

1. Assessment Plan - Four Column



PIE - Arts - CEA: Television & Film Unit

Narrative Reporting Year

2017-18

Contact Person: Daniel Smith

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Program Planning Dialog: Consulted with advisory committee, administration, faculty, and students.

External Conditions, Trends, or Impacts: Job growth rate faster than overall domestic economy, export revenue growth greater than domestic growth, students enter with basic skills instruction needed in English and Math, ongoing articulation updates required for CSU and C-ID descriptors, industry employment and market data summaries higher than data used by college (due to high number of self-employed and freelance work contracts).

Internal Conditions, Trends, or Impacts : Increased demand for classes, IT and server support issues, curriculum overlap, student referral barriers, inadequate ongoing budget, ongoing technology changes necessitate constant changes in curriculum and equipment.

Critical Decisions Made by Unit: Initiate increased technical training using remote production vehicle.

Initiate Assistant Editor training.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1. Finished new production truck, which meets current technological standards, and began instruction.

2. Purchased 4K cameras and began teaching students in UHD (Ultra High Definition) video production.

3. Ten scholarships (double that of last year) were given to students (thanks to private donor).

4. The number of completers was higher than ever. 20 students earned an AS degree, 1 earned a certificate, and 13 were documented as transferring.

Notable Achievements for Theme B: To Support Student Access and Success: 1. Revised courses to meet needs of AS-T curriculum.

2. AS-T degree was approved by the Chancellor's office.

3. Increased number of cameras allowed for more equipment use by each student.

4. Wrote new curriculum for video engineering program.

5. The Video Engineering certificate was approved by the Chancellor's office.

6. An online version of RTV 1 was written and is moving through the curriculum process.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: A second full-time instructor hired using SWP funds for Video Engineering program.

The other instructor earned a MFA in Screenwriting from CSU Fullerton.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: The RTV 19A Beginning Video Production course was integrated into a new Graphic Design program certificate.

Contributors to the Report: Daniel Smith

Related Documents:

