

ADM MEETING

Facilitator: Brian Bishop

Date: September 25th, 2005

Time: 11am – 1pm

Attendees: Peter Tascarella, Linda Koons, Carolyn Shafter, Sharon Wood, Fred Clark, Tom Faes, Christine Xiong, Brian Bishop, Deb Bonello, Kathy Lookingland, Susie Antcliff, Jim Redding

CS4 Software:

- May consider using CS4 in place of CS3 for Fall 2009.
- The shipment for CS4 isn't due to ship until Spring, so CS3 will still be used this coming Spring.
- Once CS4 is being used:
 - o We must make sure all online instructors receive copies for their computers
 - o May need to buy more licenses for online instructors
- Possibly put out a contingency for 3 re-writes and see how it goes.
- Possibly (for the future) instructors will be able to use GB 155 for testing areas (this room can be accessed through GB 113).
- Need to talk with EISD about CS4
- Want the current inventory of the software on campus.
- Need to gather people together to talk about software issues once budget has been looked at.

Review of Program Viability Studies:

- It is a new study that the new president wishes to make across all programs on campus. It was four phases. Every program will be reviewed in enrollments, budget, etc. If after the first stage they have selected a program or an area that is not performing well, they will go on in the second stage in which the program may present any information that will be positive reasoning for the program or area to proceed. (This is a very quick process.) Third stage, going back to higher levels for considerations for whether the program is going to merge or discontinue; originally it was assumed by many this was going to be a yearly event but this is to be determined.
- So we are ready and prepared in case one of our programs such as animation, fine art, etc. is called in for review, we want sub-committees to prepare any information that will help determine why our programs are of high demand. We are asking that sub-committees take an active roll and prepare any changes or future plans to their programs.
 - o i.e.: One thing that has come up in Graphic Design, they are looking more at Web content that directly relates to another program. The two programs need work with one another, so communication between the sub committees is vital.

Curriculum and Sub-Committee Meetings:

- Dave would like a schedule of meetings for the semester. If there is a chair of sub committees, please have the chair send the meeting times to Brian. From there, the dates will then go to Dave and also onto the department calendar.

- ADM curriculum meeting: meet once a month, meet after department meeting. But subcommittees meet whenever they can and send meetings to Brian.
- Fine Art: Thursdays. 3 pm for fall semester
- Graphic Design: Wednesdays. 5 pm for fall semester
- Computer Graphics: TBD

Structure of Committee

- Currently, if you show up, you are part of the committee.
- Want a more defined structure? Thoughts/Concerns:
 - o Documentation will work well enough because we can see who is and is not actively involved.
 - o We must be careful, we don't want to have people who are not feeling involved.
 - o Decision Making: What if there is a big decision, and there is a split, who calls which side?
 - Possibilities of an opinion box geared for people who cannot make the meetings.
 - o People who are actively involved need make sure their bases are covered because we all have to responsible for what we're doing.
 - o Everyone should be able to participate, and maybe if you choose not to participate then you are MAKING a decision. Participation doesn't necessarily mean you have to attend the meeting. You just have to make sure you have your words heard. (With this particular subject, we want to send an e-mail and let everyone know what is going on.)
 - o Sub-committees: We want them to keep a notebook of who attended the meetings, what they talked about, etc.
 - o Maybe send out letters/notices and have instructors sign them so we have documentation of whether or not they want to participate.

Brainstorming

- Sharon has been involved with an articulation for the digital animation and game design with Ferris in Grand Rapids. She is extremely close to getting this articulation. There are a few courses in which still needs to be talked though with Ferris.
- It appears that there will be a change to revisit lab fees, potentially in January.
- Monitors for showing work in the hallways. (Maybe upstairs on the second floor?)
- Display stuff on the cable channel? (easier solution, for now)
- Possibly put up display cases in hall way of 113, so the ART work will not be so distant from the actual classrooms.
- Video Screens – if could stream web, lectures, demonstrations and show work, even it's just for a week

- Who is the contact person to get things onto the ADM website? At this time there really is no one in charge.
- Concerns:
 - o Things needed: hire a web master to use the “art site” more effectively
 - o Security issues with passwords and such.
- Barcode reader versus physical pieces of paper for checkout of equipment could be added to the site.

Review:

- Brian needs meeting dates from the sub committees.
- Curriculum meetings are after department meeting.
- An e-mail and physical letter will be send to all MAIT ADM ADJ in reference to see who will and will not actively be a part of the curriculum changes/meetings.
- Viability
 - o Teams start looking at contingency planning in case we do need to defend ourselves
 - o If anyone finds articles about ART jobs/positions...send it to Brian.
- Video Screens: possible way for us to display ART work.
- Website (2 Parts):
 - o Determine what we need to put on the site. Bear in mind the site is present largely so Web students can upload their work to a physical site.
 - o How are we going to do it?