

1. Assessment Plan - Three Column



PIE - Arts: Theater 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>Curriculum - Provide the necessary curriculum and information for our students to transfer to 4-year schools.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2018-19, 2019-20, 2020-21</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Permanently restore 2009 annual production budget and bring current with a competitive 2020 production budget for our new technical theater program.</p> <p>*Describe Plans & Activities Supported (Justification of Need): Our Technical Theater Program (CTE Program) was created in 2015 after being awarded an SWP grant due to strong job-placement metrics. Since then our program has created 10 new classes, seen a steady increase in majors and transfer students, created new certificates, received multiple awards from the Kennedy Center/American College Theater Festival against 4-year competition (UCLA, Cal-State Fullerton, UC San Diego, etc.) and garnered an incredible reputation increase in the academic theater community - including establishing relationships with Disney Stage Management, and articulation agreements with multiple local high schools.</p> <p>However, our budget was heavily cut in 2009 due to the recession - a cut that was supposed to be temporary.</p>	<p>Reporting Year: 2018-19 % Completed: 25 As a department, we still have a high-priority need for an established production budget. Our Winter production continues to receive one-time funds, which has allowed us to execute the production at an adequate level, but does not allow us to adequately budget our entire season. Our intention is to run a five-show repertory theater season as a professional example to our students, but continue to struggle with unclear funding for non-auxiliary needs. A solid and predictable production budget is a primary need for a successful technical theater program. (05/20/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 25 It continues to be unclear if we are receiving funding for this show on an ongoing basis or year-to-year. It makes planning extremely difficult. (03/28/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 50 We have produced a show in the Winter Intersession in both 2016 and 2017. However, in both instances, the shows were produced with an ad hoc budget. As a result, we still do not know that the show will be funded in 2018, or beyond. We need the funding as a permanent part of our budget. We are attempting to take care of more than half of the needed funding by increasing the special reassigned time allotted to the designers and the technical director. (04/27/2017)</p> <hr/> <p>: We believe we have demonstrated the usefulness of this slot for producing low-budget, experimental work. We would like to see it used to provide writing, directing and design opportunities for our students -- opportunities that would be less appropriate as part of our Fall and Spring season. (04/27/2017)</p>

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Now, as our department expands greatly (and our SWP grant exhausted), our budget has never been restored and is seriously compromising our students' ability to learn contemporary backstage technologies (automation, LED lighting, projection design) as our total production budget is woefully underserved by Mt. San Antonio College. Our faculty have put in inordinate amounts of work to build a highly-regarded program with the promise that the school would support our expansion after our SWP funds were exhausted, and--instead--we have yet to see a budget restoration from 2009. We have built a program that is genuinely competitive throughout Southern California, but we are unable to offer competitive technologies with our deeply cut production budget, which is now coming up when discussing future relationships with transfer schools.

Our program takes great pride in being fiscally conservative. Our Division and Dean will attest to our ability to put on professional-level productions without requiring the kind of budget that most theater programs require. However, we've now grown well beyond our 2008 budget, and require a restoration immediately to sustain our growing program:

We require the \$24,000 temporary

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decrease in our budget from the recession in 2009, at minimum, to be restored with a \$6000 increase to accommodate our expanded technical theater programs and account for inflation.

We would utilize the restoration of our budget to provide necessary and specific technical opportunities (computer drafting for scenic and lighting design, automation for scenic changes, projection design training, etc.) to the students in our technical theater program.

***Lead:** Matthew Burgos

What would success look like and how would you measure it?: Our extremely successful technical theater program would be able to provide specific, competitive technical theater opportunities for our students which they would then be able to utilize as resume lines when seeking job opportunities or transfer opportunities at schools that already offer these options for training. Our transfer numbers, job placement metrics, and volume of majors will all increase with the ability to offer contemporary and competitive technologies.

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.

