



Arts Division Meeting Minutes November 4, 2015

Present: Carolyn Alexander, Steve Burgoon, Laurie Hartman, Tiffany Kuo, Sue Long, Mark Lowentrout, Richard Strand

Recorder: Loralyn Isomura

Item	Discussion/Outcome
Review of October Minutes	Richard moved to approve the minutes for the October 7 th meeting; Tiffany second. Minutes were approved as is unanimously.
Faculty Hiring	Sue shared the 2016-17 prioritization of faculty positions, which were prioritized at the Academic Mutual Agreement Council (AMAC) meeting on October 26 th . Sue and Mark will be working with Richard and Tiffany, as Theater and Music were prioritized within the first 30 positions.
Equal Employment Opportunity Training	Sue will reach out to Human Resources to request a group EEO/Selection Committee training for the Arts Division.
Facilities Update	<p>The campus radio station remodel is still in progress. Mark and Sue have a meeting scheduled next week with Tammy Trujillo, Jason Shiff, and those involved from the Technical Services Department.</p> <p>Susie and Craig, from the Fine Arts Department, provided assistance and feedback for the upcoming Food Services Area landscape. Progress was a bit of a standstill, but it is beginning to move along again.</p> <p>The bids on the new TV Productions truck have been obtained.</p> <p>The tablet chairs for 1B/C-1 will be assembled on Friday.</p>
Office Space for New Faculty	Due to a shortage of office spaces across campus, each division is being asked to report the max occupancy of all full-time faculty offices and how many are actually occupying each space. Sue and Mark will work individually with each department chair to discuss the needs of each department.
Enrollment Management	We have a 30% increase in our schedule from last winter, and 10% from last spring. The departments are not being asked to grow any further, but only to fill what is currently scheduled at the moment.
Outcomes Assessment	TracDat5 is still underway. Mark provided a list of courses that have not completed the full cycle of assessment.

	Research Day is Friday, November 13 th , and Barbara McNiece-Stallard will be sending out an email with more information. Richard will be one of the presenters.
New Website	The new website has been launched. Mark will work with any departments that need assistance on updating their department webpages. Steve advised the Graphic Design page is good. Tiffany advised the Music pages are still a work in progress but have definitely been improved. Laurie advised that Chris Benoe will work on the Photography page. A separate page for Commercial and Entertainment Arts should be created. Sue advised all chairs to share their feedback on the new website. One comment made is “the new website is no longer intuitive to the specific programs.”
Courses with Arranged Hours	A list of Arts Division courses that have arranged hours was provided, and Sue reminded department chairs of the following requirements when offering a course(s) with arranged hours: <ol style="list-style-type: none"> 1) the syllabus for any course with arranged hours needs to clearly identify how the hours are being met, 2) the assigned professor is responsible for tracking the amount of hours per meeting date, 3) an Independent Study Contract is required and should be submitted to the division office within the 1st 2-weeks of the term, and 4) courses with arranged hours should be listed in the schedule of classes.
Faculty Evaluations	An updated evaluation timeline summary has been created, reflecting the recent Tentative Agreements that were approved for the 2 nd year of the Faculty Contract. Sue requested the department chairs to review the summary. Questions regarding the summary or the evaluation process should be directed to Sue or Mark.
Curriculum	As directed by the Office of Instruction, Curriculum will be added to all division meeting agendas allowing departments to discuss if they have any questions, comments or concerns regarding curriculum.

Respectfully submitted by:
Loralyn Isomura