1. Assessment Plan - Four Column

PIE - Administrative Services: Technical Services - Broadcast Services Unit

Where We Are Now: Analysis and Summary

2018-19

2018-19

Contact Person: Mike Nichols
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External Conditions, Trends, or Impacts (Student Services): The current trend in the broadcast video and audio world is moving media data via internet protocol and through network device interfaces, as well as increasing the amount data available by shooting and processing in 4K video. In order to keep up with some of the current trends, we are proposing to purchase and implement infrastructure which will give us an entry into data transmission through our current campus network system. As for 4k, the instructional side of the TV Production area has already purchased equipment that is capable of acquiring these larger media files. While this gives students the opportunity to become familiar with the technology, staying within the standard HD realm for Broadcast Services will allow the school to purchase more equipment to teach relevant work flow, all of which apply to the larger media files acquired in 4k. Additionally, the videos produced by Broadcast can stay in the HD work flow as most of the video produced by our department for the school is posted to YouTube. Smaller file sizes allow for more video's to be posted and also require less media storage in the overall video workflow.

Internal Conditions, Trends, or Impacts (Student Services): Since coming on board in November of 2018, Mike Nichols has started to pick up on changes that were either begun or suggested in previous years and is working on a plan to not only upgrade both the Broadcast department workflow and infrastructure, but work with Mark Lowentrout and Stillman Kelly from the instructional side on improving the workspace for the RTV classes being offered.

We are still understaffed in terms of our post-production workflow as we still only have one part time editor. This means we still have a need for funding for project-based editors on a short term basis in order to turn around projects on a much quicker basis. Training for our current editor would also help to expose him to current trends and workflows being used in the industry. He currently has no avenue to learn how things are done in the industry since he has only worked for Mt. SAC and has never had an opportunity to work as a freelance editor for anyone else.

We have seen an increase in live webcasting for campus groups for several different types of events, from celebration ceremonies and speeches, to sporting, theatrical and musical events. This increase is helping to fuel a search for new methods of transporting media so that we can improve the workflow as well as be less impactful on the event space with our broadcast equipment. If funding is secured, we will consolidate our operations to exist with the broadcast master control room in Building 6.

Critical Decisions Made by Unit: The critical decision made for the upcoming 2019-2020 fiscal year is to embrace new technology while utilizing what is currently available at the school. With the TV studio, we are going to work with instruction on re-configuring the space to provide the best opportunity for students to learn current TV and audio production techniques by getting a hands on educational experience. If we get the funding for IP and NDI technology that will be a great opportunity to learn the next wave of change for the broadcast industry.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: With the capability to webcast from almost anywhere on campus, we were able to promote and celebrate Mt. SAC through student achievements (commencement, LatinX and transfer celebrations,) the Earth Day celebration, the search for a

new Police Chief for Campus Safety and the 4th Annual Honor Band concert. If we get funding for the Master Control room upgrade, we can increase the efficiency of these broadcast and reach out to even more groups to promote them and their achievements via the webcasts.

Notable Achievements for Theme B: To Support Student Access and Success: With the implementation of the new remote production trailer, we were able to collaborate with the instruction team to present a wholly student produced and run live webcast of both men's baseball and women's softball games for the winter session students. This production took place with the trailer parked outside of Building 6, connected via available campus fiber optic network, to the ball fields across Temple Ave. This was a great success and a good showcase of remote production for the students.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: We were able to receive funding for, and hire, the newly created Manager, Broadcast Services position.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: Working with the Faculty Center for Learning Technology and the Accessibility Resource Center for Students, we were able to implement the captioning workflow to get all videos requested by Mt. SAC staff and instructors, captioned so they meet the current ADA requirements and satisfy our state and federal obligations. We will need funding moving forward to ensure that these services can continue indefinitely.