[2018 Completers.docx](#)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>2-Year completion - Assist students in reaching their goals of transfer, employment, degree or certificate completion within a 2-year period. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Gather student major data, and work with students so identified to orient and build a 2-year plan with them. Classes are offered in sufficient quantity to allow them to complete their plans. Lead: Daniel Smith Planning Unit Priority: High Documentation Attached?: Yes Related Documents: 2018 Completers.docx</p>	<p>Reporting Year: 2017-18 % Completed: 25 Met with dedicated CTE counselor. Built Pathways for multiple student levels. Revised Pathways with more specific courses to address multiple career choices within Film and TV field. More completers have been recorded than ever before: 20 students earned an AS degree, 1 earned a certificate, and 13 were documented as transferring. (05/23/2018) Related Documents: 2018 Completers.docx</p> <p>:</p> <ol style="list-style-type: none"> 1. Identify students in various majors of film and TV. 2. Contact students. 3. Explore option of having a group orientation for majors. 4. Build 2-year Pathways with individual students based upon their career goals within Film and TV, such as screenwriting. 5. Offer sufficient classes to fulfill 2-year Pathways for students. (06/27/2017)
	<p>In Progress - Lack of relevant data to track employment Lead: Steve Burgoon Planning Unit Priority: Medium</p>	
	<p>In Progress - ePortfolios Describe Plans & Activities Supported: Website access Lead: Daniel Smith One-Time Funding Requested (if applicable): 0 Type of Request: Library, Professional Development Planning Unit Priority: Medium What would success look like and how would you measure it?: Each student will have key work with a grade of B or higher from each class before exiting program. Will encourage exit review of portfolio by program lead. Documentation Attached?: No</p>	
	<p>In Progress - Exit Skills Describe Plans & Activities Supported: Meetings with students. Lead: Daniel Smith Type of Request: Student Services</p>	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
	<p>Planning Unit Priority: High What would success look like and how would you measure it?: Students complete the above in alignment with their Ed Plans. Documentation Attached?: No</p>		
<p>Serve all Interested Students - Expand size of course offerings to adequately serve all students who have declared TV and Film as their majors. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Counseling Liaison dedicated to CEA Programs Lead: Steve Burgoon Planning Unit Priority: Medium</p> <hr/> <p>In Progress - Funding for Program and Department Marketing Lead: Steve Burgoon Planning Unit Priority: Medium</p> <hr/> <p>In Progress - Improve signage throughout and around DTC Lead: Steve Burgoon Planning Unit Priority: High</p>	<p>Reporting Year: 2017-18 % Completed: 75 Counseling Liaison was hired, and meetings were conducted. However, meetings with all interested students has not occurred. (05/23/2018)</p>	<p>: Complete goals by having the Counseling Liaison assist with outreach to industry and our feeder high schools. (06/27/2017)</p>
<p>3:1 Student:Equipment Ratio - Acquire adequate resources to allow for a 3:1 ratio of students to equipment, including cameras, tripods, audio recorders, microphones, lighting kits and ancillary equipment necessary in operating them. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Purchase additional audio recorders, software and ancillary equipment for previously-purchased instructional equipment. Describe Plans & Activities Supported: Purchase additional audio recorders, ProTools software and ancillary equipment . Lead: Daniel Smith One-Time Funding Requested (if applicable): 50000 Planning Unit Priority: Medium What would success look like and how would you measure it?: The number of production students in a semester would be three times that of the equipment for those students, equalling a 3:1 ratio. This equipment would be current technology, rather</p>	<p>Reporting Year: 2016-17 % Completed: 75 13 Audio recorders purchased. Ratio now 50:13 (more than 3:1) 6 cameras purchased. Ratio now 100:31 (just under 3:1) Software upgrades identified Computers replaced (05/23/2018)</p>	<p>: Students have been able to practice learning dual-system sound, and new C-ID articulated audio production course has been offered twice. New cameras allowed more hands-on use, and newer 4K specifications of these cameras allowed for UHD video training. (06/29/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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than outdated hardware, so that students would be trained to the expectations of employers.

Full Funding Requested - 25 new cameras and ancillary equipment for beginning and advanced production courses in order to replace outdated equipment, maintaining currency of training, and to retain 3:1 ratio as the number of sections increases.

Describe Plans & Activities
Supported: Students will be able to learn using current technology, and thus acquire job skills necessary for both transfer and employment. 3:1 ratio of students to equipment will allow for greater familiarity and skill in utilizing the equipment.

Lead: Daniel Smith and Stillman Kelly

One-Time Funding Requested (if applicable): 375000

Type of Request: Instructional Equipment

Planning Unit Priority: High

What would success look like and how would you measure it?: The number of production students in a semester would be three times that of the equipment for those students, equalling a 3:1 ratio. This equipment would be current technology, rather than outdated hardware, so that students would be trained to the expectations of employers.

Reporting Year: 2017-18
% Completed: 25
 Funding for four new cameras has been secured from Perkins grants, allowing purchase for 18-19 academic year. More funding for additional cameras is needed. (05/23/2018)

