



EL CAMINO COLLEGE
FINE ARTS DIVISION
DIVISION COUNCIL

MEETING DATE: February 23, 2012

LOCATION: Dean's Office

RECORDER: S. Polizzi (Office Aide)

Time: 1:00 p.m.

ATTENDING:

- | | |
|---|---|
| <input checked="" type="checkbox"/> D. Berney | <input checked="" type="checkbox"/> P. Schulz |
| <input checked="" type="checkbox"/> R. McMillin | <input checked="" type="checkbox"/> B. Spain |
| <input checked="" type="checkbox"/> K. O'Brien | <input checked="" type="checkbox"/> C. Wells |
| <input type="checkbox"/> D. Rowan | <input checked="" type="checkbox"/> C. Fitzsimons, Dean |
| <input type="checkbox"/> R. Scarlata | |

VISITORS:

MINUTES

I. INFORMATION/ANNOUNCEMENTS (5 MINUTES):

- A. Approval of Minutes from 11/29/11
Minutes were reviewed and approved.
- B. 2011-12 Plans
1. Status Reports Due 1/31/12
The timeline for status reports on current year plans recommends an update on January 31. However, status reports can be made at any time.
 2. Status Report on Unit Plan
C.Fitzsimons reviewed the division's progress in meeting its 2011-12 unit plan goals. The division's websites were updated and will be maintained on an on-going basis by the division office staff (Objective 2.3). Promotional brochures were updated with revised information and new photographs (Objective 2.9). In an effort to encourage broader participation in committee service, a 3-year term limit (with the opportunity for representatives to renew their term) is being implemented (Objective 3.2). Employees are being acknowledged and publically recognized (Objective 3.3). Discipline transfer degrees aligned with SB 1440 recommendations have been or are in the process of being developed for Art History, Studio Arts, Communication Studies, Music and Theatre (Objective 5.2). A plan for the implementation of student learning outcomes and assessment for student service programs in the division—CFA and Art Gallery—is being drafted (Objective 5.3). Shelving units for the storage of music instruments in Marsee Auditorium, Room 125 have been refurbished and secured (Objective 6.12). Two portable equipment carts with computers and projectors for use in Studio Art classes have been purchased (Objective 7.3). Computers for the Forensics Squad Room have been purchased (Objective 7.5). One printer and one computer have been purchased for the CFA production/promotion offices (Objective 7.11). Using Shared Documents and My ECC as digital repositories for division office documents (Objective 8.1) and using email for internal communications and to distribute documents in an effort to promote "green" practices (Objective 8.2).

II. DISCUSSION/ACTIONS (40 MINUTES):

- A. 2012-13 Program Plans:
1. Departmental Review
The goal is to involve faculty and staff in the review of program and unit plans. Plan Builder provides a mechanism whereby this review process is documented.

2. Submit by 2/29
The College timeline for submission of 2012 program plans is February 29.

B. 2012-13 Unit Plan: Review Prioritization

The request for replacement carpet in Music 136 was prioritized under equipment instead of facilities. The council agreed to leave the request as is, but for future program plans, it will be submitted as a facilities request. C. Fitzsimons identified program plan requests for additional smart classrooms that were not included in the prioritization: Music 1, Music 105 and ArtB 15. K. O'Brien reported that Musi-1 is not needed to be updated into a smart classroom. P. Schultz will speak with D. Teter about Music 105. C. Fitzsimons will speak with D. Rowan about ArtB-15. The council approved the inclusion of ArtB-15 for an additional \$15,000.

C. Fitzsimons reported a discrepancy in funding requests for the purchase and installation of ceiling fans in the dance studios. The current request is at \$75,000 but the Dance program plan indicated \$105,000. D. Berney approved the change in the amount of funds needed for the installation of ceiling fans in dance studios.

C. Fitzsimons reported that ECC's web developer has redesigned the art gallery's website. Therefore, the request has been removed from the list.

III. OTHER:

Future Plans:

1. The cost of software license renewals and for replacement of equipment will need to be included in future plans. Items in the division that need to be replaced are computers, TVs, DVD players, headphones, keyboards, projectors, amplifiers, etc. B. Spain will check software licenses used in CFA departments. C. Wells stated that money should be built into the budget to allow for the replacement of equipment in lieu of costly repairs which would save money. C. Fitzsimons reported that there is a budget for replacement equipment that involves submitting requests to the area vice-president. B. Spain posed the question of how much money is needed for replacements. R. McMillin suggested that the money amount to a percentage of what money is spent per year for technology.

FUTURE AGENDA ITEMS:

NEXT MEETING: May 8, 2012

ATTACHMENTS: Minutes 11/29/11; 2012-13 Unit Plan