



Friday, December 1, 2023

Department of Theatre & Dance Meeting

Location: NFAC 110

12:15-1:30pm

[Join Zoom Meeting here](#)

Meeting ID: 9789 4530 743

Department of Theatre & Dance Meeting Agenda

Announcements

- Approve minutes from 11.17.2023 meeting | access [here](#) (Thanks, Tyler!)
- [Major Maps](#) due by end of December – work as a unit
- Introduce Austin Bomkamp – guest Lecturer next semester
- Here Ye Here Ye, the Collection Jar is back!
 - We still owe \$133.88 to pay back overpayments from searches conducted last semester

Discussion Items

- **Student Rep Report**
 - Vanessa Guillen – Understudy Survey
- **Annual Review Policy**
 - **Proposal:** The Department of Theatre and Dance will use the COFAC Annual Reporting Form as the mechanism to gather information to assess performance expectations in teaching, scholarship, and service (each category having the appropriate amount of weight given the employees rank and designation). The Department Chair will meet with each member of the department to review the report and to discuss strengths and areas for improvement. This process will occur annually and be completed by February 28th each year.
- **End of Semester Evaluations**
 - Process for 2023-24?
- **Timetable Review**
- **Spring Practicum Oversight**
 - Dani and Michael do not have the capacity to oversee spring practicum sign up
- **Season Topics**
 - 24-25 Season Decisions
 - All rights have been approved & submitted besides the Spring Musical slot
 - Still waiting to hear on a few options requested from Concord Theatricals
- **Search Updates**
 - Sound/Light
 - Scenic
 - Musical Theatre
- **Images for new Theatre & Dance Banner**
 - Any director during the 2021-2022, 2022-2023 and 2023-2024 season review your show images and recommend any image you think would be good for the banner.
 - You can review the show images in Smugmug.
 - [Dance](#)

- Password: NFACUWSP1894!
 - [Theatre](#)
 - Password: NFACUWSP1894!
 - Please email Dani your lists no later than **December 8, 2023**.
- **COVID-19 Absences**
 - Uniform dept approach or at the discretion of each member of the dept.
- **Students of Concern**
 - Questions about students completing coursework online
- **Assessment Reporting Update**
 - BA Drama request for assistance – Laurie
 - First Friday of Feb. Due date
- **University Committee Updates**
 - Common Council
 - Others