



ANTELOPE VALLEY COLLEGE  
 VISUAL & PERFORMING ARTS  
 October 25, 2013 Meeting Minutes

Attendance as per the attached signature sheet.

Agenda Topic	Discussion/Conclusion	Action/Follow-Up
I. CALL TO ORDER	The meeting was called to order at 2:16 pm by Newton Chelette, Dean of Visual & Performing Arts.	
II. PREVIOUS MINUTES	Newton Chelette moved forth a motion to approve the September 27, 2013 minutes. Motion carried.	Minutes Approved.
III. REPORTS	<p><b>Academic Senate</b> – Terry Rezek</p> <ul style="list-style-type: none"> <li>• Maria Clinton has resigned as the Academic Senate President. She is currently working on her doctorate. She will shadow the new president, Ed Beyer, effective January 2014. Her resignation suggests the need to develop a procedure to follow when a president resigns.</li> <li>• Faculty Development Materials - It was requested that materials be made MAC friendly when posted online.</li> <li>• During the October 3<sup>rd</sup> Academic Senate meeting the 3 main goals from VAPA were presented to Maria Clinton. At the subsequent October 17<sup>th</sup> meeting, a memo was submitted to the Academic Senate constituents that did not include what was submitted by VAPA, with the exception of a section from the Theatre Arts department. VAPA's Academic Senate Representatives were not aware of the Theatre Arts submission, as it had not been discussed in the forum of a Division meeting. The original goals from VAPA were then resubmitted to Maria Clinton. She then forwarded a 2<sup>nd</sup> memo to Mr. Ed Knudsen that included VAPA's goals.</li> </ul> <p><b>Discussion:</b></p> <p>Rich Sim inquired if the VAPA members can be provided a copy of the memo that was submitted to the President?</p> <p>David Newby stated the memo indicated the 3 main goals agreed upon at the last VAPA Division meeting:</p> <ol style="list-style-type: none"> <li>1) Reinstate frozen positions with preferences in order for FTV, THA and Music</li> <li>2) Institute Department Chairs</li> <li>3) Need a Division Dean</li> </ol> <p>Rich Sim stated a tally should be recorded of those who were not in favor of Department Chairs.</p>	

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	<p>Tangie Hunter stated we can bring the vote issue back to the next division meeting.</p> <p>Rich Sim stated he would like to see a vote tally from everyone in the department on the Department Chair issue. A discussion should take place. An email should be sent out to all faculty members requesting a vote.</p> <p>Tangie Hunter stated a vote should take place in the forum of a Division meeting.</p> <p>Discussion ensued regarding sending an email to all faculty. It was concluded that Tangie Hunter will send an email requesting feedback from faculty on the pros and cons of Chairs. The list will then be summarized and provided as a reference for faculty to consider when they vote in a separate email request.</p> <p>Newton Chelette stated the Institution is considering Department Chairs because they will have understanding and participation on the role of an Administrator. In respects to splitting the VAPA &amp; KAD Divisions, the issue was discussed with the President that this area should be a top priority since each discipline has performance based activities. It was also discussed with the President that no replacements have occurred for vacated full-time positions in either VAPA or KAD.</p> <p>Cynthia Kincaid stated the Digital Media area should be reconsidered in the prioritization goals for staff rehires. We have 6 degree programs with only 2 full time faculty. 2 full time instructors cannot run the department effectively. Perhaps we should split DM into six separate departments that are currently under one Major heading (DM)? Students deserve what they need to be employed. We would like to see reconsideration of priorities for staffing on the agenda at the next division meeting.</p> <p><b>Academic Policies &amp; Procedures – Lisa Karlstein</b></p> <ul style="list-style-type: none"> <li>• We have several Course Outline of Record revisions which are undergoing the approval process.</li> <li>• AP&amp;P is requesting hard copies of SLO's for courses that were submitted prior to July 1<sup>st</sup> due to the unavailability of CuricuNet during that time.</li> <li>• An inquiry was made at AP&amp;P on who is working on the FTV transfer model? Kevin North stated he and Alissa Welsch have spoken regarding the transfer model and they will start working on it. The State's transfer model was recently released in July.</li> <li>• The Theatre Arts Department brought forth 2 degrees, a Transfer Model degree and an Associate's degree that were approved at the AP&amp;P level and are now pending State approval.</li> </ul>	<p>Tangie Hunter to send out an email for a vote tally.</p> <p>Tangie Hunter to place staffing priorities back on the agenda for the next meeting.</p> <p>Faculty to submit hard copies of SLOs for courses submitted prior to July 1<sup>st</sup>. FTV Department to work on Transfer Model.</p>

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	<ul style="list-style-type: none"> <li>In developing a degree program, keep in mind you have the choice of creating a more robust degree if it's important to your program.</li> <li>An email was previously sent to all Division members, which contained a link to review guidelines for prerequisites. These guidelines should be followed while working on your course (s) prerequisites. Please review the information before the next division meeting so that we can provide feedback to the AP&amp;P Committee.</li> </ul>	Faculty to review prerequisite guidelines.
IV. NEW BUSINESS	<p><b>Annual Program Review – Newton Chelette</b></p> <ul style="list-style-type: none"> <li>Although the initial due date of the Annual Program Review is October 31<sup>st</sup>, a subsequent email from Carol Eastin indicated an extended due date of December 20<sup>th</sup>. The due date was extended because Institutional Research had not provided the data required for the Review.</li> </ul> <p><b>Regina Nominations – Newton Chelette</b></p> <ul style="list-style-type: none"> <li>If you have any nominations for the Regina Awards, please submit your nominees.</li> </ul> <p><b>Evaluations – Newton Chelette</b></p> <ul style="list-style-type: none"> <li>We should be on track with the Evaluation process. Be mindful of due dates.</li> </ul> <p><b>SLO Action Plans – Newton Chelette</b></p> <ul style="list-style-type: none"> <li>Action plans should already be submitted.</li> </ul>	Newton Chelette to work with Faculty on the Annual Program Review.
V. OLD BUSINESS	The next VAPA Division meeting will be held November 22 at 2:00 pm. Location: PAT.	
VI. ROUND TABLE	<ul style="list-style-type: none"> <li>Carla Corona stated she went to a SLO Committee meeting and asked the question, "What is the mission of the Committee?" She will be meeting with Meeta Goel, the Dean of Institutional Research to gain more perspective on SLO data.</li> <li>Lee Bergthold reported his Wilderness Survival course is now reinstated in the Corporate Community Education program.</li> <li>Berkeley Price reported, the music area submitted justification for their repeatability courses in the spring. Nothing was done with the justification. There are now new repeatability guidelines and we are being asked to change our justification.</li> <li>Newton Chelette advised the Division to please submit all faculty related paperwork on time. It is appreciated that everyone has stepped up.</li> <li>If you have submitted a purchase requisition through PeopleSoft, please send an email indicating there is an approval needed.</li> </ul>	
VII. ADJOURNMENT		
	There being no further business, the meeting was adjourned at 3:03 pm.	