



**EL CAMINO COLLEGE**  
FINE ARTS DIVISION  
**DIVISION COUNCIL**

**MEETING DATE:** May 8, 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"/> R. Scarlata         |
| <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 checked="" type="checkbox"/> P. Schulz   | <input type="checkbox"/> G. Haynes, ASO Rep             |

**VISITORS:**

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MINUTES

**I. INFORMATION/ANNOUNCEMENTS (5 MINUTES):**

- A. Approval of Minutes from 2/23/12  
Minutes were approved.
- B. 2011-12 Plans
  - 1. Final Status Reports Due 6/30/12  
The DCC was reminded of the deadline for reports.

**II. DISCUSSION/ACTIONS (40 MINUTES):**

- A. 2012-13 Unit Plan:
  - 1. Prioritized Recommendations from Program Plans  
C. Fitzsimons informed DCC of email sent which contained a hyperlink to the Unit Plan for committee members to check objectives corresponding to plan rankings.  
  
C. Fitzsimons proposed the following to the committee members: requests for future years with regard to ranking the priorities should be added to current unit plan. C. Wells and R. McMillin did not agree with the proposal of adding additional requests past the deadline. D. Berney suggested ranking items based on how long the item has been on previous unit plan requests.  
  
C. Fitzsimons clarified that program requests that are to be in the corresponding program plans need to be listed in the unit plan prior to being requested.
  - 2. Division Council, Plan Leaders and Staff Review  
Division requests will be forwarded to all for review by the end of the Spring semester.
- B. Budget Reports for 2010-11 and 2011-12  
The committee reviewed the budget report spreadsheet which links program plan goals and objectives as well as program review year. Council members were asked to forward any questions or concerns to the dean.

11/12 budget report is in progress due to more detail needing to be filled in. C. Fitzsimons asks members to check with the department if allocations owed or if funding is indirectly funded.

C. Recommendations for improving communications within the Division

C. Fitzsimons inquired about how to help promote communication within the division and departments. She suggested holding more meetings and creating an outline of what each member of the DCC will cover. She asked for suggestions on what other responsibilities the DCC should manage beyond hiring and program/unit plans. She also suggested the use of summary reports to allow the entire division to be aware of what occurred during the DCC meetings.

C. Wells suggested the student success task force be addressed within the DCC. C. Fitzsimons informed the DCC of the College Council at El Camino College which evaluates the promotion of student success which overlaps within the committees.

C. Wells reported that Institutional Research showed that music, applied music, and art courses have the most repeatability. C. Fitzsimons acknowledged that the division curriculum is aware of repeatability.

C. Wells advised the DCC of recent findings of a two tier enrollment of majors vs. non-majors. C. Wells stressed the importance of students declaring majors and/or double majors and pointed out the importance of students obtaining an AA degree from El Camino if they intend to transfer to a CSU. R. McMillin agreed and reported the success he has seen with some of his students transferring. R. McMillin also suggested that audits be evaluated.

C. Fitzsimons reported that non-credit courses were moved out of the division to community education and clarified that with curriculum improvements, a curriculum model will be set forth.

D. Berney inquired about of the various committees in the division at this time. C. Fitzsimons reminded the DCC of various division committees such as the Division Curriculum, Student Learning Objectives, Load, Career Tech Education committees. D. Berney suggested that one member of each of the committees attend the meeting then communicate all the different roles.

C. Fitzsimons questioned the expansion of the DCC to students, classified staff or others. R. McMillin pointed out that the DCC is focused on the planning, ranking, and allocating of money throughout the division. R. McMillin also highlighted good communication between the council members such as corresponding through emails with follow up questions or concerns about events occurring on campus as well as nationwide.

C. Wells suggested more roles within the DCC such as enrollment management due to the fact the student success linkage will change classes based on student's educational plan. C. Fitzsimons suggested FTEF to become a DCC topic. R. McMillin agreed.

C. Wells requested data for course fill rates, etc. C. Fitzsimons explained that is the role of the Load Committee and that the Load Committee meets to do teacher load summaries, student worker allocation which is based on FTEF. Overall efficiency is looked at and is not a redistribution of FTEF. K. O'Brien suggested having a list of information from the division available for the students because the students aren't aware of educational changes. K. O'Brien expressed concern that students are not being counseled about the pending changes such as required ed-plans and financial requirements but feels that it is also the instructor and other faculty's responsibly to help inform the students of educational changes. C. Wells suggested a workshop or meeting for majors utilizing the counselors to highlight the majors and degrees we offer.

K. O'Brien suggested a daily bulletin of the events at the college, information students need to know, drop-out and retentions rates. K. O'Brien also suggested major meetings along with newsletters and/or Facebook account for the college. C. Wells reiterated that for students transferring, the changes need to be constantly updated on ed-plans and classes. C. Wells also said CSU's have data of students transfers, that the college can request.

C. Fitzsimons asked the DCC for information about club meetings within the division and the potential of making an Inter-Council club for the Fine Arts clubs.

R. Scarlata discussed the success of a previous meeting held during the activity hour at the beginning of the semester that provided information on transfers, degrees and options, choices, shows and movies. Full and part-time faculty as well as staff were involved and all classes were invited. B. Spain reported that students

were able to declare majors during the event and a staff member would process this for the student following the event.

K. O'Brien reported that like the Art Department Open House, CSULB does a film/video event. He suggested that the Fine Arts Division hold an open house which will highlight all of the departments and the various programs. He suggested that this could also emphasize the changes in the educational field and could be demonstrated to the students.


C. Wells suggested sending a counselor to the Division for students to speak directly with or the Fine Arts counselor being physically in the Division office. C. Fitzsimons agreed that these great ideas that will help the communication for students, faculty and staff.

- D. Goals and Responsibilities of the Division Council  
This topic tabled until next meeting.

### **III. OTHER:**

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#### **FUTURE AGENDA ITEMS:**

**NEXT MEETING:** Fall 2012  **ATTACHMENTS:** Minutes 2/23/12; Recommendations from 2012-13 Program Plans; Fine Arts Division Funding 2010-11/2011-12