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Planning Unit Priority: Urgent
On-Going Funding Requested (if applicable): 30000
Total Funding Requested: 30000

Request - No Funding Requested -
Staffing to enable a Performance Certificate

***Describe Plans & Activities Supported (Justification of Need):**

There isn't a direct need for additional resources. However, creating a certificate implies additional faculty hours. We will need to get approval on a fourth and, soon afterwards, a fifth faculty member to support this and other programs recently added by the department.

The content of the certificate is still under discussion. In general terms, it is likely to require between 15 and 20 units and the addition of a Movement for the Stage class.

This is clearly an important part of our plan but there isn't a "Type of Request" category that covers this.

***Lead:** Christine Cummings

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

Approval of the new certificate, and the facilities to hold large theatrical movement and voice classes.

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

Reporting Year: 2018-19

% Completed: 25

We have submitted, for curriculum approval, our Performance Certificate. We have also submitted the Movement for the Stage class, as part of said Certificate. Our student success in performance (multiple American College Theater Festival awards, regular amateur castings of our students outside of our program, etc.), consistent student interest in expanding performance offerings, as well as the absence of a similar 2-year degree at local community colleges gives us an opportunity to separate ourselves from other schools for prospective performance students. We will find out next year about whether we will be able to implement this program in Fall 2020. At that time, we may request an additional faculty member (5th). In the meantime, however, we require no additional resources or funding. In the future, a dedicated rehearsal space with mirrors that can be hidden, sprung floors, and ample square footage will be required to successfully promote this program. (05/20/2019)

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travel and conference that does not require the assistance of POD.

Planning Unit Priority: Low

Total Funding Requested: 0

Production - Provide production opportunities that will give our students first hand experience that is transferable to the professional world.

Status: Active

Goal Year(s): 2016-17, 2018-19, 2019-20, 2020-21

Date Goal Entered (Optional): 09/01/2016

In Progress - Competitive web and social media presence to attract prospective students.

***Describe Plans & Activities**

Supported (Justification of Need): In an entertainment field such as theater, the production media and general history of an organization is instrumental in recruiting prospective students. This is a field of aesthetics, and we must be competitive with other institutions. Our goal is to work with Studio 13 and the Arts Division to accumulate production media, organize social media content, and develop clear program and department branding for digital social mediums. Duties will include: maintaining a site map for the theater website, categorizing and collecting production media, rewriting our departmental mission statement, branding our department and programs, creating a social media structure that updates students with process-oriented AND production oriented-content.

***Lead:** Matthew Burgos

What would success look like and how would you measure it?: A fully functioning and competitive web site that can provide the following: Clear department branding, current audition information, production photograph archives, and a way for

Reporting Year: 2018-19

% Completed: 25

We will be discontinuing our highly-successful (based on student feedback) wildcat website at the behest of the administration due to understandable concerns of security and updatability. We have consulted with the Associate Dean about bringing forth a plan to update the school theater page to emulate as much of the wildcat page as possible using faculty technology support services. This will be a rather large undertaking, in terms of planning, for our department. It would be helpful to allocate 1.0 LHE reassign time (one faculty, one calendar year) to survey the department, create a site map, gather production archives (photos, renderings, etc), and consult with support services in order to create a website that genuinely serves our current students, prospective students, and patrons with a contemporary source of easily-updatable information. (05/20/2019)

Reporting Year: 2017-18

% Completed: 25

We have largely given up on updating our website. Typically, under the current system, if we ask for changes they take a long time and are only partially addressed. We have been relying on a wildcat site, but we plan to discontinue that. Right now, timely information is relayed through our Facebook page. (04/12/2018)

Reporting Year: 2016-17

% Completed: 25

I am aware that people are working on this because content has been requested of us. To date, most of that content has not been added to our site. I can't say that nothing has been done, but calling it 25% is generous. (05/03/2017)

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students to easily access classroom materials such as syllabi, large files, slides, and documentation. We would also have the equipment and student/staff hours necessary to run a social media hub dedicated to our process and production work. Ultimately, prospective students would then become aware of our award-winning faculty and department, as the school marketing has not been remotely proficient enough to attract new students to our objectively high-quality program.

