

## Advisory Committee Meeting Minutes

CHAIRPERSON: Dr. Martin Sweidel		
MEETING DATE: 4/26/03	MEETING TIME: 1:00 pm	MEETING PLACE: CCCC SCC B184
RECORDER: Casey S. McClure		PREVIOUS MEETING: 11/5/01

### MEMBERS PRESENT:

### OTHERS PRESENT:

Name and Title		Name and Title		Name and Title	
	Dr. Martin Sweidel, Faculty SMU				Kathy Morgan, Faculty, CCCC
	Hal Fitzgerald, Chief Engineer, Luminous Sound				Dr. Christopher Morgan, Faculty, CCCC
	Bradley Prakope, Freelance Engineer				Dr. Michael Crawford, Dean of Fine Arts, CCCC
	Tracey Estes, Recording Engineer, Timberwolf Studios				Dr. Casey McClure, Faculty, CCCC
	Andy Duckworth, Instructional Associate, CCCC				

Agenda Item	Action Discussion Information	Responsibility
Old Business: Presentation of minutes	Board accepted and approved previous minutes.	
New Business:		
Examination and discussion of the Advisory Committees Handbook	<ul style="list-style-type: none"> <li>• Discussion of the role of the Chair and the responsibilities of the Board</li> </ul>	
Discussion of job market and related trends	<ul style="list-style-type: none"> <li>• Discussion of the focus of the curriculum to meet the needs of graduates and completers.</li> </ul>	Dr. McClure will focus material in the Audio classes based on Board recommendations.
Audition of incoming Audio Engineering I students	<ul style="list-style-type: none"> <li>• Discussion of exam purpose and content</li> <li>• Agreement on need for audition</li> </ul>	Dr. McClure will develop an audition for incoming Fall 2003 Audio I students based on Board recommendations.
The addition of MIDI (MUSC 1331) to the Audio Engineering certificate as a requirement	<ul style="list-style-type: none"> <li>• Discussion of certificate requirements and MIDI as fundamental knowledge for students</li> </ul>	The faculty will examine various options for making MIDI (MUSC 1331) a requirement for the certificate.
Digidesign Pro Tools certification	<ul style="list-style-type: none"> <li>• Discussion of Pro Tools certification as an industry trend</li> <li>• Suggestion to consider</li> </ul>	The faculty will consider the advantages of certifying an instructor

	certifying an instructor	
Program Completion	<ul style="list-style-type: none"> <li>• Discussion of success with improving completion rates with the Audio Engineering certificate</li> </ul>	
Curriculum Decisions:	<ul style="list-style-type: none"> <li>• Discussion of MIDI (MUSC 1331) as a potential requirement for the Audio Engineering certificate</li> </ul>	The faculty will examine the various options for making this change.
Other: Next Meeting	Next meeting set for Monday, July 28, 2003	Dr. McClure will email to confirm meeting date.
Fund raising	Tabled until next meeting	

Old Business: Presentation of minutes from Nov. 5, 2001	Approved.
New Business:	
Examination and discussion of the Advisory Committees Handbook	Dr. Sweidel pointed out the descriptions of the roles of the Chair, the Board, and changes from previous structure. Dr. Crawford elaborated on the Board's responsibilities as they relate to SACS accreditation, and briefly described previous changes by the Board to the Commercial Music curriculum, including the certificate.
Discussion of job market and related trends	Mr. Prakope described his experiences in the Dallas job market. He inquired about the possibility of additions to the program curriculum including Pro Tools certification. Dr. Crawford responded by outlining the funding challenges of a community college and the limitations of a technical program. Mr. Fitzgerald suggested tightening the focus of the Audio Engineering classes. Dr. Sweidel summarized the discussion by noting that graduates and certificate completers need fundamental knowledge plus broader life skills, so expanding the program was not in the best interests of the students.
Audition of incoming Audio Engineering I students	Dr. McClure asked to Board to describe appropriate material for an Assessment Exam to be given to Audio I students entering Fall 2003. Dr. Sweidel suggested that students be given information to show how they process, understand, and respond. The evaluator could then gauge the responses of the students. He suggested that "audition" might be a better term, and that it could consist of written questions and interview. Ms. Estes suggested that desire to enter the commercial music field should be a factor. Ms. Morgan added that simple aptitude skills can be easily assessed. Dr. Sweidel summarized the agreement that an audition of incoming Audio I students was acceptable and should be implemented by the faculty for Fall 2003.
The addition of MIDI (MUSC 1331) to the certificate program as a requirement	Ms. Morgan drew attention to the fact that the MIDI class was not suggested until the third semester in the degree outline. She proposed changing the outline by moving MIDI to the first semester. She then noted that MIDI was not listed as a requirement in the certificate program. Mr. Fitzgerald described the fundamental need for MIDI skills in the Audio Engineering profession. Dr. Sweidel asked the Board how MIDI could be fit into the certificate. Mr. Fitzgerald inquired why Music Marketing and Merchandising (MUSB 2301) was part of the certificate and suggested replacing it with MIDI. Dr. McClure asked whether the elective could be replaced with a MIDI as a requirement. Dr. Sweidel noted the general agreement of the Board that MIDI should be a required part of the certificate program, but should not replace the elective, and that the faculty should examine the various options.
Digidesign Pro Tools certification	Ms. Estes pointed out that Digidesign certification was becoming more significant, similar to Microsoft certification. Mr. Fitzgerald said that since Pro Tools was now an industry standard, having a certified instructor on staff would be positive. Mr. Sweidel replied that, for the students, certification was less important than learning

	the fundamentals. Mr. Fitzgerald maintained that having a certified instructor would enhance the program.
Program Completion	The Board examined a list of certificate completers dating Fall 1999 through Spring 2002. Dr. Sweidel noted that the certificate program seemed to have produced the desired results. Mr. Fitzgerald pointed out that due to the nature of the music industry, many students would attend select classes to gain specific skills and would not necessarily complete a program. This means that many students that are served by the college and go on to pursue successful careers, but are not listed as completers. The Board voiced general agreement to this point. Dr. Crawford noted that there is a strong desire from the administration and SACS to have documented graduates or completers, but that the previous point is valid and should be factored in to evaluations of the program.
Curriculum Decisions:	The faculty should examine the options for making MIDI (MUSC 1331) a requirement for the Audio Engineering certificate.
Other: Upcoming meeting	The next meeting of the Board was set for Monday, July 28, 2003, to fulfill the required number of Board meetings for the current academic year.

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING: 7/28/03
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