



Arts Division Meeting Minutes August 5, 2015

Present: Carolyn Alexander, Laurie Hartman, Tiffany Kuo, Sue Long, Mark Lowentrout, Richard Strand, Rebecca Cabrera
Recorder: Loralyn Isomura

Item	Discussion/Outcome
Review of Minutes from 6/29/15	June 29 th minutes approved as is.
Enrollment	Sue and Mark will continue to review enrollment counts through the first week of the fall 2015 term, and will be in contact with department chairs as decisions are made to add and/or cancel courses.
All Division Meeting on Flex Day – August 2015	Sue reminded chairs of the all-division meeting to be held on Flex Day, Friday, August 21 st , from 2:15-3:45 pm, in the DTC, Photography Studio. Each chair is being asked to provide a 5-10 minute overview of highlights and perspective of their departments. Sue shared the handout for Faculty Absence Reporting policy and procedure, which we intend to provide to all faculty at the meeting. If chairs have any questions or concerns regarding the handout and its information, they are asked to inform Sue and/or Mark prior to the meeting.
CTE Workshop	Rebecca will send out information on the CTE Workshop to all CEA faculty (full-time and part-time).
TracDat/Outcomes Assessment	Mark reminded chairs that outcomes assessment and budget are related. All programs should complete the “Close the Loop” section of the new PIE form, specifying what, how, and/or when the supplies and/or equipment is serving the students. Additionally, the “Critical Decisions” section should be completed.
Budget/One-time Lottery and Budget Prioritization	The Arts Division was approved for 3 Lab Technicians positions: 1) Fine Arts, 2) Theater, 3) Shared Lab. Additionally, we were also awarded one-time Lottery funds for Fine Arts, Theater, and the Shared Lab. PIE forms and prioritization requests will continue to be reviewed.
Announcements	Fall 2015 Term begins on Monday, August 24 th . The first Division meeting for fall is scheduled for Wednesday, September 2 nd .

Respectfully submitted by:
Loralyn Isomura