<p>Update TV Studio - Purchase and integrate equipment necessary to update TV studio to 2010 Federal ATSC standards, including digital HD cameras, switcher, graphics, video</p>	<p>In Progress - Update Lighting System and Lighting Controller for TV Studio Describe Plans & Activities Supported: Lighting System and Lighting Controller for TV Studio</p>	<p>Reporting Year: 2017-18 % Completed: 50 Broadcasting Services purchased lighting controller for the TV studio. The lighting system still needs to be updated. (05/23/2018)</p>	<p>: Waiting for Foundation to report progress with donor. Will continue to seek funding from other sources. (06/29/2017)</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>recorders, video playback, video editing, flat panel monitors, and camera control units, as well as a new news set, lighting, lighting control, audio playback and audio mixer.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>Lead: Daniel Smith</p> <p>One-Time Funding Requested (if applicable): 130000</p> <p>Type of Request: Facilities , Instructional Equipment</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: A lighting controller utilizing current technology is installed, and controls lamps in an updated lighting plot in a way which can be utilized by students.</p> <p>In Progress - Digital Set background for TV Studio</p> <p>Describe Plans & Activities Supported: Virtual Set software and computer for TV Studio</p> <p>Lead: Daniel Smith</p> <p>One-Time Funding Requested (if applicable): 40000</p> <p>Type of Request: Facilities , Instructional Equipment, Lottery</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: The hardware and software for a virtual set is in place, and students are able to be trained on it in shooting class projects.</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>Vendors and products identified. Funding needed. (05/23/2018)</p>
	<p>In Progress - Update Newsdesk and Interview set materials for TV Studio</p> <p>Describe Plans & Activities Supported: Newsdesk and Interview set materials for TV Studio</p> <p>Lead: Daniel Smith</p> <p>One-Time Funding Requested (if applicable): 14500</p> <p>Type of Request: Facilities , Instructional Equipment</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>Vendors identified. Awaiting funding. (05/23/2018)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
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Planning Unit Priority: High
What would success look like and how would you measure it?: Modern and lightweight news and interview desks with appropriate backgrounds and 6 chairs are available for student use, which can accommodate 2-3 students each.

Related Documents:
[Est_918_from_UNISET_Company_27_2.pdf](#)

In Progress - Describe Plans & Activities Supported: Curtains for TV Studio
Lead: Daniel Smith
One-Time Funding Requested (if applicable): 5000
Type of Request: Facilities , Instructional Equipment
Planning Unit Priority: Medium
What would success look like and how would you measure it?: A green or chroma key screen curtain and a black (neutral) curtain are installed as backgrounds in the TV Studio (room 6-173).

Reporting Year: 2017-18
% Completed: 0
 Vendors identified. Awaiting funding. (05/23/2018)

Update Production Truck - Purchase truck, and purchase and integrate equipment necessary to update it to 2010 Federal ATSC standards, including digital HD cameras, switcher, graphics, video recorders, video playback, video editing, flat panel monitors, camera control units, and slo-motion/instant replay.
Status: Active
Goal Year(s): 2017-18
Date Goal Entered (Optional): 09/01/2016

In Progress - Describe Plans & Activities Supported: Update TV Studio and Production Truck
Additional items noted individually in other categories
Lead: Daniel Smith
One-Time Funding Requested (if applicable): 2000000
Type of Request: Facilities , Instructional Equipment, Lottery
Planning Unit Priority: High
What would success look like and how would you measure it?: Both

Reporting Year: 2017-18
% Completed: 100
 Truck functional. Students have been training with basic setup. (05/23/2018)

: Students have been able to train with truck.
 Students from at least three classes will be able to conduct shoots in fall. (06/29/2017)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>the TV Production Truck and the TV studio are updated with current technology.</p> <p>In Progress - Purchase Semi Tractor for Production truck</p> <p>Describe Plans & Activities</p> <p>Supported: Purchase Semi Tractor for Production truck</p> <p>Lead: Daniel Smith</p> <p>One-Time Funding Requested (if applicable): 120000</p> <p>Type of Request: Facilities</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Tractor is purchased which can be used to move the TV Production truck.</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>None. (05/23/2018)</p>
	<p>In Progress - Instant Replay system for Production truck.</p> <p>Describe Plans & Activities</p> <p>Supported: Instant Replay system for Production truck.</p> <p>Lead: Daniel Smith</p> <p>One-Time Funding Requested (if applicable): 40000</p> <p>Type of Request: Instructional Equipment, Lottery</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: A two-channel instant replay unit is in place and available for student use.</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 100</p> <p>New unit in truck and in use by students. (05/23/2018)</p>
	<p>In Progress - Graphics System for Production truck.</p> <p>Describe Plans & Activities</p> <p>Supported: Graphics System (computer and software) for Production truck.</p> <p>Lead: Daniel Smith</p> <p>One-Time Funding Requested (if</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>None. (05/23/2018)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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applicable): 65000
Type of Request: Instructional Equipment, Lottery
Planning Unit Priority: High
What would success look like and how would you measure it?: A graphics system utilizing current technology as used in the workplace is available for student use.
In Progress - Sound Console for Production truck
Describe Plans & Activities Supported: Sound Console for Production truck
Lead: Daniel Smith
One-Time Funding Requested (if applicable): 180000
Type of Request: Facilities , Instructional Equipment, Lottery
Planning Unit Priority: High
What would success look like and how would you measure it?: A sound console utilizing current technology as used in the workplace is available for student use.