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): 2500

Total Funding Requested: 2500/yr

In Progress - Administrative/office support to maintain our five-production repertory theater season.

***Describe Plans & Activities Supported (Justification of Need):** 10 hours/week (Fall/Spring only) - administrative. Professional theaters that work with similar budgets, time frames, and production elements have support staff in the form of production managers and/or managing

Reporting Year: 2018-19

% Completed: 0

Our department has a very unique division of labor that essentially requires us to not only run a comprehensive academic training program for young theater artists, but also manage an entire five-show repertory theater season - on par with professional theaters with 500k+ budgets. And, while the school subsidizes some aspects of this double workload, it has yet to provide the support hours that come from professional administrative positions (Production Managers, Producing Directors, Managing Directors, etc.) As a result, the Chair of the department is not only in charge of an ever-growing academic program, but also

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	<p>directors. As it currently stands, the workload of these positions is divvied out amongst the Chair (primary) and other faculty - without compensation. This workload includes budget balancing, coordination with marketing for individual productions, internship organization, and tours/events/lobby displays. We would like to continue to grow our profile in the public sphere, but currently do not have the support to grow - as we are currently understaffed.</p> <p>*Lead: Matthew Burgos</p> <p>What would success look like and how would you measure it?: Budget reports that could be generated five time a year, after each production, coordination of marketing efforts, internship organization, and integration with other departments through lobby displays, events, and backstage tours.</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <p>On-Going Funding Requested (if applicable): 4420</p> <p>Total Funding Requested: 4420</p> <p>Related Documents: Screen Shot 2019-05-28 at 9.11.25 AM.png</p>	<p>serves as the de facto managing director - without assistance. If the school will not provide administrative assistance for production (per-show budgets, communication with house management, marketing and patron outreach support), we may need to request a permanent production manager OR allocate re-assign time for the current chair (or a new co-chair) to handle one half of the duties. Currently, with the scope of our program, this workload is untenable and will cause serious issues with faculty workload beyond the contractual hours. (05/20/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 25 We have been informed that the new admin person in the Music office should not be used for the purpose most important to us: generating per show budget reports. (05/01/2018)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 50 There is an administrator nearer our offices -- in Building 2M -- and that has already made things easier for many kinds of administrative tasks. We have yet to test if this position can be used for per-show budget reports or preparation of our programs. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 25 Efforts have been made to improve budget reporting to us. I don't think this issue will really be resolved without hiring additional help, either for the department or the division. (05/03/2017)</p>
<p>Facilities and Equipment - Maintain and update state of the art equipment and facilities. Status: Active</p>	<p>In Progress - Renovation of the Studio Theater *Describe Plans & Activities Supported (Justification of Need):</p>	<p>Reporting Year: 2018-19 % Completed: 0 There has been little/no discussion on this project. While there is a new performance facility being discussed as part</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>Goal Year(s): 2016-17, 2018-19, 2019-20, 2020-21</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>Our technical theater program requires the use of a functional, contemporary space over which our faculty has full autonomy. Currently, the Sophia Clarke is a space we may use with high technical capabilities, but the space where we do the majority of our work - the Studio Theater - has had no major technical updates in decades, and sorely under-performs as a working space for our program due to safety and function concerns.</p> <p>*Lead: Matthew Burgos</p> <p>What would success look like and how would you measure it?: A lobby, functional and safe stage management booth, and tension wire grid would all be built/renovated as part of the facility.</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: High</p> <p>Total Funding Requested: 0</p> <p>In Progress - Acquire Source 4 fixtures to replace our Altman units. It is our plan to replace 20 instruments each year for the next 5 years.</p> <p>*Describe Plans & Activities Supported (Justification of Need): Our new technical theater program requires the use of contemporary lighting fixtures in order to teach students how to use them in a professional space.</p> <p>*Lead: Joshua Christ</p> <p>What would success look like and</p>	<p>of the Master Plan for the college, our department - which has extensive experience specifically in professional/academic performance facility planning - has not been consulted about how all of these plans will work together in concert. In order to facilitate our students' learning - especially in regards to state-of-the-art technology - we require a studio theater that meets professional safety, technology, and patronage standards. Theatrical performance spaces being planned and built without extensive consultation with those that primarily use said facilities is a VERY common mistake made by academic institutions and professional theatrical boards that result consistently in further funding for alteration and adjustment. We should strive to avoid such a common and avoidable mistake. (05/20/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0</p> <p>It continues to be the case that I cannot get meaningful information about the status of this goal. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0</p> <p>No physical progress has been made and I don't have a way of ascertaining if this is considered a realistic goal by those who might approve the funding. I have tried. (05/03/2017)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 75</p> <p>We have continued to acquire instruments to eliminate our out-of-date Altman fixtures, and have replaced most of them. Currently, our interest is moving toward acquiring more LED fixtures in order to help train our students on the various instrument types. (05/20/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 75</p> <p>We have replaced a total of 70 fixtures to date. We still need to replace 30 more. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17</p>

