

# 1. Assessment Plan - Four Column



## PIE - Arts: Art Gallery Unit

### Narrative Reporting Year

**2017-18**

**Contact Person:** Fatemeh Burnes

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**External Conditions, Trends, or Impacts:** 1. The Art Gallery was granted a full time staff position for the administrative specialist III role, however due to the performance of the specific staff member at that time they needed to be relocated. This full time position was never replaced in the gallery. The Gallery needs the consistency of a full time staff because the tasks are not only just technical or operational, but specialized and relationship based which requires a consistency in keeping that dynamic for our program.

2. Economic conditions reflected in lack of monetary donations and decrease in the Art Alliance funding.

3. Due to art gallery networking and established industry relationships increase of artwork donations from exhibiting artists

4. Historical documentation of exhibitions for artists has become a norm rather than luxury, therefore it places a financial demand on our program to produce exhibition catalogs.

5. Traffic and transportation has directly affected our reception accessibility to the public, as the date and time is not conducive to out of area visitors, causing the need for staffing on the weekends.

6. With ever changing digital media, training is necessary in order to provide quality service to exhibiting artists. InDesign and Photoshop are essential in catalog design and production. Previously we had support from professional graphic designers and currently working with Design Studio 13, student based internships, requires more digital literacy to collaborate on our upcoming designs and projects.

7. Social media is the best form of communication with the student body and community and a social media presence needs to be created in order to properly keep the gallery accessible. Due to the change in the perception of art in social media and getting attention of popular culture it is highly impacted by social media in the industry our institution lacks potential attendance due to no social media presence.

8. Requests have been received to open the art gallery during the summer as a rental space which would require additional staffing. If the gallery is offered as a rental gallery, to be used for quality exhibitions within our standard, it would increase funding.

9. There is a public request for gallery resources such as films, images, and lectures to be provided on our website. Editing and archiving would be necessary for this project as well as additional staff hours.

10. There have been requests from our students and exhibiting artists for the gallery to be able to digitally support multi-media artwork; such as projections.

**Internal Conditions, Trends, or Impacts :** 1. Budget allocation from multiple sources is inconsistent. All gallery exhibitions are planned one to two years in advance and budget planning for materials, such as catalogs, advertising, transportation, need to be planned very far in advance.

2. Campus support of cultural activities and presentations inconsistent.

3. To achieve our current goals the allowed release time for the gallery director and curator is insufficient.

4. Instructional LHE has increased per class allowing class load to decrease from 6 to 5, this allows instructors to carry additional loads. At the current status Fatemeh Burnes is not able to do this.

5. Travel (studio visits, conferences, art fairs, gallery visits) is essential for the director and curator position, however funding has been denied two years in a row by POD, making it difficult to stay current and connected in the industry without having to pay out of pocket.

**Critical Decisions Made by Unit:** ArtG 20 was offered, the entry course to the gallery certificate, Spring 2017. No new data.

**Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement:** 2017-2018

1. Former gallery certificate student Thomas Padilla received position at Norton Simon Museum.

2. The art gallery has been hiring alumni as professional experts for our program to help give them work experience.

2016-2017

1. Received major praise from community for excellence and performance

2. Many former certificate students have been advancing in the industry; examples include Anna Mendoza moved from Hammer Museum to full time position at UCLA, Leora Lutz published writer, Selena Robles completing masters degree in exhibition design at CSUF, Hannie Chia director of education at the Bronx Museum

**Notable Achievements for Theme B: To Support Student Access and Success:** 2017-2018

1. Gallery director and curator meeting with Mexican Consulate to open a dialogue for future options of diverse collaborations.

2. Gallery director and curator working with Fine Art Solutions, participating in their events and accompanying our alumni to support mentoring opportunities.

3. Gallery director and curator had several meetings with the president of Otis, the author of several publications of exhibition design, to seek a collaboration in programs.