Reporting Year: 2017-18
% Completed: 25
 Older unit placed in truck to achieve minimal analog functionality. New unit needed. (05/23/2018)

In Progress - Slo-Mo Camera for Production truck
Describe Plans & Activities Supported: Slo-Mo Camera for Production truck
Lead: Daniel Smith
One-Time Funding Requested (if applicable): 130000
Type of Request: Facilities , Instructional Equipment, Lottery
Planning Unit Priority: Medium
What would success look like and how would you measure it?: A camera capable of a high frame rate suitable for industry-standard slo-

Reporting Year: 2017-18
% Completed: 0
 None. (05/23/2018)

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motion recording is available for student use.

In Progress - 6 Additional Cameras for Production truck

Describe Plans & Activities

Supported: 6 Cameras for Production truck

Lead: Daniel Smith

One-Time Funding Requested (if applicable): 360000

Type of Request: Facilities , Instructional Equipment, Lottery

Planning Unit Priority: Medium

What would success look like and

how would you measure it?: Six cameras are added, allowing students to be trained in greater numbers and to a higher level of performance in covering sporting and other live multicamera events.

Reporting Year: 2017-18

% Completed: 0

None. (05/23/2018)

Full Funding Requested - Closed

Captioning costs to support live streaming of productions and event coverage as produced by student crews. Requirement is mandated by law, whereby all video content posted and/or streamed live on the Internet must include Closed Captioning.

Describe Plans & Activities

Supported: Funding supports ability of Student Productions to be Streamed Live on the internet via YouTube and Facebook Live CDNs.

This component facilitates operational costs allowing students to produce live Sports, Cultural and Public Affairs events and stream product on the internet as part of their Remote Production training.

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
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Live television production is a major segment of the business model of both traditional linear Television networks and the burgeoning OTT (Over the Top) internet based services. Students must have the skill sets and background in live production to be competitive in the market place.
Lead: Stillman Kelly
On-Going Funding Requested (if applicable): 3000
Type of Request: Lottery
Planning Unit Priority: High
What would success look like and how would you measure it?: Target is produce between fifteen (15) to twenty-five (25) hours of live streamed content per year starting in the Fall of 2018.
Documentation Attached?: No

