

**Arts and Humanities Division Meeting  
Spring Preparation and Planning Week  
1C3 AH, 9:00-10:15 am**

Light Refreshments will be provided. Bring your own drinks.

Ruth Charnay returns!

**Agenda**

**1. Holiday Stories and Reports**

\***Dianne** went to North Carolina to see her mom. Has bad luck with airplanes. Left the airport late, but at least she travelled in First Class style.

\***Abbie Figueroa** went south of Dallas for a meditation retreat. She spent much of her holiday in silence.

\***Steve Morrow** marched with the Palestinians at the State Capitol.

\***Lyndsie StremLOW** got a new kitten over the break. His name is Bean.

\***Pam Stout** got a new chocolate lab mix from the pound. Her name is Bonnie Bell.

\***Mary Ann Moore** worked in the new lab over the holidays.

**2. Above and Beyond Awards**

**Dianne Broyles**-Acting Department Chair while Ruth Charnay was absent

**Multicultural Grant Project Awards**- Abbie Figueroa, Kim Jameson, Mary Panches, Mark Schneberger, Amy Wilson, Cheryl Stanford

**3. Jenna Howard—Mental Health Counselor**

Pat Stowe introduces Jenna Howard, Advisor to Students with Disabilities.

Blue Students in Distress booklets have Jenna's information in it.

**Feb 19<sup>th</sup>** -someone is coming to talk with students about eating disorders during the Brown Bag Lunch.

**March 10<sup>th</sup>**-Health & Science center group coming to talk about substance abuse

**March 11**-Health Awareness Fair

Sue Hinton proposed supplemental mental health counseling. Pat Stowe is currently tracking numbers of students for extra counseling resources.

#### 4. Planning Initiatives (Budget Requests)

E&G-new furniture falls under this category. Greg Gardner is asking for a furniture budget. It is difficult to obtain, but Susan is requesting furniture nonetheless.

- a. **Positions/Personnel**-Not a good personnel year. Will request new personnel nonetheless.
- b. **Mandatory Costs**
- c. **One-time Purchases**-student tech fee purchases.

#### 5. Information Items

##### \*OPENING DAY-

Saturday, January 16, 1-4PM-food will be provided at noon. Dr. Sechrist will do a welcome and volunteers will be divided up at and provided with t-shirts. Volunteers are needed to show students to their classes.

##### \*Initial Attendance Reports/Final Grades

Division has become a little lax with initial attendance reports. There were several substitutions for the official reports in the past, but the Registrar's office will **ONLY** take official documents now. Initial Attendance reports deal with Federal Aid. School will get fined if initial attendance is not reported the correct way.

\*Mark proposes an electronic Initial Attendance Report.

\*The college is piloting a program in Spring to see if midterm grades will help students.

##### \*Weather Notification-

Arts & Humanities faculty will not be called in case of bad weather. There are several ways to see if the weather is severe: television, college answering machine, college webpage...

**\*Syllabus Checklist (formal process next fall 2009)**

Next fall there will be another formal check of all the syllabi. Check your own syllabi to see if you are including everything. Faculty will check adjunct and dean will check faculty's syllabi. New statement will be added in Summer-add statement about computer use ("must abide by college's computer use guidelines") per Dean's Counsel.

Sue expresses concern that this will discourage students from using the computers and being technologically savvy.

Clay says we keep cluttering the syllabi with things that should be in the College catalog.

Dave Charlson proposes an additional sheet to hand out to students with course syllabus.

Michael Boyle brings up use laptops and cell phones in class.

**Performance Appraisals**-faculty appraisals done by department directors and staff appraisals done by appropriate supervisors. Dianne will do conferences and be main input on performance appraisals.

Starts the 1<sup>st</sup> week of February. Schedule meeting with appropriate person.

Appraisal signups will be in Department Chair office.

**Update on VPAC**-update on new faculty offices-Mark did a plan of new offices which can be found in A&H Division Office.

Absolute has a new office-Ron Staton's old office

Lori says thanks for removing the ugly blue lockers!

**\*Dr. Aquino enters to welcome the Division back for the new semester.**

**-Enrollments have spiked-Up 11% since Jan 13<sup>th</sup>.**

**-Enrollment of students age 26-40 are up 25-26%**

**Dr. Aquino is working with Deans to make sure no students are turned away due to full classes.**

**\*Online Textbook Request System**-law says it must be done by 2010. Committee represented by someone from each division. Randy Anderson representative for A&H. Says software is very easy to use. Procedure to order books is still up for discussion. Books will not be done by individual instructors.

**\*Pioneer will move to the old pottery lab.** Meeting with J.B. will take place to discuss what will be done with the free space. Renovations for other recently vacated spaces are being discussed as well.

**\*Proposal for student lounge where the old blue lockers were.** Lab also proposed.

**\*Michael Boyle proposes student hangout places in the new VPAC**

**\*People teaching in VPAC classrooms with windows-vertical blinds have been ordered-blinds will not be ready for Spring classes.**

**\*New signage for office doors not ready yet.**

- \*Dedication for VPAC-February 26<sup>th</sup> at 2:00 PM-in Film Production Studio
- \*6PM-Women of the South will be at the VPAC encouraging people to donate money
- \*Michael Boyle has composed a piece of music for the dedication
- \*Seats in the VPAC auditorium can be purchased for 250 dollars
- \*VPAC keys-Adjunct office keys will be requested.
- \*If you want keys to the VPAC email Lyndsie. A list will be compiled of people who need keys-B79 keys will be requested. Please turn in old keys to Lyndsie in the Division Office.
- \*Issue of storage in the adjunct office brought up-first come first serve for individual storage.

#### **6. Service Learning Literals on Sections-**

Required service learning component suggested by student. Optional service learning component not required.

#### **7. Library Update—Rachel Butler**

Creating section of different genres of literature for Audio and E books. Audio books can be checked out. Library will take donations of audio books.

Over past year most checked out titles-

Fiction-The Great Gatsby

Non-fiction-6 nursing study guides

200<sup>th</sup> year anniversary of Darwin's birth-possible subject for History of Science class

#### **8. Reports**

Achieving the Dream—Carlotta and Bertha-(get a copy)

General Education—Jon-birthday 1:30 CU13-BE THERE!

\***Multicultural English Composition Courses**—Mark Schneberger-5 sections open in O8F-tracking student success rate-86% success rate in Multicultural Comp. I. Higher than average. Students will be tracked in Multicultural Comp. II as well.

8. **Conflict Resolution**—Stephen Morrow-(handout)-Jan 15<sup>th</sup> between 10AM-12PM-training on conflict resolution.

9. **Closing**-Susan thanks the Division for their support during difficult times.  
Wishes the Division a safe, healthy and positive semester!