2016-2017

1. Creating catalog publications which include historical essays and artist interviews.

2. Providing artist walk through; Coleen Sterritt, a Guggenheim recipient, will be presenting at 2017 exhibition.

3. Bringing in artists such as John O'Brien to support public art on campus.

4. Increased weekend accessibility with Saturday open hours.

5. Educational public outreach by director Fatemeh Burnes with womens and science groups, artist on the bridge mentorship programs, as well as visitations to educational institutions, related industry organizations, participation in panels and conferences, national and international to serve as a better liaison for our students and our program.

**Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:** 2017-2018

1. Published exhibition catalogs.

2. Advertised in several top Los Angeles periodicals.

3. Art Gallery continues to advance permanent collection through pursuing donations.

4. Represented through art industry social events by gallery director, both nationally and internationally.

5. Participation in panels, film documentation, community outreach.

6. Supporting public art through exhibition programming and art catalog production.
7. We are outreaching for more cultural and gender diversity in our program.

2016-2017

1. Published exhibition catalogs.
2. Advertised in several top Los Angeles periodicals.
3. Art Gallery continues to advance permanent collection through pursuing donations.
4. Represented through art industry social events by gallery director, both nationally and internationally.
5. Participation in panels, film documentation, community outreach.
6. Supporting public art through exhibition programming and art catalog production.

**Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 2017-2018**

1. Worked with professional public art artist and enabled Mt. SAC to highlight public art accomplishments and build relationship with Los Angeles public art community.
2. Supporting Mt. SAC adjunct and full time art and photography faculty by providing exhibitions, documenting exhibitions, mentoring, helping with publications, and promoting artwork.
3. Bringing information from industry to our faculty through personal mentorship or department activities.
4. Worked with Mt. SAC radio station to provide music at receptions.
5. Working with other departments; science and philosophy, enrich their understanding of the arts upon their request.
6. Providing permanent collection artwork to department offices, distributing, installing, and educating across campus.
7. Collaborating with design studio 13 for 70th anniversary student show.

2016-2017

1. Worked with professional public art artist and enabled Mt. SAC to highlight public art accomplishments and build relationship with Los Angeles public art community.
2. Supporting Mt. SAC adjunct and full time art and photography faculty by providing exhibitions, documenting exhibitions, mentoring, helping with publications, and promoting artwork.
3. Bringing information from industry to our faculty through personal mentorship or department activities.
4. Worked with Mt. SAC music department for performance at the annual student art exhibition.
5. Working with other departments; science and philosophy, enrich their understanding of the arts upon their request.
6. Providing permanent collection artwork to department offices, distributing, installing, and educating across campus.

**Contributors to the Report:** Fatemeh Burnes - Art Gallery  
Cynthia Orr - Art Gallery

*Unit Goals*

*Resources Needed*

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

**Diversity** - Increase campus and community awareness of cultural, social and political issues through display of exhibitions, and

**Completed** - Girl Scout Troop attended gallery on a field trip to earn an art badge, staff provided tour of the space and answered all

**Reporting Year:** 2016-17  
**% Completed:** 25  
Hosted a girl scout troop gallery tour on a weekend which allowed us to serve our community and enlighten a younger

: This activity showed that having the gallery open for tours on the weekend, allows for field trips and better access to the gallery for the

