

**Arts, Humanities & Communication Division Meeting**  
**Friday, February 3, 2017**

**Attendance:** Anne Shanto, Flora Carter, Michael Lynch, Jacquelin Wingett, Kim Davis, Lori Sammis, Roger Smith, Todd Guy, Ty Helton, Rob Stevenson, Richard Serros, Leslie Collins, Kim Gyuran, Noah Wilson, Paul Berger, Brad Craw, Chau-Marie Griffiths, Anne Martin, David Dow, Tom Duchscher, Tricia Cooper, Cathryn Tortell, Alejandro Sabre, Lynette Borrelli, Erik Maki, David Chapman

**Announcements**

- **Division Web Site Update**
  - If You have any info that needs to be edited/adjusted or added to your departments page at mjc.edu shoot Jacquelin and email and she'll update it!
  
- **IELM Funding for AHC**

AHC Funds Awarded from Resources Allocation Council (RAC)

  - MUS 111 instructor presentation system repair \$4,500
  - Recital Hall Projection Screen \$3,200
  - Auditorium Sound and Video Repair \$6,200
  - Comm Studies Instructor Presentation Computers \$6,000
  - Music Keyboard Studio (10) Digital Pianos \$20,000
  - Theatre and Music Wireless Microphones \$5,000
  - Kiln Replacement up to – under review today \$40,000

**Discussion**

- **Program review** - COMM is in the pilot program. We'll be participating in program review. See Nita Opal for any assistance that you might need to complete your program review.
  
- **Canvas Demo w/ Kim –**
  - Kim Gyuran showed staff how to send an email via canvas and let us in on the secret of sending verbal feedback via microphones. Technology is Thanks Kim! If you want the 'Self-Check' from the California OEI, Kim can email you a link to the packet.

- April – Staff Login mainstreamed; Fall student login linked with PiratesNet and email
- Blackboard will be going away after the spring semester. Convert your info now, before summer courses begin.
- **The following info was sent out by Leslie Collins following the meeting:**

**Do you want help learning how to use Canvas?  
Facilitated Canvas training is available. Click here for training options.**

Need to migrate your Blackboard course to Canvas? Click this link, then scroll down to the “Blackboard to Canvas Conversion Guides” section.

1. Follow the step-by-step instructions to export and save your Blackboard course.
2. Then follow the steps in this Canvas guide to import your course into Canvas.
3. Want to keep a copy of your Blackboard course that looks like it’s still in Bb? There is a free Blackboard tool called COURSE sites where you can transfer up to five
4. Blackboard courses if you need them after April but are not ready to migrate them to Canvas. This is also useful if you migrate your classes this semester but still want to see how they looked in Blackboard.
5. Do you use Turnitin? The OEI is endorsing the use of Vericite over Turnitin as a plagiarism-detection tool. The DE Committee is planning to schedule a demo of Vericite for interested faculty so we can explore the option.

- **Roster Verification**

- We were an early division to complete Roster Verification. If you have a late start class please be aware of your start date. If you don’t know your date, please call Jacquelin in the Division Office.

- **Campus Climate**

- Any experience with students about current orders from White House in this uncertain times. El Concilio in Modesto for students who are scared.

Sanctuaries and/or safe places in town: hospitals, schools. What can instructors do to keep students safe? David Chapman will send a student that did an International Student video last fall. Resent Chancellors Statement; Success Specialist attached with Counseling; Melanie Abru – new faculty can assist students in need plus three mental health specialist. Derek Weary book appointment.

- The CCC State Chancellor's Office has listed for undocumented students. Here is the link to the webpage and listings:

[www.cccco.edu/ResourcesforUndocumentedStudents.aspx](http://www.cccco.edu/ResourcesforUndocumentedStudents.aspx)

- **Hiring Prioritization Process**

- Planning ahead of time for any retirements.

- **Performing Arts Calendar**

- Meeting will be next Friday, February 10<sup>th</sup> at 1:30pm; Holiday have been double checked; please be prepared with your performance dates for the 2017/18 semester.

- **Title IX Presentation w/ Lloyd Jackson**

- See Something, Say Something, Do Something – Safe Team & BIT Team; Title IX we are responsible for reporting any issues; Reporting Hate Crimes; We're all responsible employees. Gang, Bully, Sexual Harassment, Violence Against Women, Report it on both sides. Student/Student and Student/Staff. Three types of reporters, Reporter 1 is any employee of YCCD, Reporter 2 is anonymous and Reporter 3 is Confidential, a licensed mental health facilitator who doesn't have to give any info other than
- Title IX page is on the YCCD page.
- Sexual Assault form goes to Melissa Rabi, Lloyd Jackson and James Todd.
- The BIT report form isn't as private. Please indicate where the situation is at. Does the student know that a BIT report is being filed? Will there be a cold call to the student, will the student be expecting a phone call> The more info you put in your BIT report the better. Contact Lonita Cardova if you want to follow-up on a student. Lloyd will follow up at another division meeting.

- Handouts that were given out by Lloyd will be available in the Division Office.

### **Curriculum Report & Discussion**

- Nothing to update. Thank you!

### **Senate**

- **AHC Rep**
  - Update – We need three seats filled. Linked to Hiring Prioritization. We need three senators. We need nominations. We have two seats for this spring and three for this fall. Meetings are on Thursdays from 3:45pm-5:30pm. Roger Smith and Noah Wilson are interested in doing it this fall. Chau-Marie was elected to serve as a rep for this spring semester.

### **Assessment**

- January 31<sup>st</sup> was the deadline for Fall 2016. Please get them in ASAP. Drop into the lab with Nita Opal or Lynette Borrelli-Glidewell.

### **Scholarship**

- **Maki-Fest / Stanislaus County Music Educators Association –** Thank you everyone in the music department for another successful weekend! The students had a great time!

### **YFA**

- Nothing to report.