**Meeting Minutes**

Aug. 14, 2024

Music, Art, Theatre and Digital Arts Department Meeting

Minutes taken by Stuart Brown

Faculty in attendance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Present** | **Absent** | **Excused** | **Guest** |
| Stuart Brown | ✔️ |  |  |  |
| Steve Chase | ✔️ |  |  |  |
| Scott Courtney | ✔️ |  |  |  |
| David Gomez | ✔️ |  |  |  |
| Nathan Harper | ✔️ |  |  |  |
| Dahye Kim | ✔️ |  |  |  |
| Mike Molloy | ✔️ |  |  |  |
| Kelly O’Neill | ✔️ |  |  |  |
| Lambertus Van Boekel  | ✔️ |  |  |  |
|  |  |  |  |  |

1. **Call to order**
	1. Attendance
	2. Approval of minutes
2. **Business**
	1. Kelly O’Neil agreed to take the minutes for department meetings
	2. Scholarship funds update: Total amount we can award went up. Digital Arts, Theatre, and Fine Art receive $10K each. Music receives $70K. Theatre anticipates not need all of theirs this semester because of the Prather theatre funds. This is likely one-time occurrence.
	3. We now have Canva accounts for all faculty. The design restrictions placed on fliers and posters by the marketing folks were discussed. The Chair offered to invite Eric Barreto from Marketing to attend our Dept. meeting to clarify.
	4. Big Arts show next summer is Digital Arts. June 10-July25 Prof. Harper and Dr. Kim will be in charge of defining and mounting that show.
	5. Wendie Thompson is to be alerted in the event of a cancelled class on Lee Campus
	6. Adjunct faculty evaluations have changed and that process was discussed.
	7. Dr. Courtney offered to do music faculty observations on Charlotte Campus. Prof. Van Boekel will mentor and observe new art adjuncts.
	8. BibliU transition in bookstore was discussed with information on how Inclusive Access works.
	9. Search committee for Digital Arts Position will continue working to fill our open position.
	10. Emergency Remote Training was discussed. All faculty are asked to complete it by Aug. 30th: Link to training is here: <https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=54041>
	11. Accreditation: Program level/cc outcomes may need updates. Relevant faculty were altered.
	12. Arts Social will take place Monday, Sept. 16th at 6:00 p.m. Prof. Harper and Dr. Gomez will take lead roles in planning the event.
	13. Work study positions were discussed.
3. **Information Items**

**Faculty were made aware of the following**

* 1. Please submit syllabi for approval. Send problems to: syllabus@fsw.edu
	2. Office hours on syllabi should match the schedule approved by Dean
	3. Department meetings are 2rd Friday at 2:00 p.m.
	4. Remind students of attendance verification assignment (Faculty Dashboard link for late students)
	5. Faculty Symposium Sept. 20th (talk nerdy to me)
	6. Mock-up of Arts Website is available for comment. The Arts@FSW mock-up can be found at [www.fsw.edu/testartsfsw](http://www.fsw.edu/testartsfsw)
	7. Departmental Events: Please notify Heather Chester at the foundation
	8. Matt Lopez campus visit: Sept. 24 12:00-1:20 J-103
	9. Reminder that HB 322 gives students the right to record audio or video in class.
	10. Faculty were encouraged to attend all department sponsored events when possible.