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Provide solutions for quality, modern broadcast equipment and facilities - Provide modern broadcast systems and resources used in professional broadcasting facilities. Suggest/recommend paths for renovation/modernization. Evaluate emerging technologies to determine appropriate use and application for instruction. **Status:** Active **Goal Year(s):** 2017-18, 2018-19, 2019-20, 2020-21 **Goal Entered:** 08/31/2017	**Request - Full Funding Requested -** Update master control to support Internet Protocol (IP) or Network Device Interface (NDI) video as well as high definition routing and processing to support the campus wide increase in webcasting of school events, group events and commencement related activities. The update will also provide an updated way to handle all captioning needs as required under the ADA. **Describe Plans & Activities Supported (Justification of Need):** The master control room is currently not functional in its primary mission of directing signal flow from various parts of campus to it's ultimate destination, frequently the college website or YouTube page. Updating the infrastructure will allow us to continue with ADA required captioning as well as provide a centralized way to produce the webcasts without the need to impact spaces in or near the rooms where the events take place..	**Reporting Year:** 2018-19 **% Completed:** 0 Awaiting Funding (06/30/2019) **Reporting Year:** 2017-18 **% Completed:** 0 Awaiting funding. (09/11/2018) **Reporting Year:** 2016-17 **% Completed:** 0 Awaiting Funding (09/17/2017)

Lead: Mike Nichols
What would success look like and how would you measure it?:
Complete implementation of control, recording and routing of high definition and NDI video and audio in the master control facility.
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 135000
Request - Full Funding Requested - TV Studio Modernization
Describe Plans & Activities Supported (Justification of Need):
Currently, there is no infrastructure in place in the TV studio. In order to provide students with a current broadcast workflow, it is necessary to upgrade the TV studio to modern HD and networking standards. To do that requires the purchase of the following types of equipment:
Audio Equipment: $65,000
Video Routing & Switching Equipment: $95,000
Cameras and Monitors: $400,000

Lead: Mike Nichols
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning

Reporting Year: 2018-19
% Completed: 0
Awaiting Funding (06/30/2019)

Reporting Year: 2017-18
% Completed: 0
Awaiting funding. (09/11/2018)

Reporting Year: 2016-17
% Completed: 0
Awaiting Funding (09/17/2017)

materials in an instructional program, equal or over $500.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 560000
Request - Full Funding Requested - Video archive libary preservation
Describe Plans & Activities Supported (Justification of Need): Archival and media asset management system: $110000

Lead: Mike Nichols
Type of Request: NON INSTRUCTIONAL EQUIPMENT: Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over $500 per individual item. Used for administrative or non-instructional purposes.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 110000

Reporting Year: 2018-19
% Completed: 0
Awaiting Funding (06/30/2019)

Reporting Year: 2017-18
% Completed: 0
Awaiting funding. (09/11/2018)

Reporting Year: 2016-17
% Completed: 0
Awaiting Funding (09/17/2017)

Request - Full Funding Requested - Permanent Video Infrastructure in 13-1700
Describe Plans & Activities Supported (Justification of Need): Due to the limited audience seating size in 13-1700, we are frequently called on to provide one or more of the following services: "overflow video" to another classroom, live web streaming to the internet or recording services for later offline playback of events. These requests are increasing in frequency as the campus grows. Although we have a

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% Completed: 0
Awaiting Funding (06/30/2019)

Reporting Year: 2017-18
% Completed: 0
Awaiting Funding (09/11/2018)

portable presentation system to accommodate these requests, the installation and removal of cameras and other equipment is very time consuming. In order to service these requests in a more cost effective manner, we need to install permanent video infrastructure in the room to support the variety of video requests.
Lead: Mike Nichols
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 22000
Request - Full Funding Requested - New Antenna Tower
Describe Plans & Activities Supported (Justification of Need): A new antenna tower is needed on Reservoir Hill to be able to fully deploy the digital repeater system for the campus two-way radios. Additionally, this tower will support relocating the KSAK transmitter to campus. Currently, the department is spending money each year to lease space on the BKK tower for the KSAK antenna, which does not provide coverage of the station to the campus.
Lead: Mike Nichols
What would success look like and how would you measure it?: Installation of a new antenna tower.
Type of Request: FACILITIES: This