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how would you measure it?:
 Replacement of all Altman fixtures with Source 4 fixtures.

We have made significant progress on this request. We have replaced 80 fixtures. We still need to replace 40 more.

Our students, once we replace the instruments, will be able to learn how to design fully-LED lighting cues and automation - preparing them for the professional workspace.

Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.

Planning Unit Priority: Low
One-Time Funding Requested (if applicable): 10000
Total Funding Requested: 10000

In Progress - Acquire improved lighting for the exterior of the Studio Theater.

***Describe Plans & Activities Supported (Justification of Need):**
 This, ideally, would be tied to our current request for renovating the Studio Theater. Ultimately, the exterior to the Studio Theater does not have adequate lighting for nighttime rehearsals or performances (for students OR for audiences) for safety purposes. We've had multiple complaints from students and patrons about the lack of light outside of Building 2T during

% Completed: 25
 We have purchased a third of what we need out of our budget. Because 33% is not an option, I have selected 25% below. (05/03/2017)

Reporting Year: 2018-19
% Completed: 0
 Again, no physical progress has been made. We were told that the project was tied to the completion of the eaves project on Building 2, which still appears to be stalled. Our Studio Theater productions are not "lesser" productions than our Clarke productions - as different styles of shows are best suited for different theatrical spaces. As it stands, our Studio Theater is not only inadequate for safety during evening rehearsals, but also for visiting patrons. (05/20/2019)

Reporting Year: 2017-18
% Completed: 0
 No physical progress has been made. We were told that the project was tied to the completion of the eaves project

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nighttime classes and performances.

***Lead:** Matthew Burgos

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

Satisfactory lighting on the exterior of the Studio Theater for the purpose of safety.

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

Planning Unit Priority: High

Total Funding Requested: 0

In Progress - Kiosk and digital signboards for the exterior of the Studio Theater.

***Describe Plans & Activities**

Supported (Justification of Need):

This, ideally, would also be part of the Studio Theater renovation. As we expand our program, we have had multiple requests from students for a clear, visible information center for the exterior of the Studio Theater that includes production information, audition information, certificate offerings, and production photos. This could come in the form of a digital marquee, or an enclosed series of display cases that we can update seasonally.

***Lead:** Matthew Burgos

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

Prospective students and audience members would be more informed and aware of both our academic and production opportunities by simply walking by the theater building.

on Building 2, which appears to be stalled. (04/12/2018)

Reporting Year: 2016-17

% Completed: 0

No physical progress has been made. (05/03/2017)

Reporting Year: 2018-19

% Completed: 0

Again - no physical progress has been made. We were told that this project was tied to the eaves project, which appears to still be stalled. We receive comments from students and patrons - consistently - that our department is visually underrepresented on campus. Data shows that posters are much less effective than a designated "center" for information regarding a program. Music has banners, multiple events, brochures, etc - along with a building footprint that is not shared with another program (we share with Dance - which is not even in our division). Our external visibility is poor, and the departmental recommendations (based on extensive professional experience) seem to have low priority, despite the consistent feedback from students and patrons. (05/20/2019)

