1. Assessment Plan - Three Column

PIE - Arts - CEA: Graphic Design & Illustration Unit

Narrative Reporting Year

2019-20

Contact Person: Steven Burgoon
Email/Extension: sburgoon@mtsac.edu
Summary of Notable Achievements: x
Program Planning (Equity, Retention and Success): x
External and Internal Conditions Analysis: x
Critical Decisions Made by Unit: x
Contributors to the Report: Brian Bouskill

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
Technology & Equipment - Aquire or maintain standard industry technology and equipment to support student success. **Status:** Active **Goal Year(s):** 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 09/01/2016	**Request - Full Funding Requested -** 26 iMac, 21.5 inch display, desktop computers for 13-2460. ***Describe Plans & Activities Supported (Justification of Need):** Computers support classroom education for graphic design, motion graphics, and web design. Current computers are 2015 models and incapable of handling current software requirements. ***Lead:** Steve Burgoon **What would success look like and how would you measure it?:** Students can efficiently use required applications, tools, and software. **Type of Request:** INSTRUCTIONAL EQUIPMENT: Equipment, library material, or technology for classroom	**Reporting Year:** 2019-20 **% Completed:** 0 Requested again. (05/29/2020) **Reporting Year:** 2018-19 **% Completed:** 0 Not purchased. (05/24/2019) **Reporting Year:** 2017-18 **% Completed:** 0 Not purchased. (05/29/2018)

Unit Goals	*Resources Needed*	*1. Where We Make an Impact: Closing the Loop on Goals and Resources*
	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):** 49053 **Total Funding Requested:** 60000 **Related Documents:** [Apple 2205410896 MtSAC.pdf](#)	
Studio 13 - Resources needed specifically for Studio 13, an on-campus media design studio. **Status:** Active **Goal Year(s):** 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 09/01/2016	**Request - Full Funding Requested -** Stock Video for Studio 13 ***Describe Plans & Activities Supported (Justification of Need):** Studio 13 provides media design services for campus programs and organizations. Many of these programs and organizations are requesting video/motion graphics. The studio has the ability to shoot video however, stock special effects, backgrounds, etc. provide for a higher quality product. ***Lead:** Brian Bouskill **What would success look like and how would you measure it?:** Studio 13 will produce more professional quality video and motion graphics. **Type of Request:** LOTTERY: 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 **On-Going Funding Requested (if applicable):** 1579	**Reporting Year:** 2019-20 **% Completed:** 0 Funding not received. Request again. (05/29/2020) **Reporting Year:** 2018-19 **% Completed:** 0 Funding not received. Request again. (05/24/2019)
	Request - Full Funding Requested -	**Reporting Year:** 2019-20

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	2 licenses of Maxon Cinema 4D Studio R22 ***Describe Plans & Activities Supported (Justification of Need):** Studio 13 provides media design services for campus programs and organizations. Many of these programs and organizations are requesting video/motion graphics. This software will allow students to create 3D objects and animations for use in motion graphics. ***Lead:** Brian Bouskill **What would success look like and how would you measure it?:** Studio 13 will produce more professional quality video and motion graphics. **Type of Request:** LOTTERY: 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):** 1500 **Total Funding Requested:** 1500	**% Completed:** 0 Requested again. (05/29/2020) <hr>**Reporting Year:** 2018-19 **% Completed:** 0 Funding not received, software not purchased. (05/24/2019)
	Request - Full Funding Requested - Paid student interns ***Describe Plans & Activities Supported (Justification of Need):** 2 positions per semester at 150 hours per semester. Student interns will work on media projects assigned by Studio 13 Art Director. ***Lead:** Monico Orozco **What would success look like and how would you measure it?:** 2 students working in Studio 13	**Reporting Year:** 2019-20 **% Completed:** 0 Positions filled for 2019-2020. This is an ongoing request. (05/29/2020)

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Urgent **On-Going Funding Requested (if applicable):** 8100 **Total Funding Requested:** 8100 **Request - Full Funding Requested -** MakerBot Replicator+ 3D Printer ***Describe Plans & Activities Supported (Justification of Need):** Create packaging, 3D items and elements for photography and other commercial art applications. ***Lead:** Monico Orozco **What would success look like and how would you measure it?:** CEA students would be able to create and print 3D projects. **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):** 2900 **Total Funding Requested:** 2900 **Related Documents:** 3D Printer.pdf	**Reporting Year:** 2019-20 **% Completed:** 0 Not purchased. Request again. (05/29/2020)
	Request - Full Funding Requested - Royal Sovereign 55" Cold Laminator ***Describe Plans & Activities Supported (Justification of Need):** Laminates, protects and finishes posters and signs. ***Lead:** Monico Orozco **What would success look like and**	**Reporting Year:** 2019-20 **% Completed:** 0 Not purchased. Request again. (05/29/2020)

