

1. Assessment Plan - Four Column



PIE - Arts: Theater Unit

Narrative Reporting Year

2017-18

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External Conditions, Trends, or Impacts: 1. There is an industry-wide trend to replace incandescent lighting fixtures with LED's. There is a compelling need, therefore, to provide LED fixtures so that our students can be trained to use this more complicated equipment.

2. Audio equipment, both recording and mixing, has shifted almost entirely to digital. We need to maintain audio equipment that reflects this shift.

3. There is a national and state level shift ways from viewing academic excellence as the measure of success and toward using certificates and degrees for that purpose. It is not difficult to find sources that back this assertion. Here is a link to one: <https://www.insidehighered.com/news/2013/06/24/college-associations-introduce-new-ways-measure-student-completion>

Internal Conditions, Trends, or Impacts : 1. We have added a fifth show that does not have an annual source of funding. 2018: This show has received funding on an ad hoc basis but it is not clear if we have an ongoing increase to our budget.

2. We have had to scale back the scope of the technical elements on our shows as a result of the reduced budget and less expert staffing and supervision. 2016: The exact figures have changed, but we are still underfunded. 2017: Our funding has come on an ad hoc basis which makes planning impossible. The numbers we were given this year -- and whether or not the money was ongoing or ad hoc -- has been a shifting story. Our specific needs are spelled out elsewhere in this document. 2018: It continues to be a problem that we do not know, at the beginning of the season, what our budget for the year is.

3. Based on assurances from the Ed Design Committee, it appears likely that we will have our new classes and Technical Theater Certificate approved. We do not currently have enough instructors to teach the new classes. 2018: The story, as of April 20th, is that we will be allowed to continue teaching our new classes, but the Technical Theater Certificate is still not approved. The reasons for the delay are known better to other people than they are to me.

4. The Studio Theater performances are selling beyond the capacity of the theater. Clarke Theater performances sell something close to 30% of the capacity. We would like to find a way to increase the availability of seats for our Studio Theater performances. We believe that, if we do not accommodate the increased interest in our Studio Theater performances, it will cap the general interest in our program, stunting the overall ability to grow.

5. We have been discouraged locally from offering classes that are taught by all three nearby community colleges, Chaffey, Citrus and Fullerton. This includes Voice, Movement and Directing. 2018: The Directing class was approved and a movement class is currently being considered by EDC.

6. There is inadequate support for parking on our weekend events. I have detailed the problems often in various places at various times. Among the biggest problems: signs that require payment before parking which often backs traffic into Grand Avenue, the ticket spitter is in an unsafe location for pedestrians and the farmer's market on Saturday's removes the possibility of doing a Saturday matinee performance. 2018: Parking continues to be a problem for us, particularly hampering our ability to add a Saturday matinee performance. Additionally, charging our patrons for parking conflicts with our goal of increasing audience attendance.

7. The 4-day summer schedule precludes our producing shows during that intersession, unless an accommodation can be made.

8. We have recently learned that a significant donation has been made to our department. It is possible that the money could translate into something in the neighborhood of \$50,000 per year, ongoing.

9. It is likely that one of our faculty will retire in the next year or two.

Critical Decisions Made by Unit: 1. To allow a broader experience for our students, we have rewritten THTR 60 (Children's Theater) to allow for students to repeat the class in different capacities. 2018: The classes were rewritten and taught under the new COR in the Fall of 2017.

2. We plan to replace incandescent fixtures with LED fixtures. 2017: The purchase has been approved but, over the course of two years, we still have not received the new fixtures. 2018: We have received approximately 2/3 of the fixtures we require.

3. We will, for the short term, continue with plans to produce a Winter show with the hope that it will be funded. If it is not funded, it will mean we will need to make damaging cuts to our Spring productions.

4. We would like to begin producing a summer show, starting small and building to the point that we can produce a summer musical. 2018: Faculty interest in the summer production has diminished. We have put this plan on hold.