Reporting Year: 2017-18

% Completed: 0

No physical progress has been made. We were told that this project was tied to the eaves project, which appears to be stalled. (04/12/2018)

Reporting Year: 2016-17

% Completed: 0

No physical progress has been made. (05/03/2017)

Unit Goals

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1. Where We Make an Impact: Closing the Loop on Goals and Resources

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

Planning Unit Priority: High

Total Funding Requested: 0

In Progress - We need additional storage space - this may also be aided by the renovation of the Studio Theater

***Describe Plans & Activities**

Supported (Justification of Need):

Instructing our students in how to utilize pre-existing materials in both stagecraft, scenic design, and costuming requires that we have a stock of materials, props, furniture, and costuming. While we have obtained one container, we will continue to need further storage as our program grows.

***Lead:** Sean Kelly

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

have access to additional, permanent storage space.

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

Planning Unit Priority: Medium

Total Funding Requested: 0

In Progress - We need a dedicated rehearsal space

***Describe Plans & Activities**

Supported (Justification of Need):

As we expand our program with the addition of the Performance

Reporting Year: 2018-19

% Completed: 0

We still are unclear about additional warehouse storage, which has become necessary with the expansion of our department. We received one container and, while helpful, is not enough for our departmental needs. (05/20/2019)

Reporting Year: 2017-18

% Completed: 25

The original description doesn't seem clear to me, so I'm intending to clarify that here. We could use additional containers. Ideal would be to have an additional bay at the warehouse. One more storage container would be very helpful. (04/12/2018)

Reporting Year: 2016-17

% Completed: 25

This is hard to assess. It was helpful to have the additional storage container. But we need so much more. (05/03/2017)

Reporting Year: 2018-19

% Completed: 0

We still have no progress in this arena, and the needs are becoming more acute with the expansion of our department. We've added a fourth faculty member, created a new Performance Certificate, and written a new

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	<p>Certificate and Movement Class, our students require a rehearsal space with adequate floor (sprung), mirrors (coverable), and enough square footage to practice full-stage movement. This will become a high-priority request once the Performance Certificate and Movement Class are approved and implemented into our class schedule.</p> <p>*Lead: Matthew Burgos</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: Medium</p> <p>In Progress - Wireless intercom</p> <p>*Describe Plans & Activities Supported (Justification of Need): The same system is currently being installed in the Clarke, so it will become necessary to train our students on the FreeSpeak system in both spaces within the next few years.</p> <p>*Lead: Sean Kelly</p> <p>What would success look like and how would you measure it?: Building 2 would have a wireless intercom for running productions that is the same across the entire facility.</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: Medium</p> <p>One-Time Funding Requested (if</p>	<p>Movement class - and do not have adequate rehearsal space. Dance has two rooms that would serve well for our needs, but our class schedules (and being in different divisions) virtually guarantee that we won't have useful access to those rooms. (05/20/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 No progress. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 25 We are getting by on ad hoc solutions. But this problem is going to be more acutely felt if the new classes are approved. (05/03/2017)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 25 Chris Rodriguez is in the process of ordering and installing a new wireless system for the Clarke - Freespeak. Once installed, we will need compatible equipment. Sean Kelly has been in communication with both Kevin Owen and Chris Rodriguez on this topic. (05/20/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 There is a plan by Bill Eastham's group to purchase a new wireless system for the Clarke. We should coordinate with Bill in order to have compatible equipment. We are working toward that end. Specifically, Sean Kelly has been in communication with both Kevin Owen and Chris Rodriguez on this topic. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 25 There are so many ways this might go that it is impossible to assess our progress. It is possible that there is existing equipment on campus that can take care of some or all our needs. We are placing a high premium on obtaining</p>

