

# 1. Assessment Plan - Three Column



## PIE - Humanities & Social Sciences: Communications Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p><b>Facilities: Classroom Size, classroom layout, classroom accessibility -</b> Provide classrooms, office spaces, and labs that support learning activities and reflect professionalism so all students are respected and given accessible options for full participation in course activities.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20</p> <p><b>Date Goal Entered (Optional):</b> 06/26/2017</p>	<p><b>Report directly on Goal</b></p> <hr/> <p><b>Request - Full Funding Requested -</b> Redesign and dedicate 6 classrooms for SPCH1A (public speaking)</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> At least 6 dedicated classrooms in Buidling 26. Please see attached documentation. This email was supported by both Dean Jenkins and VP Malmgren. The rooms are ill-suited for presentations with the computer wires and table in the front. The projector screen needs to be off-set to avoid being in the middle of the room.</p> <p><b>*Lead:</b> Danny Cantrell</p> <p><b>What would success look like and how would you measure it?:</b> Students will be able to move as</p>	<p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 50 New chairs were delivered to 26D-1411 and the forensics room which has helped a lot. Other classrooms have been slowly upgraded as well. The department appreciates the HSS Leadership in addressing this long-running problem. (05/16/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 0 No progress was made on remodeling classrooms, office spaces, or labs for our department. (05/22/2018)</p> <hr/> <p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 0 No remodel has happened and rooms continue to be an issue while teaching public speaking. (05/16/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 0 RESOURCE NEEDS: Multiple. Classrooms are highly problematic and we have no clear assurances that planned remodeling will address specific needs of public speaking classrooms. Department needs to rewrite all performance courses as lecture/lab courses to better document the nature of the student activities in the classroom and ensure the correct classification of our facilitates. Maintenance plan needed for all classrooms. (04/28/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 50 We met a couple of times with fiscal. There still seems to be confusion on their requirements of us. More</p>
		<p>: We hope to reduce frustration in the future. (06/13/2017)</p>

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	<p>instructed. Professors will be able to actually hear the students. Presentational aids such as closed captioning and PowerPoint will actually be seen by the audience.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>Related Documents:</b>  <a href="#">Need for 1A Classrooms</a></p>	<p>importantly, those standards seem to change depending on who you talk to. (06/13/2017)</p>
<p><b>Technology and Furniture: Functionality, Enhancements, and Opportunities for Online Learning -</b> Effective use of technology to instruct students and provide platform for students to learn presentation skills using technology.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20</p> <p><b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Report directly on Goal</b></p> <p><b>In Progress -</b> Updated Computers, Projectors in classrooms</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> Provide updated working computer workstations, ELMOS, smart boards, and and bright, quiet projectors with HDMI inputs in all classrooms and labs. Locate technology;ogy to the side and provide 120 SF minimum of unobstructed speaking area for individual and group presentations. Provide classrooms that can easily be arranged in a circle and also in small groups. Provide updated faculty computers and local laser printer access. provide tools for videotaping of students, captioning videos, and storing videos securely. Provide software, staff,and other needed tools to develop hybrid</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  No upgrades were made to our SPCH classes in terms of technology. (05/22/2018)</p> <hr/> <p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  Classroom computers are on their last legs. Some do not function. Operating systems are outdated, Cables are frayed. Projectors do not have HDMI inputs or bright enough bulbs to be seen without classroom lights off completely. Audio is extremely poor. RESOURCE NEEDS: New computers, projectors, elmos, smart boards, for all lab spaces and classrooms. (04/28/2018)</p>

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courses that meet requirements of curriculum.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:**

Computers would be upgraded in classrooms, projectors would be upgraded in classrooms

**Type of Request:** FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

**Planning Unit Priority:** High

**In Progress -** Communication Building

**\*Describe Plans & Activities**

**Supported (Justification of Need):** A dedicated Speech Communication building would allow us to tailor spaces to the pedagogical needs of our department. Currently, rooms are not configured to support student success in speech. In particular, the "box" in the middle of the front of classes in the 26 building for technology to plug into creates a tripping hazard for student speakers. Additional space is needed for forensics, the SSSC, and faculty offices.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:** A

building designed to work with communication classes would be constructed.

**Planning Unit Priority:** Low

**Request - Full Funding Requested -**  
Copier in Communication

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Department

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

Access to a photocopier & scanner in the communication department (perhaps in a remodeled lobby area) would assist the department in scanning documents to speed up sending documents (such as adjunct evaluation forms) to the division office. It would also assist forensics coaches in making copies of work for students and assist faculty in photocopying papers. Currently, many faculty simply print 30 copies of materials in the adjunct area requiring constant replacement of toner.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:** A

photocopier would be installed in communication department.