5. We plan to continue researching in an effort to find ways to encourage and support both the AA-T degree and the students who wish to transfer without the benefit of that degree. 2018: In the 2014-15 academic year, we had two students who received the AA-T degree. The following year, four degrees were awarded. Last year, six degrees were awarded. Based on inquiries from students, I believe that there will be an increase again this year.

6. We have decided to add a Technical Theater Certificate. 2017: Based on assurances from EDC, it appears likely, but not certain, that the certificate will be approved. Once approved, we will seek Perkins funding. 2018: We have recently learned that the certificate has not made it through the approval process. We have taken steps to move this forward.

7. We have decided to create classes that are currently being offered by Chaffey College, Fullerton College, and/or Citrus College, which we believe will be beneficial to our students. 2018: One of those classes is currently on our schedule. Another is before EDC.

8. We are working to create a Movement class as well as a work experience class. We are also working with Communications to share -- possibly to cross-list -- their Voice class. 2018: The movement class is currently before EDC.

9. We are looking to expand the high school outreach in two ways: more internship positions and more high school attendance at our preview performances.

10. We are looking to expand our program that allows for paid internships. This was successfully done in 2015-16 for assistance in the costume shop and we would like to find more opportunities like that one. We are looking for more information about Federal Work Study, Calworks Work Study, SSEED, and Calworks South Bay WIB Work Study to determine what would be most appropriate for us.

11. We hope to move up the time-table on hiring a fourth full-time faculty member. It is currently approved for hiring in the 2018-19 academic year, to start in Fall of 2019. We believe it would be more appropriate -- and make for a smoother transition -- if the position began in Fall of 2018. 2018: Our request to hire this position early was turned down and the approved timetable of hiring in the 2018-19 academic year no longer seems certain.

12. We have begun the process of contacting Ethnic Studies in order to create a bridge with underrepresented communities.

13. We will seek funding to pay for the work currently being done by Christine Cummings to represent us at KC/ACTF. 2018: We have been turned down once and we are reapplying this year.

14. We plan to add a performance certificate.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1. We have clarified and expanded our curriculum to better serve students interested in degrees or transfer.

2. We have written several new classes aimed at expanding the scope of our program, moving into the second phase of our plan to expand our class offering.

3. We continue to produce an unfunded Winter production, increasing the total number of productions to five.

4. We held the third annual Advisory Committee meeting in support of our new Technical Theater Certificate.

5. We produced five main stage productions to cover a variety of styles and opportunities for our students.

6. We have supported a number of other programs by contributing significant hours to their projects. Programs that have benefited from our paid workers include: Art Gallery, Early Childhood Development, Photography, Broadcast Services, Local 262, Local 651, and the Maker's Space.

7. We have offered a number of new classes including: Playscript Analysis, Directing, Introduction to Design, Stage Lighting, and Stage Management.

Notable Achievements for Theme B: To Support Student Access and Success: 1. Mt. SAC was represented at the Kennedy Center American College Theatre Festival. Among other honors, Paul Flores was asked to present his one-act play "Leviathan" at the festival and Christopher Haro received a scholarship from the Stagecraft Institute of Las Vegas.

2. We have expanded student participation in the roles of stage management and assistant directing, increasing the number of students who regularly participate in production meetings.

3. We have added six new classes to our curriculum.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: We have received the following new equipment:

Source 4 fixtures to replace some of our obsolete Altman fixtures

LED fixtures to replace incandescent fixtures

Video monitor suite for the Studio Theater

Light console for classroom instruction

Portable dimmer rack for classroom instruction

All of this equipment is detailed elsewhere in this document.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 1. Our scene shop has provided support for building projects in Fine Arts, Music and the Child Development Center.

2. We created an internship program with Rowland High School, creating a recruiting opportunity while providing a meaningful learning experience for those interns.