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	<p>applicable): 16500 Total Funding Requested: 16500 Related Documents: PIE Freespeak.pdf In Progress - Air filtration for Scene Shop *Describe Plans & Activities Supported (Justification of Need): We require a system that reduces harmful gasses, smoke and particulates in the shop for the purpose of staff, faculty, and student safety. *Lead: Sean Kelly What would success look like and how would you measure it?: Our shop facility would have safe breathing environment for our staff, faculty, and students. Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas. Planning Unit Priority: Medium Total Funding Requested: 0</p>	<p>equipment that is compatible with Events Services' equipment. We are continuing to check on options. (05/03/2017)</p> <p>Reporting Year: 2018-19 % Completed: 0 No physical progress has been made. (05/20/2019)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0 No physical progress has been made. (05/03/2017)</p>
	<p>In Progress - Replace dust collection system in the Scene Shop/Studio Theater *Describe Plans & Activities Supported (Justification of Need): Wood dust becomes a potential health problem when wood particles from processes such as sanding and cutting become airborne. Breathing these particles may cause allergic respiratory symptoms, non-allergic respiratory symptoms, and may be carcinogenic. Additionally, our</p>	<p>Reporting Year: 2018-19 % Completed: 0 No physical progress has been made. (05/20/2019)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0 No physical progress has been made. (05/03/2017)</p>

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scene shop is used as storage for props and set pieces. It is damaging to those items, and to the tools in the shop, when thick layers of dust settle on them over time. We would like to bring the scene shop up to OSHA standards.

It should be noted that the figure of \$150,000 was arrived at based on information we were given about what it cost the scene shop at Cal Poly to upgrade their dust collection. As a starting point for Mt. SAC, we should have someone with appropriate expertise evaluate our needs. Air filtration, to remove harmful gases, should likely be a part of this project.

***Lead:** Sean Kelly

What would success look like and how would you measure it?: As a first stage, someone evaluates the current dust collection system. When the project is complete, we will meet OSHA standards for dust collection.

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): 150000

Total Funding Requested: 150000

In Progress - Purchase Drill/Mill for the scene shop.

***Describe Plans & Activities**

Supported (Justification of Need):

Reporting Year: 2018-19

% Completed: 0

There has been no forward progress. (05/20/2019)

Reporting Year: 2016-17

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	<p>Technical Theater students should be able to utilize tools that they will use in the professional workspace.</p> <p>*Lead: Sean Kelly</p> <p>What would success look like and how would you measure it?: We would have a Drill/Mill in our shop and teach our students how to use it in a classroom setting.</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: Medium</p> <p>One-Time Funding Requested (if applicable): 4000</p> <p>Total Funding Requested: 4000</p> <p>In Progress - Secure funding for new floor in Costume Shop.</p> <p>*Describe Plans & Activities Supported (Justification of Need): New laminate flooring. \$10,000.</p> <p>*Lead: Sean Kelly</p> <p>What would success look like and how would you measure it?: Floor installed.</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: Medium</p> <p>One-Time Funding Requested (if applicable): 10000</p> <p>Total Funding Requested: 10000</p>	<p>% Completed: 0</p> <p>There has been no forward progress. (05/03/2017)</p> <hr/> <p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>There has been no forward progress. (05/20/2019)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 0</p> <p>There has been no forward progress. This is a new request. (05/03/2017)</p>
	<p>In Progress - Replace the flooring in the Studio Theater.</p> <p>*Describe Plans & Activities Supported (Justification of Need):</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>There has been no progress. (05/20/2019)</p>

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Ideally, this would also be part of the Studio Theater renovation.
 We require MDF for approximately 2000 square feet and labor for installation.

***Lead:** Matthew Burgos
What would success look like and how would you measure it?: Floor is installed.

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): 10000
Total Funding Requested: 10000

Request - Full Funding Requested -
 Powercon cable. This includes the following items:

- 20 @ 25'
- 15 @ 15'
- 20 couplers

***Describe Plans & Activities Supported (Justification of Need):**
 This is to connect power to the new LED lighting fixtures in the Studio Theater. Those fixtures are used in THTR 13, THTR 14, THTR 18, THTR 21, THTR 22 and in support of all of our productions.