**Planning Unit Priority:** Medium

**Request - Full Funding Requested -**

Closed Captioning Software and Computer

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

Speech faculty often show videos for students to see demonstrations of high quality speeches. However, the need to show closed captioning videos is limiting our ability to show videos. A dedicated, powerful computer that has the closed captioning software needed, is needed to meet the needs of our department.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:** A new computer with appropriate software would be purchased.

**Planning Unit Priority:** Medium

**Request - Full Funding Requested -** Clickers for students to use while presenting

**\*Describe Plans & Activities**

**Supported (Justification of Need):** Students who are using PowerPoint to present visual aids during their speeches need clickers to effectively transition walk and meet curriculum requirements of SPCH 1A. These clickers allow students to advance slides without needing to stand at the computer.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:**

Sufficient clickers would be purchased to provide one to each Full-time and Part-Time faculty member.

**Planning Unit Priority:** Low

**Request - Full Funding Requested -** Teleprompter for ASL students to use while speaking

**\*Describe Plans & Activities**

**Supported (Justification of Need):** Currently, students are encouraged to use Notecards while speaking to promote extemporaneous delivery. However, as more ASL students have been taking our classes, we have realized this is not an appropriate memory device. Mobile teleprompters that could be moved to accommodate ASL students are

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needed.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:**

Teleprompters would be purchased and available for ASL students to use in the classroom.

**Planning Unit Priority:** Low

**Request - Full Funding Requested -**

Teleprompters for ASL students.

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

Deaf students are unable to effectively use note cards while enrolled in SPCH 1A making it difficult to teach extemporaneous delivery. Teleprompters would also be helpful for forensics students to memorize their speeches along with students in various classes who can practice speaking with a teleprompter.

**\*Lead:** Julie Laverty

**What would success look like and how would you measure it?:** 5-10

teleprompters would be purchased for use by faculty.

**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:** Medium

**Request - Full Funding Requested -**

Teleprompters

**\*Describe Plans & Activities**

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**Supported (Justification of Need):**  
 The Communications department is working in collaboration with the Sign Language and Interpreting Department to assist deaf and hard of hearing students in fulfilling Speech 1A requirements by providing adaptive technology resources.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:**  
 Increased accessibility of SPCH 1A courses to Deaf/Hard of Hearing students.

**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

**One-Time Funding Requested (if applicable):** 2500

**Baseline staffing to meet unit objectives** - The department will maintain baseline staffing of Full-Time faculty to meet obligations of the chancellor's office, faculty contract, division, instruction office, equity plan, guided pathways initiative, accreditation standards, department goals, and other critical areas of work.

**Status:** Active

**Goal Year(s):** 2018-19, 2019-20

**Report directly on Goal**

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**Request - Full Funding Requested -**  
 Two to five additional full-time faculty members

**\*Describe Plans & Activities**

**Supported (Justification of Need):**  
 Additional Full-time faculty are need

**Reporting Year:** 2017-18

**% Completed:** 0

**RESOURCE NEEDED:** Growth by four new FT tenure-track faculty, including two forensics hires, an intercultural specialist, and someone with qualifications in mass communication. (05/06/2018)

