



Arts Division Meeting Minutes September 2, 2015

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

Item	Discussion/Outcome
Review of August minutes	Richard moved to approve the August 5 th Division Meeting minutes, second by Steve Burgoon. Minutes were approved as is.
Instructional Equipment	Department chairs were reminded to provide Instructional Equipment quotes to Loralyn as soon as possible. Per direction from the Instruction Office, Loralyn will not be able to move any quotes forward until all quotes for all the approved items for the Arts Division have been received.
Challenging Prerequisites/Corequisites	Department chairs were advised that a Petition to Challenge Course Prerequisite/Co-requisite Form is required in order for Rebecca or Loralyn to input a waiver for a student. The approving professor and/or department chair must sign off on the form specifying how the student has met the requirement(s) to take a course. Most can be approved by providing an unofficial transcript and course description, if the student took the prerequisite/co-requisite at another college. However, the prerequisite/co-requisite is being waived based on knowledge, work experience or portfolio, it must be specified on the form. "Special Approval" overrides are used for courses that require professor approval prior to registering for a class, such as a theater class that has auditions. If a student is approved to register for the class, the professor will provide the name and student ID number, along with the specific CRN to Rebecca or Loralyn so they can clear the student to register.
Faculty Request	Sue, Mark and the department chairs will meet on Wednesday, September 23 rd to prioritize faculty requests.
Fall 2015 Enrollment and Winter 2016 Scheduling	<p>Sue and Mark will continue to monitor enrollment for fall 2015. Most classes are in good standing.</p> <p>Divisions have been advised to grow for winter. With the suggestions Sue provided for specific courses in each department, the department chairs advised they will see what is possible and who is available to teach. Schedule changes will be submitted to Rebecca and Loralyn for the 3rd download of winter 2016.</p>
Probationary Evaluations	Initial probationary evaluation team meetings will be scheduled soon. With one new probationary faculty for Graphic Design and one new probationary faculty, on a one-year temporary status, Steve and Richard were reminded that the classroom visitation for 1 st Year Probationary Faculty has to happen by the end of the 6 th week of the fall term.

Outcomes/Tracdat	Mark will be reviewing the data in TracDat. TracDat 5 will be rolling out this fall, prior to the deadline for input. Training sessions will be scheduled through POD. Sue also offered scheduling a group training session for the Arts Division.
2014-2015 PIE	<p>After a review of the 2014-2015 Department PIEs, the department chairs are being advised:</p> <ul style="list-style-type: none"> -to be more specific and accurate when listing data sources. -internal conditions refer to anything within the college (not just within the department or division), and external conditions refer to anything outside the college. <p>The department chairs were also asked to review the Arts Division Manager's PIE and provide feedback to Sue and Mark.</p>
College Committees & Councils	Ed Design Committee is now requesting two faculty representatives from each division. Sue advised that the division is in need of representation on other committees as well, such as Outcomes Committee or Institutional Effectiveness Committee. The department chairs will share the need at their next department meeting.
Website Review	The college will be launching the new website soon. All divisions and departments have been asked to review their current website content and update as much information as possible.
Events	<p>Art Gallery: Thursday, September 17th: Moving in Color Exhibit Reception, 4 – 6 p.m., just outside the Art Gallery. The exhibition will be on display in the Art Gallery from September 17th through December 3rd, 2015.</p> <p>Music: Saturday, October 10th: Music Faculty Recital at 7:30 p.m. in the Feddersen Recital Hall</p> <p>Theater: Friday, October 16th through Sunday, October 18th: Boeing, Boeing (by Mark Camoletti)</p>

Respectfully submitted by:
Loralyn Isomura