***Lead:** Sean Kelly
What would success look like and how would you measure it?: The cable would be added to our inventory and available to all mentioned classes.

Type of Request: LOTTERY:

Reporting Year: 2016-17
% Completed: 0
 There has been no progress. This is a new request.
 (05/03/2017)

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Instructional materials that are designed for use by pupils and their teachers as a learning resource and help pupils acquire facts, skills, or opinions or to develop cognitive processes.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 1125

Total Funding Requested: 1125

Request - Full Funding Requested -

Two (2) short-throw projectors (we suggest Epson Brightlink Projector 697Ui)

***Describe Plans & Activities**

Supported (Justification of Need):

With the advancement in projection design, we require rear, short-throw projectors in order to instruct students on their usage and implementation in production.

***Lead:** Matthew Burgos

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

Students would be able to learn projection design and begin to apply these principles in a production atmosphere.

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: High
One-Time Funding Requested (if applicable): 7500

Total Funding Requested: 7500

Related Documents:

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

[Screen Shot 2019-04-17 at 8.49.36 AM.png](#)

Request - Full Funding Requested -

ETC Colorsource Linear strip lights

***Describe Plans & Activities**

Supported (Justification of Need):

Exposes students professional, flexible lighting gear for Studio Theater (black box application). LED also reduces power consumption. 20 fixtures would be ideal: 10 top and 10 ground row. \$1890 per unit, \$37800 total.

***Lead:** Sean Kelly

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

would install the units and begin to implement them into production lighting design.

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: Medium

One-Time Funding Requested (if applicable): 38000

Total Funding Requested: 3800

Related Documents:

[ETC LED Light Strips](#)

Request - Full Funding Requested -

QLab Professional Package

***Describe Plans & Activities**

Supported (Justification of Need):

QLab is not only used in our production environment, but also in Sound Design, Introduction to Design, and the upcoming Projection

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Design. There is an updated version that we must acquire immediately to train our students on the most recent iteration.

***Lead:** Matthew Burgos

What would success look like and

how would you measure it?: QLab will be installed all on production computers and will be made available at a designated lab for our design students.

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: Medium

One-Time Funding Requested (if applicable): 1000

Total Funding Requested: 1000

Related Documents:

[QLab Shop](#)

Request - Full Funding Requested - PowerCon and DMX cable.

***Describe Plans & Activities**

Supported (Justification of Need):

As we increasingly rely upon our LED fixture inventory (with the hope of further expansion), we need to increase our inventory of cables to power and provide control data to those fixtures. Prices vary greatly due to cost of copper etc.

***Lead:** Sean Kelly

What would success look like and

how would you measure it?: We would utilize the new cable throughout our LED inventory, thus

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

increasing the life of the instruments and the overall safety of lighting hang/focus.

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: Medium

One-Time Funding Requested (if applicable): 7000

Total Funding Requested: 7000

Request - Full Funding Requested -

Copy Machine for Stage Management - Brother Multifunction Copier/Printer.

***Describe Plans & Activities**

Supported (Justification of Need):

Adding a Stage Management class has seen incredible student success thus far, but has shown some equipment deficiencies in the department. Specifically, student stage managers often must print during odd hours due to production schedule and have often been paying those costs themselves. Our department requires a small, high-yield black and white printer to offset those needs.

***Lead:** Matthew Burgos

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

Students would be able to utilize the printer for production needs for our 2019-2020 season.

Type of Request: INSTRUCTIONAL

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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): 600

Total Funding Requested: 600

Related Documents:

[Printer](#)

Request - Full Funding Requested -

Two - camera DSLR (camera, lens, microphones, tripods, etc.) package for streaming performances and filming digital content.

***Describe Plans & Activities**

Supported (Justification of Need): In response to COVID-19, our department will be required to film and stream performances in the near future - and cannot rely on the film/television department's equipment for all of our streaming needs. This package will allow us to stream our performances and film short content to help our students through the sharing of their work without in-person audiences.

