

## Arts, Humanities & Communications Division Meeting

Friday, September 22, 2017

**Attendance:** Deborah Barr, Flora Carter, David Dow, Tom Duchscher, Chau-Marie Griffiths, Todd Guy, Kim Gyuran, Michael Lynch Erik Maki, Anne Martin, Haleh Niazmand, Mary Reilly, Lori Sammis, Richard Serros, Rob Stevenson, Michael Sundquist, Cathryn Tortell, Noah Wilson, Jacquelin Wingett.

### Upcoming Events

- **Haleh** – Reception last Thursday the 14<sup>th</sup>. It was well attended and very eclectic. Gallery Monday-Thursday 11:00am until 5:00pm
- **Jam N' Jive** – 400 students coming in this morning for show.
- **Speech Night** - Forensics team is at San Francisco State for tournament this weekend. Speech Night is this Tuesday at 4:00pm and 6:00pm
- **Alejandro Sabre has a show** at the Gallo Center for the Arts at 7:30pm with 6:30pm Q&A Saturday, September 31<sup>st</sup>.

### Announcement

- **Tables Available** – Does anyone want them for their area? Photos were passed around
- **Allan McKissick** – Moving to new position faculty liaison to Board of Trustees. Congratulations Allan!
- **Travel Request** – All out-of-state travel has to be approved by board before moving forward. We have to plan about 3 months before. There will be no pre-payments done until this is done. The board will no longer approve any foreign travel that includes requesting grants from the MJC Foundation.
- **An email was sent out with a full memo regarding AB 1887 from State Chancellor Oakley**
  - State Chancellor Oakley's Memo to the Field re: passage of AB 1887. Please take note that at this time the travel ban includes the states of Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee and Texas. Travel Requests, Instructional Field Trip Requests, Non-Instructional Trip Requests will be denied at the VPI level for any travel to these states. As you can see below, your deans have been notified.
- **Side Note:** The Cal State University system, any college student coming onto campus need to sign waiver for liabilities
- **Art Building Air Units**
- **Assessment Coordinator**

### Discussion

- **Program Review** – Thank you for your work. Graphs will be inserted in research department.

- **Accreditation Visit** – October 2<sup>nd</sup> – 5<sup>th</sup> a group will be here on campus as well as at District. They will have access to all Canvas shells. \*Send a ‘bulk email’ to everyone through the inbox as well as posting grades will increase teacher/student interaction
- **Proposed AA-T in Electronic Media** – in 2011 we lost journalism, radio and film. We may have chance to look at Strong Workforce Dollars. Sanctioned by state – 18 units for an A.S.T. introduction to – we have 9 units already: **Mass Communications, Intro to Motion Graphics, Beginning Audio Production**. We would have to develop 3 more classes to finish the 18 units. If anyone else interested in exploring this. Have to have proposal in by end of November. Research into labor force. Wider audience situation. Tools vs. Content. Introduction to Media Writing course. Todd Guy, Rob Stevenson will to help outreach to get other involved.
  - **Recording Arts Certificate**
  - **Theatre Production**
- **Canvas Training** (email and grading feature) – Students concerned about ‘missing assignments’ if you enter grades after the due date, students may become concerned. Also if you type a comment first and then enter a grade it won’t save. So make sure you enter your grades first and then any comments. Contact Sheryl Chavez and Mike Smedshammer with any questions or for trouble shooting.

**Curriculum Report** – Erik Maki, Curriculum Agendas are posted before meeting. Faced with courses that have gone stale, they’re outdated past 5 years. Once it hits 5-year mark. Curriculum committee is required to deactivate it. It will then take 1 to 2 years to reactivate. Our regular review cycle Theatre is the only one that is due by September 30<sup>th</sup>.

**Senate - Accreditation Co-Chair position is open, Nita’s position is open,**

**Assessment** – Nita Gopal has resigned starting this spring. She was our champion for working on CLO’s with E-Lumen. She was so very wonderful. Please send her a note of appreciation and thanks. It’s a great loss for institution. To find out when courses are due, go into CirricuNet.

5 year Matrix can be found online at mjc.edu. Any GE transferable classes must now be taught online to me GE requirements. CSU’s doing away with smaller disciplines in the D category. Through the state we’re going to start being required not only how many classroom hours a student is going through, we have to document how many homework hours a class has. Nothing official, heard of a change at curriculum institute.

**Instruction Council** – revised form for IRO positions. It cosmetically looks difference. Easier to get data. Off cycle replacements, no growth in site. September 30<sup>th</sup> is the deadline to keep your position. After September deadline you’d be considered an off-cycle replacement. Trying to write stronger deals with this so we don’t have any declines.

**Scholarships – No Announcements**

**YFA – Please see Haleh or Allen**