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<p><b>Date Goal Entered (Optional):</b> 05/31/2018</p>	<p>to support our nationally recognized forensics program, our numerous course offerings, the SSSC tutoring center, advising students, reviving the communication club for majors, assisting with numerous programming events the department sponsors, updating curriculum, completing required adjunct evaluations (over 30 adjuncts), etc.. As one of the largest FTES generating departments behind English and Math we are severely understaffed compared to the number of sections we offer.</p> <p><b>*Lead:</b> Daniel Cantrell</p> <p><b>What would success look like and how would you measure it?:</b> Two to Five faculty would be hired over the next three years.</p> <p><b>Type of Request:</b> 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.</p> <p><b>Planning Unit Priority:</b> High</p>	
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<p><b>Facilities Expansion</b> - Provide expanded lab space for speech tutoring and advising, forensics practice and coaching, and multiple lecture halls and spaces for student performances - ideally situated in a separate, modern building that includes other communication-adjacent programs.</p> <p><b>Status:</b> Active</p>	<p><b>Report directly on Goal</b></p> <hr/> <p><b>In Progress</b> - Remodel of lobby area in 26D-1421</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b></p>	<p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 0</p> <p>No progress on facilities expansion in our department. The SSSC needs additional space, the forensics team needs additional room for coaching, and our classrooms are configured poorly for our classes. (05/22/2018)</p> <hr/> <p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 0</p> <p>No progress was made on the remodel of our lobby area. The cabinets and work space does not function well.</p>
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<p><b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20</p> <p><b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p>The lobby area in 26D-1421 is inefficient. The space does not meet the needs of the department nor students. An additional office space with a lockable door would provide better utilization.</p> <p><b>*Lead:</b> Danny Cantrell</p> <p><b>What would success look like and how would you measure it?:</b> The area would be remodeled and an office space would be created to better serve department needs.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> Medium</p> <p><b>Request - Full Funding Requested -</b> Add Signage to the 26 Building to make it easier to locate the Communication Department.</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> Large signs directing students, staff, and visitors to the communication department.</p> <p><b>*Lead:</b> Danny Cantrell</p> <p><b>What would success look like and how would you measure it?:</b> Locating the communication department in 26 Building will be straightforward for students and visitors</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> High</p>	<p>(05/22/2018)</p> <p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 0</p> <p>No signage was added. It is often difficult for students to locate our department. Classes in 26D-1411 are often interrupted with students and guests opening the door asking for directions to communication department.</p> <p>(05/22/2018)</p>

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**In Progress** - Larger space for SSSC

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

The SSSC has outgrown its current home. Over the past decade the tutoring center has increased its services and the room is constantly overcrowded. Additionally, if a full-time faculty or administrative support staff member is required to be present at all times, a dedicated office is needed in the center. The four computer stations are almost always in-use limiting the usefulness for students.

**\*Lead:** Dr. Crystal Lane Ferguson

**What would success look like and how would you measure it?:** The

SSSC would expand to offer additional space for students to practice their speeches, work on computers, and receive tutoring.

**Type of Request:** FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

**Planning Unit Priority:** High

**Request - Full Funding Requested -**

Remodel of SSSC

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

The SSSC is in need of a remodel given that it has been open for almost 10 years and has not been updated. The carpet is in poor condition and the center could use updated paint and furniture.

**\*Lead:** Dr. Crystal Lane Ferguson

**What would success look like and**

**Reporting Year:** 2017-18

**% Completed:** 0

No additional space was allocated to the SSSC. (05/22/2018)

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**how would you measure it?:** The SSSC would be remodeled to better service students.

**Type of Request:** FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

**Planning Unit Priority:** Medium

<p><b>Professional Development</b> - Maintain staff and faculty excellence through ongoing professional development.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20</p> <p><b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Report directly on Goal</b></p> <hr/> <p><b>Request - Full Funding Requested - Professional Development</b></p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> Faculty will be able to attend the National Communication Association Conference and/or PSCFA Coaches Conference each fall to keep current in the discipline. Faculty could represent Mt. SAC at the conferences and help lead discussions in the field and/or serve in leadership positions. Funds set aside for this conference would enable more faculty to attend. At least 3-5 faculty could attend at a rough cost of \$1000 per faculty member.</p> <p><b>*Lead:</b> Danny Cantrell</p> <p><b>What would success look like and how would you measure it?:</b> 3-5 faculty would be fully funded to attend each year</p> <p><b>Type of Request:</b> PROFESSIONAL &amp; ORGANIZATION DEVELOPMENT (POD): Requests that provide</p>	<p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 25</p> <p>Additional support needed for staff and faculty excellence. (05/22/2018)</p> <hr/> <p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 100</p> <p>POD availability for training and development have been sufficient. (05/22/2018)</p>
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professional learning opportunities for Mt. SAC employees.  
**Planning Unit Priority:** Medium  
**On-Going Funding Requested (if applicable):** 5000  
**Request - Full Funding Requested -** Adjunct Faculty Mentor  
**\*Describe Plans & Activities Supported (Justification of Need):**  
 An adjunct faculty mentor would allow adjuncts to better meet the demanding curriculum requirements unique to Mt. SAC in our public speaking course. Right now, full-time faculty are unable to provide this given the needs of the forensics team, SSSC, and low FT/PT ratio.  
**\*Lead:** Danny Cantrell  
**What would success look like and how would you measure it?:** An adjunct faculty mentor would be given a stipend or LHE  
**Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.  
**Planning Unit Priority:** High

**Reporting Year:** 2017-18  
**% Completed:** 0  
 Given the large number of adjunct faculty (30+), the need for classroom evaluations and mentoring of new adjunct faculty, the demands on our limited number of full-time faculty is overwhelming. Dedicated LHE for an adjunct faculty mentor would help the department function more efficiently. (05/22/2018)

**Forensics -** Maintain a successful and open-access forensics team by continuing to provide access to state and national opportunities for highly prepared students.  
**Status:** Active  
**Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20  
**Date Goal Entered (Optional):** 09/01/2016

**Report directly on Goal**  
**Request - Full Funding Requested -** Sufficient Forensics Budget  
**\*Describe Plans & Activities Supported (Justification of Need):**  
 An increase of budget of approximately \$55,000 per year.

