

TO: Earlham College Community

FROM: Doug Bennett and Nelson Bingham

RE: Charge and Composition for an Ad Hoc Arts Planning Committee

DATE: August 2004

As called for in our Strategic Plan, we would like to strengthen the arts at Earlham. We know this is a broadly shared goal. With this memo we want to establish the charge and composition for an *ad hoc* Arts Planning Committee

Our strategic plan says the following about the arts at Earlham College:

The fine and performing arts have long been an underdeveloped, under-staffed aspect of the college curriculum. For many years we treated the arts more as extra-curricular programs than as a fully important part of a curriculum in the liberal arts and sciences. We now see them as a vital component of the curriculum, but have not yet made adequate provision for them. Strengthening the fine and performing arts will require both stronger facilities and increased faculty staffing.

It is time to develop a plan that will guide our efforts over the next several years. We expect that greater resources for the arts will be a key goal in the coming capital campaign.

Charge. We ask the committee to do the following:

- (1) Working within the parameters outlined below, develop a plan for the arts.
- (2) Discuss draft(s) of the plan with faculty in the Division of the Arts.
- (3) Present a draft plan for discussion to faculty, students, staff, and the Board.
- (4) Present a document for approval by the President and the Board of Trustees.

Because this plan will be important input in planning the capital campaign, we hope the first three steps can be completed by end of this calendar year, but certainly no later than June 2004.

Composition. We would like the committee to be composed as follows:

- (1) Bob Southard
- (2) Dan Graves
- (3) Mark Van Buskirk
- (4) Kathy Taylor
- (5) Two students

Parameters for planning.

In terms of facilities, we suggest the committee draw on the needs analysis developed through the master plan process.

In terms of staffing, we suggest that the committee consider what is the best use that could be made of three scenarios for additional staffing:

- (a) 1.0 additional FTE
- (b) 2.0 additional FTE
- (c) 3.0 additional FTE

In each case, where would we add the additional FTEs?
Would the additional FTEs be full-time or part-time positions?

With regard to both facilities and staffing, we suggest that we give consideration to these needs:

1. Primary considerations:

- (a) Having a program that allows all students to fulfill their fine arts requirement, and
- (b) Having a program that allows students to complete majors in Art, Music, and Theatre

2. Secondary considerations:

- (c) Having a program that allows students to take elective courses in the arts, and
- (d) Having facilities that allow students to do extra-curricular creative work

Preliminary Work

To inform the committee's work, we have asked Len Clark and Newell Pledger-Shinn to develop profiles of arts programs (staffing and facilities) at three liberal arts colleges whose enrollments are roughly equal to ours. We suggest that the three be chosen from among these: Beloit College, Centre College, Kalamazoo College, Knox College, and Lake Forest College.

A protocol for these profiles is attached.

Profile of Fine and Performing Arts Programs

(To cover Fine Arts, Crafts, Art History, Music, Theatre, Dance)

Using the outline below, develop profiles of the arts programs at three of the following. (These are all liberal colleges with enrollments fairly close to ours.)

Beloit College
Centre College
Kalamazoo College
Knox College
Lake Forest College

1. Faculty resources
 - configuration of departments
 - headcount by department or program
 - FTEs by department or program

2. Major and Minor Programs offered
 - configuration of departments
 - average numbers of majors per year
 - enrollments in courses

3. Facilities
 - performance venues (large and small)
 - ensemble rehearsal venues
 - teaching spaces
 - practice rooms
 - fine arts studios
 - other special facilities
 - other facilities for extra-curricular activities in the arts

 - recent facilities upgrades
 - sharing of facilities with other organizations

4. Special or Extra-curricular opportunities for students (ones that require resources)