

**MOORES SCHOOL OF MUSIC
FACULTY MEETING MINUTES
27 October 2011 (approved 4.26.12)**

Attending: Bates, Bennefield, Bertman, Dorris, Durrani, Evans, Gabbart, Goldberg, Hausmann, Hester, Kangas, Lamkin, Lange, Marmolejo, Maroney, Morgan, Ross, Saradjian, Simon, J. Smith, R. Smith, Vasquez, Weber, Weems, White, Yon, Young.

Dr. White called the meeting to order at 1:04pm.

Amendments to September 1, 2011 meeting minutes were proposed by Dr. White:

- Jennifer Mishra and Kelly Turner were not in attendance at the last meeting; they had left Houston.
- Business item #1: To clarify, Jennifer Mishra and Kelly Turner left for family reasons.

Minutes of meeting 1 September 2011 approved as amended.

I. Announcements

1. Many events have occurred since the last faculty meeting. Dr. White mentioned that the Moores Opera Center production of *Falstaff* was wonderful. The UH Bands annual marching band concert is Friday.
2. Brittney Bean left the MSM Front Office Assistant position in September. Kristy Dorris - a recent graduate with a Music Marketing degree in Clarinet has been hired for that position.
3. Sarah Fishman (CLASS, Associate Dean) will be on leave next semester. David Phillips (Professor of Philosophy) will step in during the interim.

II. Tim Hester reported on the new CLASS online faculty reporting system being developed through "sedonaweb.com" by Kathleen Brosnan and Frank Houston. The new version will be available after January 1st as it is in its early stages of testing. This allows CVs, activities and accomplishments, etc. to be uploaded. There are many kinks being worked out and more work must be done to eliminate unnecessary forced options that are not applicable for applied and ensemble instructors. This system will automatically migrate information stored in PeopleSoft and will be a reliable way to calculate load credits. More research is anticipated to determine character limitations for titles and prose descriptions.

III. Budget Update. We have made it through a bad patch, but because of increased enrollment, we are OK. It is still undetermined if there will be a tuition increase next year. There is current talk of salary increases and those who have strong ratings from last year will be counted this time around.

IV. Dr. White reported on the project assigned by Dean Roberts. Faculty should have been sent an email about subvention of books and cds for grants and aid. If anyone didn't receive it, he has hard copies in his office.

V. Vendini Online Ticketing System - this exciting new tool will be online effective Spring 2012. Will include ability to perform marketing analysis, surveys, etc. Music's system will be independent as Vendini will be used by multiple departments on campus.

- VI. Samuel Coleridge-Taylor Festival – As Dr. Snyder is out of town, Dr. Rob Smith requested that physical materials (scores, books, CDs) for the MSM display should be dropped off at the front desk by Friday. This event will have many prestigious attendees including President Khator and UH administration. This is an opportunity for the MSM to get more funding. We will have a large computer screen to display our promotional MSM video. Jill and Afshin are putting together a 25-30 minute looped slideshow and promo video and have asked for 2 minute clips of ensembles and 1-2 minute excerpts of faculty performances. Dr. Snyder will return all items to faculty after the event has concluded.
- VII. Kelly Turner, who left his faculty position this summer, vacated a committee seat that must be filled. This two-year term position will sit on a committee that reviews course proposals and discusses general undergraduate curriculum issues. A list of eligible faculty members was posted. Troy Benefield was nominated for the position. **Motion for nominations to cease: Weber. Troy Benefield elected.**
- VIII. Dr. Lamkin mentioned that there will be a website meeting for the content migration to the new webpage this coming Friday morning. Areas who have individual pages should make sure that they are updated with the most recent information.
- IX. Dr. Lamkin reported on Administration Wing construction. Relocation will occur the 3rd week of December. Demo will begin in December and construction will commence on January 2nd.
The administrative staff will be spread throughout the building in rooms as follows:
David – Jen Mishra’s old office
Lynn – current Harp Studio (Paula will use a practice room for Harp applied lessons)
Business Office – Rm 252 Chamber Rehearsal Room
Box Office – Room 114
Doug – Rm 180 (Mike Wheeler’s office)
Carrie and Stacia – Rm 188 (Opera Coaching Rm)
Janis/Patricia – Betty Shaw’s Office (Betty will move in with TAs)
Ric – Electronic Studio
Front Office – Rm 147A – Will include copier, mailroom. There will be no fridge or coffeemaker for use.

The meeting was adjourned at 1:45pm. Next meeting is December 6th.