<p>Hire second full-time tenure-track faculty member - Hire second full-time tenure-track faculty member, with training in either live television and broadcast TV training, or motion picture/cinema training. Status: Active Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Full-time TV or Film Production hire. Describe Plans & Activities Supported: Full-time TV or Film Production faculty hire. Lead: Daniel Smith One-Time Funding Requested (if applicable): 107000 On-Going Funding Requested (if applicable): 107000 Type of Request: Staffing Planning Unit Priority: High What would success look like and how would you measure it?: A second, full-time tenure track professor is hired.</p>	<p>Reporting Year: 2017-18 % Completed: 100 Second hiring attempt succeeded. Second full-time instructor began work in spring 2018. (03/28/2018)</p>	<p>: Repeat attempt to hire full time faculty member with a specialty in Video Engineering using SWP funds secured. (06/29/2017)</p>
<p>Institutionalize Lab Tutor - Add funds</p>	<p>In Progress - Add ongoing budget</p>	<p>Reporting Year: 2017-18</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>to Hourly Lab Tutor budget to eliminate Perkins backfill, and support both Lab Tutors within the regular budget. Status: Active Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>funds adequate to support second Student Lab Tutor Describe Plans & Activities Supported: Ongoing budget funds adequate to support second Student Lab Tutor Lead: Daniel Smith One-Time Funding Requested (if applicable): 11000 On-Going Funding Requested (if applicable): 11000 Type of Request: Staffing Planning Unit Priority: Medium What would success look like and how would you measure it?: Enough money would be provided in the regular budget to provide a student lab tutor 19 hours a week during the regular semester and 5 hours a week during winter and summer sessions without applying for outside funding.</p>	<p>% Completed: 0 None. (05/23/2018)</p>
<p>Offer AS-T Transfer Degree - Offer AS-T transfer degree in Film-Television-Electronic Media. Write audio course to satisfy FDRG core descriptor in Beginning Audio Production. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 100 AS-T degree approved by the Chancellor's office. Awaiting addition to Mt. SAC catalog. (09/27/2018)</p>
<p>Resolve overlap problems with other departments and programs - Resolve curricular overlap problems and help guide students between overlapping TV and Film courses in Photography, Literature, Journalism, Italian and French. Status: Active</p>	<p>In Progress - Overlap resolution Describe Plans & Activities Supported: None Lead: Irene Malmgren One-Time Funding Requested (if applicable): 0 On-Going Funding Requested (if applicable): 0</p>	<p>Reporting Year: 2017-18 % Completed: 0 None. Discussions have occurred with Journalism, Photography and Graphic Design, but no actions have resulted. (05/23/2018)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>Planning Unit Priority: Medium What would success look like and how would you measure it?: Programs providing training on the same subject to those majoring in that topic will be coordinated and consolidated to maximize student success and efficient pathways to transfer or other completions. New programs will not be created which overlap existing training on those same topics.</p>	
<p>Upgrade Classroom - Provide technology adequate to provide instruction according to course outline of record, and using current equipment and software. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 06/29/2017</p>	<p>In Progress - Provide stereo and 5.1:1 sound playback, new media console for instructor's station with updated inputs, new lighting controls, new HD video projector. Describe Plans & Activities Supported: Stereo and 5.1:1 sound playback unit and speakers. Media console with digital inputs accessible for wiring of new equipment, replacement of fluorescent area lighting with balanced color lighting using controls to allow clear view of projection screen, HD video projector with HDMI inputs. Lead: Daniel Smith One-Time Funding Requested (if applicable): 12000 Type of Request: Equipment - replacement/upgrade, Equipment - new, Facilities, Furniture Planning Unit Priority: High What would success look like and how would you measure it?: The limitations of the college facility will not limit learning. Playback of HD images will be seen as intended (with</p>	<p>Reporting Year: 2017-18 % Completed: 0 HDMI inputs are wired, but projector cannot accurately reproduce color and needs to be replaced. It is not up to professional standards. Audio minimal and not adequate for media training. Need not only sound playback noted above but also newer formats in order to train students in this technology. Lighting needs to be non-fluorescent, either LED daylight or tungsten color temperature. (05/23/2018)</p>

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

full resolution and color), instructors will be able to plug in all equipment and play back video and audio materials as intended to demonstrate lesson.

Documentation Attached?: No

Full Funding Requested - Industry-standard screenwriting software for all students in the classroom

Describe Plans & Activities

Supported: Provide industry-standard screenwriting software in order to prepare students for transfer, work experience, and employment.

Lead: Daniel Smith and Stillman Kelly

One-Time Funding Requested (if applicable): 2500

Type of Request: Instructional Equipment, Lottery

Planning Unit Priority: High

What would success look like and how would you measure it?: If every student is able to access the software on their individual stations, maximizing their time and training experience.

Documentation Attached?: Yes

Related Documents:

[Final Draft Quote 0003879.pdf](#)