

Dance Department Meeting Minutes

7 November 2014

2:30pm

Present: Kari Jensen, Lee Martino, Amy Nakamura, Karol Ritz, and Michelle Shear

Call to order: The meeting was called to order by Amy Nakamura at 2:33 p.m.

- **Certificates and Transfer:** Amy asked faculty to please encourage students to look into the newly state approved Dance Teacher Certificate. Amy reminded faculty that the capstone course, Dance Teaching Methods, will be offered in the Spring. Amy passed out new brochures with the updated state approved units and information for faculty to pass out in classes. Faculty was also reminded of the notebook in the office with students who have filled out the dance department survey and have indicated that they plan to transfer in Dance. Lee and Amy will be meeting with the Repertory students to help counsel and direct them if needed in career and transfer endeavors. Everyone was also reminded to have all new students fill out the dance department survey.
- **Curriculum:** Amy and Karol discussed the courses that will be due for 4 year review and will be working on those courses in the coming months.
- **Concerts:** Amy thanked the instructors for informing their classes about the Fall Repertory Dance Concert 2014 dates, show times and ticket information. She also thanked the choreographers and congratulated them on their works. She also reminded the faculty to announce to their classes the day and time of the Informal Dance Concert this year. It is Wednesday, December 3rd at 12pm and 7pm.
- **Faculty Obligations:** Amy reminded the faculty that all classes must start on time and end on time, with no early release. If you are out sick, you must notify the division office at 4630 and the department chair as well as filling out the absence form and turning it into the division.
- **ACDFA:** The faculty voted and decided that we will be attending ACDFA this year at California State Long Beach in March. Guest faculty piece choreographed by Leann Alduenda and a student piece choreographed by Lenin Fernandez were selected to represent the Repertory Company and Mt. SAC.
- **Budget:** Requests were submitted and the faculty voted on purchasing a projector for use in 121 and 122 and a more portable whiteboard/easel for

announcements and student learning. We will be having the warehouse pick up the large, unwieldy whiteboard from 122 when the new one arrives. Amy asked the faculty to please submit request for Spring master classes by December 15th, 2015. Amy announced that the checks for choreographers from Repertory will be mailed out this month.

- **SLO's/PIE:** Amy asked faculty to please keep documentation of course embedded SLO's that we are running so the data can be inputted into the system.
- **Evaluations:** Amy announced that instructor evaluations should be nearing completion. If you are being evaluated by students, you will have a meeting with Amy at the end of the semester to discuss the evaluations. A form was passed around to sign up for convenient time slots to go over the summaries of the evaluations next month.
- **Scheduling:** Amy informed faculty to please be thinking about Summer and Fall 2015 schedules as they will be due starting in January. Faculty was informed that we will be offering the same amount of classes as Summer 14'. Amy announced that she will most likely be taking the summer off to work on the AA degree in dance.
- **Academic Senate:** Amy reported on senate information/upcoming votes.

Adjournment 3:25 p.m.