



## Arts Division Meeting Minutes October 7, 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 September minutes	Richard moved to approve the September 2 <sup>nd</sup> Division Meeting minutes, second by Carolyn Alexander. Minutes were approved unanimously.
Conference/Travel with Students	As a reminder, Sue shared AP4350, Student Travel Guidelines, to show the appropriate levels of approval needed when traveling with students. Field Trip Authorization forms are still required, along with Medical Release forms from each student.
New Contract – Summary of Tentative Agreements	<p>A handout listing the highlights of the recent tentative agreements between the District and the Faculty Association was shared. Though still pending approval by the Board of Trustees, these agreements are effective July 1, 2015 through June 30, 2017. A few highlights on Adjunct Evaluations were emphasized, and are listed below:</p> <ul style="list-style-type: none"><li>-Adjunct professors <b>with</b> rehire rights are now on a 4-year cycle.</li><li>-Adjunct professors <b>with</b> rehire rights will need a classroom visit in year 2 of the evaluation cycle, and shall occur by the 12<sup>th</sup> week. A meeting with the evaluator and faculty member being evaluated shall occur within two weeks of the classroom visit.</li><li>-Adjunct professors <b>with</b> rehire rights must submit a summary with the student evaluations by the 12<sup>th</sup> week.</li><li>-Rating of 1 or 2 on the H.8 Adjunct Faculty Summary Evaluation can be discussed over a meeting, or sent to the adjunct faculty member by email.</li><li>-For ratings below standard on the H.8 Adjunct Faculty Summary Evaluation, the a summary meeting shall be held to provide feedback or suggestions for improvement.</li></ul> <p>For detailed information, please review Year 2 of 3 of the Faculty Bargaining Agreement, effective July 1, 2015 through June 30, 2017.</p>
Pathways/Cohorts	With Pathways/Learning Communities becoming more popular, Sue invited the Department chairs to share their ideas and suggestions on how their programs can be organized in a learning community or cohort, or how to create “pathways” to assist students in finding their way to completion of the Arts Division programs. One suggestion provided was to have more counseling involvement with specific knowledge of our programs. The department chairs advised they will take the topic back to their department meetings for further discussion.

Student Assistants	Department chairs were asked to remind their faculty that student assistants need to complete their hire packet with Loralyn, prior to working. In addition, departments that have designated monies in their district funds for short-term, hourly must exhaust those funds prior to using short-term, hourly funding through Perkins.
Budget	Loralyn provided Department Chairs with an updated spreadsheet of funds. Sue reminded Department Chairs that we should start spending approved Lottery and district funding now. Quotes can be sent to Loralyn for review, and input of requisitions.
Spring 2016 Scheduling	The second download of Spring 2016 was handed out to the Department Chairs. Department Chairs were reminded to schedule division classrooms to the best of our ability before the second download, as the rooms become available and open for the Instruction Office to schedule other division courses, if needed. As soon as chairs are received for 1B/C-1, Sue reminded Loralyn that the room can be used for Theater and Music courses that do not have a room assigned.
Curriculum	Melissa Macias, in Fine Arts, and Robert Bowen, in Music, are the representatives for the Arts Division. They will receive an open invitation to attend division meetings to provide a report when appropriate.
Events	<p><b>Art Gallery:</b> Thursday, September 17<sup>th</sup>: <b>Moving in Color Exhibit</b> Reception, 4 – 6 p.m., just outside the Art Gallery. The exhibition will be on display in the Art Gallery from September 17<sup>th</sup> through December 3<sup>rd</sup>, 2015.</p> <p><b>Music:</b> Saturday, October 10<sup>th</sup>: <b>Music Faculty Recital</b> at 7:30 p.m. in the Feddersen Recital Hall</p> <p><b>Theater:</b> Friday, October 16<sup>th</sup> through Sunday, October 18<sup>th</sup>: <b>Boeing, Boeing</b> (by Mark Camoletti)</p>

Respectfully submitted by:  
Loralyn Isomura