

## Arts Division Meeting Minutes June 29, 2015

<input checked="" type="checkbox"/> Carolyn Alexander	<input checked="" type="checkbox"/> Steve Burgoon	<input type="checkbox"/> Laurie Hartman	<input checked="" type="checkbox"/> Tiffany Kuo	<input checked="" type="checkbox"/> Rebecca Cabrera
<input checked="" type="checkbox"/> Mark Lowentrout	<input checked="" type="checkbox"/> Sue Long	<input checked="" type="checkbox"/> Richard Strand	<input type="checkbox"/>	<input type="checkbox"/> Loralyn Isomura
Item	Discussion/Outcome			
Enrollment Update	Sue informed the department chairs that enrollment is soft; we had a strong waitlist but after the drop date (6/12/15), we lost 18% of our enrollment. The hope was for students to add classes after the drop date and/or on the 1 <sup>st</sup> day of classes; however, that didn't happen. Students added courses that were eventually cancelled and/or we lost courses due to students were adding comparable classes. This occurred throughout campus. Overall, we are doing fairly well in terms of running effectively. Fall enrollment numbers will be watched and daily decisions will be made regarding the status of classes.			
Mark Lowentrout, new Associate Dean	Sue welcomed Mark to the division. Mark's extension (5201) is the same extension Don had when he was assigned to the division office.			
Department Chair Tasks*	Sue asked department chairs to review the Department Chair Task List handout to determine if this list would be useful in their departments. Tiffany and Richard agreed the list would be useful. Jemma developed this list for her division, but we can make adjustments as needed for each department. Department chairs were asked to review the task column only, update the list, and email list to Loralyn (copy Sue) by Thursday, July 9, 2015. An updated list will be emailed to department chairs. Sue informed department chairs that a training meeting will be held on August 18, 2015.			
Budget Update*	Sue reported that our budget is good. Sue reviewed the Budget Review List handout breaking down the Special Lottery, Instruction Equipment Grant and Instructional Equipment, Phase II funds. We received roughly 20 million for ongoing growth & purchases and an additional 20 million for one-time purchases. Department chairs will provide a list to request full-time faculty and the lists will be prioritized; Steve stated that R-TV might need one person and Tiffany stated music will need two. Sue is hopeful that we will be able to fill a ½ Lab Tech position in the theater and possibly one in music. The lab tech position in the theater was never filled after the previous tech resigned.			
4-Year Curriculum Review*	Sue reviewed the 4-Year Curriculum List handout with department chairs. She pointed out the courses that are Past Due (PD); Steve acknowledged most of the PD courses are Graphics courses and Tiffany noted the music courses. It was determined that department chairs review the courses at Stage 2. Eventually, Mark will review the courses after department chairs; Don is currently reviewing them until Mark is trained. The due date for the PD courses is unknown. The due date for regular courses is May 2016.			

PIE Prioritization	Prioritization of 2015-16 department requests for budget, facilities, instructional equipment, and staffing was discussed. Loralyn will provide the final list via email for department chair review.
Events Announcements	<ul style="list-style-type: none"> <li>Chamber Singers &amp; Singcopation leaving for Europe today.</li> </ul>

**\*Attachments**

- Department Chair Task List
- Budget Review List
- 4-Year Review List