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
<p>educational presentations. Maintain and grow a more diverse audience, specifically K-12.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p>questions to help them achieve their badge activity requirements.  <b>Describe Plans &amp; Activities Supported:</b> Additional staffing hours to accommodate weekend tours and school field trip requests.  <b>Lead:</b> Fatemeh Burnes  <b>Type of Request:</b> Human Resources  <b>Planning Unit Priority:</b> Medium  <b>What would success look like and how would you measure it?:</b> Increase number of student artwork submissions to the annual student art exhibition by first year students. Also full enrollment for the gallery certificate program.</p>	<p>generation in the arts. (07/19/2017)</p>	<p>community. (08/02/2017)</p>
<p><b>Quality</b> - Maintain and improve art gallery position as a campus liaison and nucleus by high quality exhibitions and educational programs by presenting diverse exhibitions in content and providing artist lectures, demonstrations and educational materials for the public and supporting public art  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress</b> - Consistent exhibition catalog production  <b>Describe Plans &amp; Activities Supported:</b> Training in InDesign and Photoshop. Funding for photography, essays, and printing.  <b>Lead:</b> Fatemeh Burnes  <b>One-Time Funding Requested (if applicable):</b> 6000  <b>Type of Request:</b> Professional Development  <b>Planning Unit Priority:</b> High  <b>What would success look like and how would you measure it?:</b> Staff trained in InDesign and Photoshop. A consistent budget for catalog production.</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 25  To date this goal has not been supported by release time or funding, therefore it is still in progress. The gallery received funding this year from Associated Students for catalog essays and printing, however that funding is inconsistent on a yearly basis. (05/08/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 25  The gallery has assisted in the creation of an art catalog of over 100 pages and is in the process of publishing an art book for the fall 2017 exhibition (07/19/2017)</p>	<p>: Artists increasingly want catalog production included in the exhibition package, we fundraise each year to raise the money needed. In need of internal funding and have not received a consistent budget for catalog production. (08/02/2017)</p>
<p><b>Industry</b> - Update and maintain status within visual arts industry standards; in presentation, content, materials and knowledge.  <b>Status:</b> Active</p>	<p><b>In Progress</b> - Travel funding for exhibition director and curator.  <b>Describe Plans &amp; Activities Supported:</b> Consistent budget for travel.</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  For two years the director and curator of the gallery has been denied professional development travel funding for art fairs. Though supported minimally from the arts division,</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
<p><b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Lead:</b> Fatemeh Burnes  <b>One-Time Funding Requested (if applicable):</b> 2000  <b>Type of Request:</b> Professional Development  <b>Planning Unit Priority:</b> High  <b>What would success look like and how would you measure it?:</b> A consistent budget for travel provided and a fair or conference attended each year.</p>	<p>a consistent budget needs to be created to support travel, in order to maintain industry standards for the gallery program. (05/08/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 0  The gallery director and curator attends art fairs and conferences throughout the year, which is expensive, in order to maintain our current professional standards and provide current and topical exhibitions, travel to national and international art events is imperative. (07/19/2017)</p>	<p>: no additional funding received at this time. no new use of results. (08/02/2017)</p>
<p><b>Growth (Gallery Space) -</b> To transition the gallery space to a museum. Update gallery space to museum standards, with increased staff hours, exhibition documentation and artwork acquisition, to obtain museum accreditation.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress -</b> To increase admin specialist position from 50 % to 60% FTE, in order to accommodate the necessary hours required in the application. To apply and receive museum accreditation from the American Alliance of Museums.  <b>Describe Plans &amp; Activities Supported:</b> Eligibility to apply requires facility be open to the public at least 1000 hours/year. More staffing hours to increase open hours of gallery. \$3,288.79/month admin specialist III (this estimate does not include benefits amount). \$656.76/ 10 months, total \$6,567.60.  <b>Lead:</b> Fatemeh Burnes  <b>On-Going Funding Requested (if applicable):</b> 3945.55  <b>Type of Request:</b> Human Resources  <b>Planning Unit Priority:</b> Medium  <b>What would success look like and how would you measure it?:</b> Begin the application process.</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  To date this request has not been supported, therefore the gallery is still unable to apply for museum status. (05/08/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 0  Staff hours would need to be increased before we could apply for this, as the criteria requires 1000 hours/year open. (07/19/2017)</p>	<p>: no use of results at this time, as increased FTE for admin specialist III has not been given. (08/03/2017)</p>
