

**Art History Program
Department Meeting Minutes
April 20, 2016**

Attendees: Cristina Hernandez, Sandra Esslinger, Deana Hight

I. Call to Order: 3:00

II. Review of minutes: place holder as this is the first meeting held for the Discipline of Art History

III. Chair Reports

a) Division Meeting

- a. PIE will be prepopulated to facilitate process
- b. This is the last year for paper college catalogues, pdf's will be available.
- c. Evacuation Report: Writing Center will be in charge. Evacuate via the nearest stairwell; safe spots are parking lots and grass area outside of the pool area; do not use the central staircase or evacuate to the courtyard; make sure walking paths are clear and students don't congregate there; third floor would require sleds for disabled students to get down stairways which are available in work areas.
- d. 1.8% growth which is below expected 3.8%. Trying to add to summer and fall classes, weekend classes to increase growth numbers.
- e. Winter and Summer scheduling 2017 will be changed to MW or TR scheduling in ca. 3-hour and 20 minute blocks to increase enrollment.
- f. March 2017 site visit for accreditation.
- g. SLO's and Mapping are need to be done this semester.

b) Art History

- a. Attached email from Grace Hanson and Mary Johnson regarding electronic course materials and ADA requirements. We reviewed and became aware that we needed to be sure that ADA requirements are being met by adjunct faculty
- b. Spoke about DSP&S students and the need to include guidelines in syllabus to possibly include scheduling test on same day as test in class and notify professor at least 1 week in advance of the test that they will require accommodations.

IV. Reports

- a) Faculty Association: Minutes for FA were not available. Discussed attached Faculty Notes #2 from Eric Kaljumagi. Made note of change in adjunct allotment of personal necessity, change in reporting of absences to the college, and the workshop on Appendix A offered by the FA.

- b) Senate minutes were reviewed from March 24th and April 7th, 2016. Discussed the call by students for a gender and ethnic studies program, the note on Study abroad regarding the AFS consortium.

V. Action

- a) Confirm various curriculum items
 - i. HUMA 1—AHIS will amend the course
 - ii. AA-Humanities—stewardship of the AA degree
(Consensus was reached)
- b) Confirm co-Chair configuration—Options presented to both disciplines, History and Art History by Jim. Option #3 preferred, which was co-chair will remain status quo—split stipend, split reassigned time, both disciplines will function separately.
- c) Confirm Chair nomination—Cristina Hernandez was nominated by consensus.

VI. Discussion

- a) Resolution for creation of new department—discussion ensued. AHIS will be working on a resolution to present to the History Faculty.
- b) Standard textbooks for AHIS classes: Began discussion. Choice of books vary greatly from course to course—no text, electronic files of readings, to abridged summaries of art history, to formal standard texts. This is an issue because to preserve the integrity of the class, and for articulation and accreditation. Students benefit from standardized texts for selling back books, dropping and retaking classes, etc. Art Historians discussed the need for standardized texts to ensure that CC students have the scaffolding necessary for a quality learning environment. Discussed several different possible texts for main courses. Will send out list to adjunct professors to seek input.
- b) Small budget items for this year/open POs
 - a. white board for 2411?, binders, tab dividers, small staplers, quality flash drives, pens—red fine point, erasers, post-it notes, mechanical pencils, staplers from the warehouse.
- c) Large budget items for 2016-2017
 - i. office space (2481-P): Ask Jim to request that History vacate this room to prepare to convert the space from storage to office for the new Art History hire. Also ask Jim about what furniture or budget will be available for the new office.
 - ii. classroom (2411) needs: request remote for the DVD, possible a desk with lowered screen, because configuration of this room puts the monitor in the way of the screen.

VII. Announcements

- a) Miscellaneous announcements
- b) May Meeting — May 11, 2016 at 3:00 pm @ location TBA

VIII. Adjournment at 5:15pm