	how would you measure it?: Studio 13 will product laminated signs and posters. **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):** 5000 **Total Funding Requested:** 5000 **Related Documents:** Laminator.pdf	
	Request - Full Funding Requested - Large Format Printing Supplies for Studio13 for use in supporting campus clients including departments and divisions. ***Describe Plans & Activities Supported (Justification of Need):** Studio 13 currently produces large-format prints for organizations across the college campus. These elements support both instructional and non-instructional units that have limited or no funding for their projects. ***Lead:** Monico Orozco **What would success look like and how would you measure it?:** Studio 13 will be able to start and complete projects that include campus communications and marketing. **Type of Request:** SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel	**Reporting Year:** 2019-20 **% Completed:** 50 Purchased for 2019-2020. Ongoing request. Request again for 2020-2021. (05/29/2020)

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	in connection with an instructional program, less than $500. **Planning Unit Priority:** Urgent **One-Time Funding Requested (if applicable):** 499 **Total Funding Requested:** 499 **Request - Full Funding Requested -** Apparel Printing Supplies for Studio13 for use in supporting campus clients including departments and divisions._copy ***Describe Plans & Activities Supported (Justification of Need):** Studio 13 currently produces apparel prints for organizations across the college campus. These elements support both instructional and non-instructional units that have limited or no funding for their projects. ***Lead:** Monico Orozco **What would success look like and how would you measure it?:** Studio 13 will be able to start and complete projects that include campus communications and marketing. **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:** Urgent **One-Time Funding Requested (if applicable):** 499 **Total Funding Requested:** 499	
Staffing - Increase or maintain faculty, lab technician, and staff positions to support student success. **Status:** Active	**Report directly on Goal**	**Reporting Year:** 2019-20 **% Completed:** 0 Full-time faculty Brian Bouskill will retire at the end of Fall 2020 semester. Replacement required. (05/29/2020)

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
Goal Year(s): 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 04/30/2019	**Request - Full Funding Requested -** Full-time faculty replacement for Brian Bouskill retiring at the end of Fall 2020 Semester. ***Describe Plans & Activities Supported (Justification of Need):** Teaching, curriculum development, PIE, Perkins, scheduling, Studio13, graphic design competition, advisory committee. ***Lead:** Steve Burgoon **What would success look like and how would you measure it?:** Continuation of our innovative Graphic Design program. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Urgent **On-Going Funding Requested (if applicable):** 105000 **Total Funding Requested:** 105000	
Promotion & Outreach - Funding and resources needed to promote the Graphic Design & Illustration program. **Status:** Active **Goal Year(s):** 2018-19, 2019-20, 2020-21	**Report directly on Goal**	**Reporting Year:** 2019-20 **% Completed:** 100 Purchased. (05/29/2020)
	Request - Full Funding Requested - (12) Workshop Series 24 x 36 Acrylic Wall Poster Frame, Side Insert, with Bracket - Clear ***Describe Plans & Activities Supported (Justification of Need):** Frames to promote student artwork in Building 13 hallway ***Lead:** Steve Burgoon **What would success look like and how would you measure it?:** Posters displayed in hallway displaying quality student work attracting program interest.	**Reporting Year:** 2018-19 **% Completed:** 0 Not purchased. (05/24/2019)

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	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:** Medium **One-Time Funding Requested (if applicable):** 1100	
Facilities - Maintain or improved facilities and infrastructure to support student success. **Status:** Active **Goal Year(s):** 2018-19, 2019-20		
Software, Apps & Subscriptions - Aquire or maintain software, apps, and subscriptions to support student success. **Status:** Active **Goal Year(s):** 2018-19, 2019-20, 2020-21	**Request - Full Funding Requested -** ONGOING FUNDING: Shutterstock stock photography subscription. ***Describe Plans & Activities Supported (Justification of Need):** Stock photography subscription provides students in the graphic design courses quality source images for composition in assigned projects. ***Lead:** Brian Bouskill **What would success look like and how would you measure it?:** Utilizing industry standard stock photography does two important things. First, it teaches students the design and production processes industry professionals use. Second, students have access to a broad range of quality, legally used images. This affords them the ability to composes better graphic design projects. **Type of Request:** INSTRUCTIONAL EQUIPMENT: Equipment, library material, or technology for classroom	**Reporting Year:** 2019-20 **% Completed:** 50 Purchased for 2019-2020. Ongoing request. Request again for 2020-2021. (05/29/2020) **Reporting Year:** 2018-19 **% Completed:** 50 Shutterstock stock photography license purchased for 2018-2019 academic year. License term ends July 1, 2019. NEW FUNDING FOR 2019-2020 ACADEMIC YEAR REQUESTED. (05/07/2019)

	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):** 2000 **Total Funding Requested:** 2000	

Professional Development - Support for faculty and staff in education and skills training to keep current with industry trends.
Status: Active
Goal Year(s): 2019-20