<p><b>Certificate/Academic degree -</b> To establish and receive resources and</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 25</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>support to provide our students with opportunities for academic and vocational degrees in gallery and museum studies. To re-establish the gallery and museum studies program in a revised format with increased unit requirements in order to offer a full certificate to better serve our students.</p> <p><b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Report directly on Goal</b></p>	<p>work in progress with art department (05/31/2018)</p>
<p><b>Participation -</b> Maintain and expand attendance and quality of annual student art exhibition. To educate current student body and future upcoming students</p> <p><b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress -</b> Create survey to be given in class for all art mediums, assessing their knowledge and interest of and in the annual student art exhibition.</p> <p><b>Lead:</b> Fatemeh Burnes  <b>Type of Request:</b> Research  <b>Planning Unit Priority:</b> Medium  <b>What would success look like and how would you measure it?:</b>  Implementing viable suggestions to the annual student art exhibition.</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  The survey is being put on hold due to a new process being developed by the art department for selecting artwork for the student exhibition, which would increase faculty input. (05/08/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 0  A survey will be created and conducted in the fall 2017 semester (07/19/2017)</p>
<p><b>Growth (Gallery Viewing Hours) -</b> To increase the gallery viewing hours outside of simply instructional hours and provide weekend accessibility to both our student body and community.</p> <p><b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress -</b> Increased staff hours</p> <p><b>Describe Plans &amp; Activities Supported:</b> Increase admin specialist III from 50% to 60% FTE. \$3,288.79/mo with \$656.76 benefits/10 months.</p> <p><b>Lead:</b> Fatemeh Burnes  <b>On-Going Funding Requested (if applicable):</b> 3945.55  <b>Type of Request:</b> Human Resources  <b>Planning Unit Priority:</b> High  <b>What would success look like and how would you measure it?:</b></p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  Administrative Specialist III position remains at 19 hours weekly (05/29/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 0  No progress to date. Still waiting for funding to increase staff hours. (08/02/2017)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
<p>Increased attendance.</p> <p><b>Growth (Training)</b> - For Gallery Director and Staff to receive training in digital design software programs; ie. InDesign and Photoshop in order to provide a more professional service to our visiting artists while working on catalogs.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress</b> - Increased release time for gallery director and curator from 9LHE to 12LHE.  <b>Lead:</b> Fatemeh Burnes  <b>Type of Request:</b> Human Resources  <b>Planning Unit Priority:</b> High  <b>What would success look like and how would you measure it?:</b> Increased release time awarded.</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  Release time remains at 9LHE no progress to date. (05/29/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 0  This is an initial request. (08/03/2017)</p>	<p>: no use of results at this time, as this is an initial request. (08/03/2017)</p>
<p><b>Growth (Facility Updates)</b> - Facility updates to the Art Gallery structure in order to maintain a safe and professional space  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress</b> - Install wireless media projector to the ceiling of the gallery installation space.  <b>Describe Plans &amp; Activities Supported:</b> Wireless projector.  <b>Lead:</b> Fatemeh Burnes  <b>One-Time Funding Requested (if applicable):</b> 8900  <b>Type of Request:</b> Equipment - new  <b>Planning Unit Priority:</b> High  <b>What would success look like and how would you measure it?:</b> Wireless projector will be installed.</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 75  Chris Rodriguez staff came by the art gallery on 5/29/18 to take pictures of the space to obtain quotes from contractor. Work estimated to be completed in the summer. (05/29/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 25  Gallery staff have met with Robert Avila in media services, he recommended speaking with Adam San Miguel to obtain a quote and analyze the technicality of the request. Gallery staff met with Technical Services and an estimate of \$8900 was established for the equipment and installation. (07/19/2017)</p>	<p>: no use of results at this time, as we have not received funding. (08/03/2017)</p>