**Reporting Year:** 2017-18  
**% Completed:** 50  
 Our forensics team had an excellent season. The one-year temporary full-time faculty member was an great need. (05/22/2018)

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**Reporting Year:** 2018-19  
**% Completed:** 0  
 No progress has been made in increasing the forensics team budgets. Coaches had to cut an important travel tournament due to insufficient budget. Fees have increased at local league tournaments, invitationals, and our State

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	<p>This money would go to student conference &amp; travel expenses and student supplies (poster boards, interpretation books, literature, etc).</p> <p><b>*Lead:</b> Daniel Cantrell x6310</p> <p><b>What would success look like and how would you measure it?:</b> Number of students enrolled in forensics program and at attendance at tournaments &amp; conferences would increase.</p> <p><b>Type of Request:</b> 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.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>One-Time Funding Requested (if applicable):</b> 10000</p> <p><b>On-Going Funding Requested (if applicable):</b> 45000</p>	<p>Championship tournament by 10%. Hotel and meal costs have also increased dramatically. Our hotel bills are usually 10-15% higher year-over-year for the same property. Meal costs are increasing. As the size of our team grows our judging costs also greatly increase which limits the number of students who can compete at tournaments.</p> <p>(03/26/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 0</p> <p>The forensics budget has remained the same for at least 7 straight years. Additional funds is needed to maintain the program. (05/22/2018)</p>
	<p><b>In Progress -</b> Addition of fourth Forensics coach (Director of Reader's Theatre)</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> Dedicated full time position and additional stipend to support tournament attendance and coaching hours.</p> <p><b>*Lead:</b> Danny Cantrell x6310</p> <p><b>What would success look like and how would you measure it?:</b> The position will be created and a faculty member will be hired.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>Related Documents:</b></p>	<p><b>Reporting Year:</b> 2018-19</p> <p><b>% Completed:</b> 0</p> <p>No progress has been made in adding additional coaching staff or resources to support coaches stipends. A proposal is in development with the support of Dean Karelyn Hoover to move this goal forward. More coaches will allow more students to participate and limit coach turnover due to travel demands. (03/26/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 0</p> <p>An additional coach to direct readers theater and coach forensics is needed to maintain the competitiveness of our program. Our peer institutions have between 5-9 coaches compared to the three at Mt. SAC. (05/22/2018)</p>

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*Resources Needed*

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[Rationale to expand Forensics.docx](#)

**Request - Full Funding Requested -**

Funding to host Forensics Tournaments

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

Throughout the year, the Communication Department sponsors speech and debate tournaments to be held here at Mt. SAC. In prior years, these costs were absorbed by events services. However, starting in 2018, these costs have been passed on to the Department. While the number and size of our events varies each year, we anticipate hosting at least 4 large tournaments per academic year. If the cost remains roughly what it was in 2018-2019, this is approximately \$7,500 to use the facilities, pay for custodial, and event services staffing. Thus, the department is requesting a budget of at least \$30,000 to host events each year. Tournaments including the Fall Championship tournament, the middle school championship, the readers theater nationals, and potentially a college invitational speech tournament. We would anticipate the size and number of tournaments to vary each year and would request a stable budget so we can plan one to two years in advance.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:**

Increased campus involvement in

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Forensics tournaments, including the Fall Championship tournament  
**Type of Request:** FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.  
**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 30000

**Administrative Support** - To obtain a full time administrative specialist for the Communication Department. (much like English)  
**Status:** Active  
**Goal Year(s):** 2017-18, 2018-19, 2019-20  
**Date Goal Entered (Optional):** 06/26/2017

**Report directly on Goal**

**Reporting Year:** 2018-19  
**% Completed:** 0  
 No progress was made. (03/26/2019)

**Reporting Year:** 2017-18  
**% Completed:** 0  
 No progress was made on an administrative support for the communication department. The need has become acute given the additional requirements of evaluating adjunct faculty, forensics, and SSSC. (05/22/2018)