***Lead:** Matthew Burgos

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

In the short-term, our department will stream and film all of our content whilst audiences are not allowed on site. In the long-term, our department will be able to increase the visibility of our program by sharing and streaming content even

<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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after audiences are able to attend our productions again.

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): 10000
Total Funding Requested: 10000

Staffing - Provide staffing to make sure our production environments and events are safe and beneficial to our students.

Status: Active

Goal Year(s): 2016-17, 2018-19, 2019-20, 2020-21

Date Goal Entered (Optional):
09/01/2016

Community - Create a sense of community for students who self-identify as theater students or theater majors

Status: Active

Goal Year(s): 2016-17, 2018-19, 2019-20, 2020-21

Date Goal Entered (Optional):
09/01/2016

Request - Full Funding Requested -

Funds for technical theater conference travel for our faculty.

***Describe Plans & Activities**

Supported (Justification of Need): In order to keep our faculty updated on the current technological trends so that we might impart that information to our students, we must send our faculty to USITT and any other relevant technical theater conferences.

***Lead:** Joshua Christ

What would success look like and how would you measure it?: We would send two (2) faculty to

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

conferences annually.

Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.

Planning Unit Priority: Medium
On-Going Funding Requested (if applicable): 2000

Total Funding Requested: 2000
Request - Full Funding Requested - Funding for guest speakers from marginalized artistic communities.

***Describe Plans & Activities Supported (Justification of Need):**
Our program takes pride in our support of student equity through careful content selection and promotion of materials by artists and academics of color - as well as LGBTQ+ representation. It is our priority to continue to make sure our students are able to see themselves in the artistic work in our department. And, as our current faculty currently does not adequately represent the same communities as our students, it is necessary that we supplement that perspective with guest artists and speakers.

***Lead:** Matthew Burgos
What would success look like and how would you measure it?: We would have at least one artist of color or LGBTQ+ artist speak in our department or run a workshop annually.

Type of Request: STAFFING: Requests for permanent employee positions or

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

temporary/hourly employees.

Planning Unit Priority: High

On-Going Funding Requested (if applicable): 1000

Total Funding Requested: 1000

Request - Full Funding Requested -

Professional Photographer for production photos

***Describe Plans & Activities**

Supported (Justification of Need):

The lifeblood of theater program visibility is the quality of production photos. We have used a mix of staff, students, and volunteers to take production photos, with exceptionally variable results. Often, the only way to remember the hundreds of hours of design work for each production is through photos - which are notoriously difficult to take in low-light production.

***Lead:** Matthew Burgos

What would success look like and

how would you measure it?: We

would hire a photography annually to take all of our production photos.

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): 5000

Total Funding Requested: 5000

Collaboration - Create the working

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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conditions that encourage collaboration and cooperation, particularly as that relates to production.
Status: Active
Goal Year(s): 2016-17, 2018-19, 2019-20, 2020-21
Date Goal Entered (Optional): 09/01/2016

Our program, having only competed for a few years at the Kennedy Center/American College Theater Festival, has already garnered a reputation with multiple awards against elite 4-year competition.

Much like the Music Program, our visibility with students and 4-year institutions is heavily increased by competing at the regional and national level. However, unlike music, there is only ONE competition in the dramatic arts - so our presence there is fundamental to our success as a program.

We require funding for our participation in the Kennedy Center/American College Theater Festival. That funding should include:

Hotel rooms for participants and other travel expenses \$6000 (Based on previous year's expenses)
 Stipend for the faculty organizers \$7000 (unless we secure a coaching stipend through FA)

***Describe Plans & Activities Supported (Justification of Need):**
 We have, for the past three years, participated in the KC/ACTF. As a result of our participation, the students have been exposed to a wide range of seminars and contacts. Our work has also been recognized with various awards and citations. We have seen an increase in majors, and an increase in

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

communication with 4-year schools in terms of articulation. In order to continue this valuable activity, we will need to receive ongoing funding as part of our permanent budget.

***Lead:** Christine Cummings

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

would receive ongoing funding for our participation in KC/ACTF.

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): 13000

Total Funding Requested: 13000