal Jazz Concert at 7:30 pm in the Clarke Theater</p> <p>Photography: Friday, May 8th: High School Photography Exhibition Reception, 5:30 – 7:30 pm, at the Design Technology Center Gallery, Building 13, 1st floor. Exhibit will be on display in the DTC Gallery from May 8th through May 22nd. DTC Gallery hours are Monday through Thursday, 7:00 am – 10:00 pm, and Friday, 9:00 am – 4:00 pm.</p> <p>Theater: Thursday, Friday, Saturday, June 4-6th: Big Love at 8:00 pm in the Studio Theater. Matinee showing on Sunday, June 7th, at 2:00 pm, also in the Studio Theater</p>

Respectfully submitted by:
Loralyn Isomura