3. We made contacts with Rowland High School, Northview High School, and Montclair High School by offering faculty led tours of the facility and inviting them to attend preview performances that included a talk-back session afterwards. Sierra Vista was added to the high schools who attend our previews. Nogales was added to our list of high schools that have provided interns for our productions.

4. We are maintaining a useful and viable website for the department that has greatly increased our exposure and provided students with easy access to classroom documents, far in excess of that provided by the campus website.

5. We have made in-roads with the Ethnic Studies program to create future events that will promote a useful relationship with students from underrepresented ethnic groups.

6. We have met with Daniel Anderson to create a plan for the Theater Department's participation in STEAM projects. We have also written a STEAM class. However, the death of Professor Anderson means we are not sure how we will proceed in the short term.

7. A scene from Professor Cummings' production of Top Girls was selected to perform at the American College Theater Festival as an example of outstanding scene work from Region 8.

8. Professor Cummings coached students for competition at the American College Theater Festival leading to a Stage Manager winning a scholarship and a team of Irene Ryan Acting competitors reaching the Final Round of competition at the Regional Level.

9. Professor Cummings -- Collaborated with the Photography Department setting up a head shot photo shoot with Theater Majors and student photographers. She performed in "Puttin' on the Hits". She represented the Arts Division at the Board of Directors Roundtable. She organized the guest workshop, "Voice Acting" with instructor Nicholas Thurkettle. She gave multiple tours of the Theater Facilities and promoted the Department to the New Faculty Seminar participants.

10. As Artistic Director of VanguardRep, Professor Burgos recently directed the Rosetta Reading Series in Atlanta, GA in January. He also recently partnered with professional dance company Fly on a Wall and the Atlanta Theater Collective to create a new season at the Windmill Arts Center. He will be directing the world premiere of the play On the Third Day in August.

11. As a personal achievement, Professor Strand's play "Ben Butler" had professional productions in: Amana, Iowa; Buriem, Washington; and Buffalo, New York. Productions are scheduled for Milwaukee, Wisconsin and Portland, Maine.

Contributors to the Report: Richard Strand - Theater

Matthew Burgos - Theater

Christine Cummings - Theater

Sean Kelly - Theater

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
<p>Curriculum - Provide the necessary curriculum and information for our students to transfer to 4-year schools. Status: Active Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Add a low-budget show for the Winter intersession. One-Time Funding Requested (if applicable): 20000 Type of Request: Human Resources, Supplies (less than \$200 per item) Planning Unit Priority: High What would success look like and how would you measure it?: We will need to see a \$20,000 increase in our budget, or the equivalent. We are asking to have our designers paid out of Reassigned Time for Special Assignments. Should that request go through, we would only need \$8000 to fund the show.</p>	<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>	
	<p>In Progress - Create a Technical Theater Certificate and classes to support that Certificate Describe Plans & Activities Supported: Adjunct faculty to teach the new classes Lead: Richard Strand Type of Request: Human Resources Planning Unit Priority: High What would success look like and how would you measure it?: We will award certificates. We do not have a baseline against which to compare numbers.</p>	<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>	<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>
		<p>Reporting Year: 2017-18 % Completed: 25 We learned yesterday that the program may not be approved, although we were informed over the summer that it had been approved and we have moved forward under that assumption. We have been able to offer the classes associated with the certificate. We do not know how to proceed, however, until we get confirmation that the certificate has been approved. This also means we have no way of estimating the percentage we are complete. I have put in a number only because it is a required field. But I am by no means stating that my estimate is based on anything. (04/12/2018)</p>	
		<p>Reporting Year: 2017-18 % Completed: 25 We are in an untenable position now. Virtually all the classes we have added are taught by adjuncts which is an unreliable, time consuming way to staff. We need a fourth faculty member to take on this load. The fourth faculty member was stipulated as a precondition of creating the certificate and, at one time, we were told that the addition of that fourth position was guaranteed. Currently it seems to be less-than-guaranteed. I fear that the certificate may</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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collapse if we do not get approved for this hire.