<p><b>Industry (Social Media)</b> - To create a social media presence in order to keep up with comparable collegiate galleries.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress</b> - Create social media sites for the Mt. SAC Art Gallery maintaining them with updates regarding the gallery exhibitions.  <b>Lead:</b> Fatemeh Burnes  <b>Type of Request:</b> Marketing  <b>Planning Unit Priority:</b> High  <b>What would success look like and how would you measure it?:</b> Social media sites are created.</p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 25  No progress to date on creating social media sites exclusively for the art gallery. (05/29/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 25  A request has been submitted through the marketing and communications department to list our exhibitions and events on the campus social media sites. A dedicated social media presence for the gallery is still pending. Spoke with Monico Orozco regarding setting up social media sites for</p>	<p>: After meeting with Monico, it looks like a plan is forthcoming to implement social media sites dedicated to the art gallery. (08/03/2017)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
<p><b>Participation (Artist in Residence) -</b> To establish an artist in residence program in order to offer a more hands on experience and academic opportunity to our campus community. <b>Status:</b> Active <b>Goal Year(s):</b> 2017-18 <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress -</b> Invite an exhibiting artist to participate in an artist in residence program, involving art demonstrations and teaching. <b>Describe Plans &amp; Activities</b> <b>Supported:</b> Stipend for contracted artist <b>Lead:</b> Fatemeh Burnes <b>On-Going Funding Requested (if applicable):</b> 2000 <b>Type of Request:</b> Human Resources <b>Planning Unit Priority:</b> Low <b>What would success look like and how would you measure it?:</b> Obtain a stipend for an artist and residence</p>	<p>the art gallery and with the new lab it is a possibility in the fall 2017 semester. (07/19/2017)</p> <p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 75 The second phase of the Benjamin Mural Project set to be completed December 2018. Student involvement is included in artist contract. (05/29/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 50 The art gallery works with the public art committee and the Benjamin mural will include a student participation portion during the second phase of the project. (07/19/2017)</p>	<p>: no use of results at this time, as funding has not been granted for this request. (08/03/2017)</p>
<p><b>Industry (Archive) -</b> Archive gallery historical materials to offer public access to films, images and lecture. <b>Status:</b> Active <b>Goal Year(s):</b> 2017-18 <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress -</b> Create a catalog of past exhibitions, materials, and artist list. Digitally archive the gallery VHS and CD footage. <b>Describe Plans &amp; Activities</b> <b>Supported:</b> technical support in converting VHS and CD to digital <b>Lead:</b> Fatemeh Burnes <b>Type of Request:</b> Human Resources <b>Planning Unit Priority:</b> Medium <b>What would success look like and how would you measure it?:</b> A virtual art library/catalog.</p>	<p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 25 Spoke with IT and were given a high quote of \$10,000 for digital storage of gallery video/DVD footage. Still searching more viable options. (05/29/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 25 A proposal has been put in place among the gallery staff for the initial cataloging. (08/03/2017)</p>	<p>: With a plan in place the project will have deadlines and accountability towards completion. (08/03/2017)</p>
<p><b>Growth (Facility Updates)_1 -</b> Facility updates to the Art Gallery structure in order to maintain a safe and professional space <b>Status:</b> Active <b>Goal Year(s):</b> 2017-18 <b>Date Goal Entered (Optional):</b></p>	<p><b>In Progress -</b> Repair flooring. <b>Describe Plans &amp; Activities</b> <b>Supported:</b> Flooring company to come and fill in the gaps that have occurred over time. <b>Lead:</b> Fatemeh Burnes <b>Type of Request:</b> Facilities</p>	<p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 25 Flooring gaps continue to occur, in spite of the temporary fix of filling them in. A more permanent solution will need to be explored. (05/29/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 25</p>	<p>: Waiting on follow up from facilities for completion of this</p>



Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
09/01/2016	<b>Planning Unit Priority:</b> High <b>What would success look like and how would you measure it?:</b> Flooring gets repaired.	Facilities has been to the gallery and brought an outside contractor with them to inspect the flooring. It was recommended that the flooring gaps be filled in, not replaced, as the flooring in the gallery is no longer available to purchase. (07/19/2017)	project. (08/03/2017)
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<b>Gallery Office Resources</b> - To obtain a new color copy machine for the gallery office, as the current equipment is outdated and in need of continual maintenance. <b>Status:</b> Active <b>Goal Year(s):</b> 2017-18 <b>Date Goal Entered (Optional):</b> 06/21/2017			
<hr/>			
<b>Growth (Facilities Updates)</b> - To attach an outdoor awning to the side of the gallery building 1B 10 <b>Status:</b> Active <b>Goal Year(s):</b> 2017-18 <b>Date Goal Entered (Optional):</b> 06/21/2017	<b>In Progress</b> - To verify structurally if an awning can be attached to the outside of the art gallery building 1B 10 <b>Describe Plans &amp; Activities Supported:</b> Facilities evaluation of art gallery 1B 10 to establish if an awning could be attached to outside of structure. <b>Lead:</b> Fatemeh Burnes <b>Type of Request:</b> Facilities <b>Planning Unit Priority:</b> Low <b>What would success look like and how would you measure it?:</b> Attach an awning to the outside of building 1B 10 art gallery	<b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 0 No progress has been made at this time. Facilities still needs to be contacted. (05/29/2018)	
		<b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 0 no progress has been made at this time, facilities will be contacted in the fall of 2017 for analysis of structure. (08/03/2017)	: no use of results at this time. (08/03/2017)
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<b>Growth (Facility Update)</b> - Facility verification that outdoor wall on 1B 10 art gallery could hold a display case <b>Status:</b> Active <b>Goal Year(s):</b> 2017-18 <b>Date Goal Entered (Optional):</b>	<b>In Progress</b> - Facilities to determine if outdoor wall of 1B 10 art gallery could hold a display case <b>Describe Plans &amp; Activities Supported:</b> Facilities <b>Lead:</b> Fatemeh Burnes <b>Type of Request:</b> Facilities	<b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 0 no progress to date need to contact facilities. (05/29/2018)	
		<b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 0 no progress at this time, facilities will be contacted in fall 2017 for analysis of structure. (08/03/2017)	: no use of results at this time. (08/03/2017)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
06/21/2017	<b>Planning Unit Priority:</b> Low <b>What would success look like and how would you measure it?:</b> Install outdoor display cases on 1B 10		
<b>Industry (Growth) -</b> To travel exhibitions from Mt. SAC to other facilities <b>Status:</b> Active <b>Goal Year(s):</b> 2017-18 <b>Date Goal Entered (Optional):</b> 06/21/2017	<b>In Progress -</b> To travel Mt. SAC exhibitions to other facilities <b>Describe Plans &amp; Activities Supported:</b> Possible stipend for Mt. SAC Director/Curator or additional LHE from 9LHE to 12LHE, as this process requires additional time and planning to coordinate with other institutions that the exhibition may travel to. This has been done previously with the Rita Blitt exhibition, however the time it took was more that is allotted to the Director/Curator. <b>Lead:</b> Fatemeh Burnes <b>Type of Request:</b> Human Resources <b>Planning Unit Priority:</b> Medium <b>What would success look like and how would you measure it?:</b> Travel exhibitions	<b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 25 Working on cold war exhibition of Jan Sawka artwork, trying to travel to Reagan Nixon libraries. (05/31/2018)	
		<b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 25 A list of local and accessible galleries has been created and contact information for those institutions updated, as possible locations for exhibitions to travel to. (07/19/2017)	: no use of results at this time. (08/03/2017)
<b>Growth (Staff) -</b> To increase the gallery admin specialist position from 1/2 to 3/4 position <b>Status:</b> Active <b>Goal Year(s):</b> 2017-18 <b>Date Goal Entered (Optional):</b> 06/21/2017	<b>In Progress -</b> To increase admin specialist position from 50% to 60% position <b>Describe Plans &amp; Activities Supported:</b> Increase admin specialist III from 50% to 60% FTE. \$3,288.79/month with \$656.76/10 month benefits <b>Lead:</b> Fatemeh Burnes <b>On-Going Funding Requested (if applicable):</b> 3945.55 <b>Type of Request:</b> Human Resources <b>Planning Unit Priority:</b> High <b>What would success look like and</b>	<b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 0 No progress at this time, position remains below 50% (05/29/2018)	
		<b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 0 no progress at this time. (08/03/2017)	: no use of results at this time, as this request has not been granted. (08/03/2017)

<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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**how would you measure it?:** Position increased from 50% to 60%

<p><b>Travel funding</b> - Support for travel related to exhibition planning and professional development to better serve the program.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18  <b>Date Goal Entered (Optional):</b> 05/31/2018</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  travel funding denied two years in a row from POD for art fairs. POD stated that they did not accept art fairs as professional development. Funding is needed for travel in order to stay current in the industry. Travel expenses for an exhibition curator falls into two categories; 1. studio visit curatorial work and finding future resources from fairs which is the least costly way to plan exhibitions for our program (currently working on theme of exhibition cold war which the studio visit is in upstate NY. The other exhibition an womens international exhibition which resources are available at international art fairs.). 2. professional development; curator, as an educator and a liaison needs to stay updated on current materials in the industry.  (05/31/2018)</p>
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