Reporting Year: 2018-19
% Completed: 0
Awaiting Funding.   (06/30/2019)

	section includes minor building improvement projects and alterations to specific rooms or operational areas. **Planning Unit Priority:** High **One-Time Funding Requested (if applicable):** 100000	
	Request - Full Funding Requested - Additional digital repeaters and two-way radios **Describe Plans & Activities Supported (Justification of Need):** Additional digital repeaters are needed to support the two-way radio needs of the campus. Additional groups on campus are transitioning to the digital system and the FRS radio system currently used for emergencies has been identified as being deficient. Ongoing funding is needed to support repair of radios including battery replacement. **Lead:** Mike Nichols **What would success look like and how would you measure it?:** Funding for additional repeaters and radios. **Type of Request:** NON INSTRUCTIONAL EQUIPMENT: Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over $500 per individual item. Used for administrative or non-instructional purposes. **Planning Unit Priority:** High **One-Time Funding Requested (if applicable):** 35000 **On-Going Funding Requested (if applicable):** 4000	**Reporting Year:** 2018-19 **% Completed:** 0 Awaiting funding. (06/30/2019)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Provide quick turn around and excellent service - The goal is to provide a streamlined workflow that will enhance a quick turn around and provide excellent customer services to the Mt. SAC community. **Status:** Active **Goal Year(s):** 2015-16, 2017-18, 2018-19, 2019-20 **Goal Entered:** 09/16/2017	**Request - Full Funding Requested -** Funding for project-based editors **Describe Plans & Activities Supported (Justification of Need):** Funding for project-based editors on an ongoing basis. Due to the fluctuating nature of project requests, this funding would be better utilized on temporary staff rather than a permanent employee. **Lead:** Mike Nichols **What would success look like and how would you measure it?:** Decreased turnaround time for projects and increased project throughput through the department. **Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD. **Planning Unit Priority:** High **On-Going Funding Requested (if applicable):** 30000	**Reporting Year:** 2018-19 **% Completed:** 0 Awaiting Funding (06/30/2019) **Reporting Year:** 2017-18 **% Completed:** 0 Awaiting Funding. (09/11/2018) **Reporting Year:** 2016-17 **% Completed:** 0 Awaiting funding. (09/17/2017)
	Request - No Funding Requested - Television Video Engineer **Describe Plans & Activities Supported (Justification of Need):** With the recent acquisition of the new television production truck, the significant upturn in video streaming requests, live captioning requests, increased utilization of the television studio, infrastructure planning, and increased television instructional course offerings, there is a distinct	**Reporting Year:** 2018-19 **% Completed:** 0 Awaiting approval from HR (06/30/2019) **Reporting Year:** 2017-18 **% Completed:** 0 Awaiting funding. (09/11/2018)

need for a dedicated television video engineer. This position would perform the day to day maintenance, upgrades and operational functions of the production truck, television studio, and other broadcast infrastructure on campus, act as engineer-in-charge for live broadcast events and instructional use of broadcast facilities.

With the retirement of Thom Babich, updating the job description and getting the recruitment started quickly is a high priority.
Lead: Kevin Owen
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
On-Going Funding Requested (if applicable): 120577
Request - No Funding Requested - Provide opportunities for students to receive work experience and technical training
Describe Plans & Activities Supported (Justification of Need): Create and/or maintain work study programs for students during the school calendar year.
Lead: Mike Nichols
What would success look like and how would you measure it?: This request is to ensure that funding for student workers is maintained. Success can be gauged on the level of involvement by student workers on Broadcast productions which include

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	on and off property events for broadcast. This can be measured by tracking the number of hours student workers are paid in a fiscal year. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Medium	
	Request - Full Funding Requested - Funding for captioning services **Describe Plans & Activities Supported (Justification of Need):** The initial seed funding received for captioning services will be depleted by September, 2020 if captioning continues at the current rate of $2000/month. In order to continue to provide captioning of instructional materials to the campus, ongoing funding is needed. **Lead:** Mike Nichols **What would success look like and how would you measure it?:** Ongoing funding for captioning. **Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over $500. **Planning Unit Priority:** High **On-Going Funding Requested (if applicable):** 24000	**Reporting Year:** 2018-19 **% Completed:** 0 Awaiting funding. (10/01/2019)