I. **Attending**: Randy Hendricks, Mark Tietjen, Felix Tweraser, Kevin Hibbard, Shelly Elman, Steve Goodson, Kevin Shunn, Clint Samples

II. **Minutes**
   - The November 9th minutes were approved.

III. **FY 16 Budgeting Process**
   - The Dean asked chairs to begin working on prioritized “asks” for new funds. Look at list in January for FY17.
     - Questions from Dean: Should we add to it? How to prioritize? Review with Faculty Advisory Committee and present during Spring Faculty meeting for additional input. Focus on things that benefit most of us, not just departments.
     - Questions arose regarding the list and three pots. Is the list of priorities across the board or priorities by pot of funding?
       - Dean Hendricks explained funding of three pots and considerations if additional funding doesn’t come. In January we will look at original list of requests and Reprioritizes, Add, Modify and/or Delete as needed. More to come...

   - **Other Business**
     - Renovations to Back Campus Drive Dean: Could mean a loss of faculty/staff parking spaces near the old auditorium. Discussion of loading zone concerns and impact on Theater.
     - Admissions want to change COAH Preview Day—not receiving expected response from adult learners. Possibly do something in the fall.
     - Music: Regular works better – General Preview Days.
     - Art: Fall is too early to do portfolio reviews. Spring works better. Discussion on the possibility of digital portfolios submitted in the fall and reviewed in the spring.
     - College wide recruiting plan: Dean: What are we doing to recruit undecided majors once they are already on campus? Possibility of more minors and second majors.
     - COAH Preview Day-potentially for scheduling the event during the week so high school students can attend classes.
     - Dean: Michael and Andrea Stone Visiting Artist Fund—officially signed.
     - Possible collaboration with Film Studies: Suggestions for comprehensive program-theory, production, etc.
       - Accreditation issues: Film and media issues for all creative areas (Theater/art/etc) as institutions are accredited, meaning that anything offered is subject to review by NASAD, etc.
       - Art: Recent hires in Mass Comm are M.F.A.’s and a contradiction in the program.

Submitted by Clint Samples and Kevin Shunn