**Request - Full Funding Requested -**  
 To seek support for an administrative assistant for the Communication Department.  
**\*Describe Plans & Activities Supported (Justification of Need):**  
 Salary to pay an employee for at least 30 hours per week. Discussed with Associate Dean the idea of splitting the assistant between Comm Department, SSSC, Forensics Team, and Pride Center. Assist with paperwork, fiscal forms, website, adjunct evaluations, immediate student needs, etc... With the loss of our department assistant position in 2019-2020, this need has greatly increased in the spring 2020.  
**\*Lead:** Danny Cantrell  
**What would success look like and**

**Reporting Year:** 2018-19  
**% Completed:** 0  
 No progress was made. (03/26/2019)

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**how would you measure it?:** An administrative assistant will be hired who could assist the department

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

**Planning Unit Priority:** High

**Total Funding Requested:** 50000

**Related Documents:**  
[JobsApril2018.pdf](#)

<p><b>Event Funding</b> - The department will have stable funding to host department events and forensics tournaments</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2019-20</p> <p><b>Date Goal Entered (Optional):</b> 05/15/2019</p>	<p><b>Request - Full Funding Requested -</b> \$30,000</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b></p> <p>Throughout the year, the Communication Department sponsors speech and debate tournaments to be held here at Mt. SAC. In prior years, these costs were absorbed by events services. However, starting in 2018, these costs have been passed on to the Department. While the number and size of our events varies each year, we anticipate hosting at least 4 large tournaments per academic year. If the cost remains roughly what it was in 2018-2019, this is approximately \$7,500 to use the facilities, pay for custodial, and event services staffing. Thus, the department is requesting a budget of at least \$30,000 to host events each year. Tournaments including the Fall Championship tournament, the middle school championship, the readers theater nationals, and potentially a college invitational speech tournament. We would</p>
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anticipate the size and number of tournaments to vary each year and would request a stable budget so we can plan one to two years in advance.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:** A stable funding allocation would be provided to host events.

**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

**Total Funding Requested:** 30000

**Signage -** Enable visitors and students to find their way on campus

**Status:** Active

**Goal Year(s):** 2019-20

**Request - Full Funding Requested -** Signage for SSSC, Forensics, Communication Department

**\*Describe Plans & Activities Supported (Justification of Need):** Students, Staff, and visitors have difficulty finding the Speech & Sign Success Center, the Forensics room, and our communication department. The 26 building has numerous large gray letter signs for the writing center, the honors center, the TPI, but not for any of our three programs. Signage would help direct many groups to the correct location.

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:** Visitors and students find their way to various

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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locations in building 26.  
**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):** 5000

**Research Support** - Research the most effective ways of supporting students in Spch 1A  
**Status:** Active  
**Goal Year(s):** 2019-20

**Request - Full Funding Requested -** SPCH 1A Outcomes After Multiple Measures  
**\*Describe Plans & Activities Supported (Justification of Need):** It is our guess that due to multiple measures, more students enrolled in SPCH 1A in the fall who subsequently dropped and enrolled in the winter intersession. We would like to investigate if this is true and be able to offer additional resources for retention in the fall if needed.  
**\*Lead:** Danny Cantrell  
**What would success look like and how would you measure it?:** Confirmation or rejection of the idea that multiple measures has increased students' need for support.  
**Type of Request:** RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking).  
**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 1000

**Forensics Laptops, Webcams, and**

**Request - Full Funding Requested -**

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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**Mobile Wifi** - With the move to online instruction, speech and debate tournaments have also moved online. In order to compete, students will need, at a base, a laptop with a high quality webcam and a strong internet connection. While many of the students already have equipment, some may not. This lack of a laptop and webcam could make forensics inaccessible to students. And while some students may have access to internet at home, sharing the bandwidth with family often degrades video quality to the point our students will not be able to compete at the online tournament.

**Status:** Active  
**Goal Year(s):** 2019-20  
**Date Goal Entered (Optional):** 06/15/2020

10 laptops available for student use, 10 high quality web cams, 10 Mobile Wifi units with subscriptions

**\*Describe Plans & Activities Supported (Justification of Need):**  
 Allow students without the necessary technology to compete on the speech and debate team at virtual tournaments

**\*Lead:** Danny Cantrell

**What would success look like and how would you measure it?:**  
 Obtaining laptops, webcams, and Mobile Wifi to enable students to compete at virtual tournaments

**Type of Request:** 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:** Urgent  
**One-Time Funding Requested (if applicable):** 15000  
**On-Going Funding Requested (if applicable):** 1500  
**Total Funding Requested:** 16500