**Meeting Minutes**

September 8, 2023, 2:00 PM

Music, Art, and Theatre Department Meeting

Minutes taken by Dr. David Gomez

In attendance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Present** | **Absent** | **Excused** | **Guest** |
| Stuart Brown | ✔️ |  |  |  |
| Steve Chase | ✔️ |  |  |  |
| Scott Courtney | ✔️ |  |  |  |
| David Gomez | ✔️ |  |  |  |
| Nathan Harper |  | **x** |  |  |
| Dahye Kim | ✔️ |  |  |  |
| Mike Molloy | ✔️ |  |  |  |
| Ruben Olguin | ✔️ |  |  |  |
| Kelly O’Neil | ✔️ |  |  |  |
| Lambertus Van Boekel | ✔️ |  |  |  |
| Monique Harrington |  |  |  | ✔️ |
| Wendy Chase |  |  |  | ✔️ |

1. **Opening**
   1. Call to Order: 2:15 PM
   2. Attendance taken
   3. Minutes approved from last meeting
2. **Business**
   1. Department meetings are every 2nd Friday at 2 PM in L-119B. The time was set by VPAA office. Discussion on having meeting before Dr. Teed’s meeting was discussed.
   2. Monique Harrington was invited to discuss learning assessment. The nature and goals of assessment as well as a brief history of the department’s approach and strategies were discussed. Dr. Harrington asked faculty to consider and discuss assessment and how it might be tailored to their courses/interests. She will return for our October meeting to build on our discussion from today.
   3. Instructor PC security in digital arts labs was discussed. Instructor passwords will be installed and students will not be permitted to use those computers unless faculty is present.
   4. Office PC functionality discussed. Faculty office computers need to be able to run software used in class. Digital Audio student workstation machines also need to be upgraded in order to run current version of Protools.
   5. Discussion of purchasing 16, 35mm film cameras for photography classes with available funds from the FSW foundation
   6. Reminders
      1. Please double check your attendance verification
      2. OCOT event Sept. 21 in J-103 at 2PM. Announce and share with your classes.
      3. Faculty Symposium inU-102 at 1PM on Sept. 29
      4. Scholarship amounts and names of students awarded should be forwarded to Kelly O’Neil.
      5. Study Abroad proposals due January 26, 2023 for summer 2025 programs
3. **Information Items**
   1. DEVO show is open. Discussion on how to connect it to your classes.
   2. Update: PD funding was restored to last year’s level.
   3. Faculty encouraged to attend PD offered by FSW and should be a component of “continuing contract” portfolios. Documentation of conferences and other forms of PD were discussed.
4. **Guest Dr. Wendy Chase Honors and Center for Undergraduate Research and Creativity**
   1. Explained honors program and CURC at FSW.
   2. Faculty can inform Dr. Chase of their current projects and any funding assistance they need to further their aspirations at FSW. Funds are available for student projects as well.
5. **Updates**
   1. Music/Audio Tech: Professor Molloy spoke on internships, successful efforts to connect with Lee District schools and recruitment efforts.
   2. Digital Arts: Work study students will maintain open lab hours for Digital Arts students. Room 109 is now ready for use.
   3. Theatre: Show dates. Nov. 2-4, 9-11
   4. Fine Art: Professor Van Boekel has been in touch with Big Arts and would like to take the lead on the student show there in the summer of 2024
   5. Professor Van Boekel has student shows planned at Big Arts in summer 2024 and The Alliance for the Arts in 2025
   6. The possibility of having the FSW jazz ensemble perform at Big Arts during student art show opening was discussed.
   7. Arts website
      1. Professor Steve Chase shared the current version of the new FSW Arts website
      2. New faculty asked to submit head shot and bio to Prof. Chase
      3. Launch date still uncertain