We have offered, or are preparing to offer, most of the classes that we added. The results have been mixed. The design class was under enrolled. The lighting class was popular and judged by us to be quite useful to our students. The audio class had to be cancelled for low enrollment. The stage management class is on a peculiar schedule -- in order to attract an instructor -- but enrollment is good.
(03/28/2018)

Reporting Year: 2016-17

% Completed: 0

We aren't going to do anything on this until we know that our classes have been approved by the Chancellor's Office. I have requested time this summer to work on hiring on the assumption that the classes are likely to be approved.
(05/03/2017)

No Funding Requested - Staffing to enable a Performance Certificate

Describe Plans & Activities

Supported: There isn't a direct need for additional resources. However, creating a certificate implies additional man 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

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>Type of Request: Staffing Planning Unit Priority: High What would success look like and how would you measure it?: Approval of the new certificate.</p>	
<p>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 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Restoring our budget. We will need \$24,000 if the Lab Tech position is restored. We will need \$44,000 if it is not. One-Time Funding Requested (if applicable): 24000 Type of Request: Human Resources, Supplies (less than \$200 per item), Technology Equipment - new Planning Unit Priority: High What would success look like and how would you measure it?: \$24,000 added to our budget which will allow us to return to doing five fully-produced shows per year.</p>	<p>Reporting Year: 2017-18 % Completed: 25 We still do not have a firm answer on this. We have received money at various time during the year. It is not clear if this money is ongoing or one-time. It makes planning both difficult and inefficient that we do not know at the beginning of the year what our annual budget is. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 25 We have heard conflicting stories. (04/27/2017)</p>
	<p>In Progress - We need a method to improve our ability to update our website. Describe Plans & Activities Supported: Don't know. Planning Unit Priority: Medium What would success look like and how would you measure it?: A fully functioning web site that can provide the following: Current audition information, production photographs, and a way for students to easily access classroom materials such as syllabi and PowerPoint slides. We need to be able to have requests for updates handled on the same day that they are made.</p>	<p>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)</p> <hr/> <p>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)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>In Progress - We need office support to cover the tasks formerly handled by Deborah Catingub.</p> <p>Type of Request: Human Resources</p> <p>Planning Unit Priority: High</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.</p>	<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>In Progress - Split THTR 15 in to two classes -- one for technicians and one for performers -- in order to increase the opportunities for our students and to make the Measurable Objectives more logical.</p> <p>Lead: Richard Strand</p> <p>Planning Unit Priority: High</p>	<p>Reporting Year: 2017-18 % Completed: 50 I would have said this was at 100% if I had written this two days ago. But we have recently been informed that the approval we thought we had may not be valid. We are waiting to hear. The additional class was written, approved by EDC and is currently being offered. It is only because I was informed that there was a problem that I now have to report that we cannot say this goal is completed. I need more information about the nature of the problem. To place a percentage on this is meaningless, but required by the form. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 75 The classes have been written and, at this date, they have reached Stage 7. It is illogical to analyze the extent of our progress. If the class is rejected by the Chancellor's Office, then we are at 0%. If it is approved, we are at 100%. When I say we are at 75%, I am merely saying we have done most of the work expected of the department. (05/03/2017)</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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Full Funding Requested - We need \$900 dollars ongoing to fund the front of house expenses for producing a fifth show. The dollar amount was derived from information provided by Bill Eastham.

Describe Plans & Activities

Supported: This is in support of our Winter show, which provides additional performance and build opportunities for our students. It supports the additional need anticipated by the addition of the Technical Theater Certificate.

Lead: Richard Strand

On-Going Funding Requested (if applicable): 900

Type of Request: Staffing

Planning Unit Priority: High

What would success look like and how would you measure it?: The front of house staff would be fully funded.

Documentation Attached?: No

Related Documents:

[5th SHOW FOH REQUEST.pdf](#)

Full Funding Requested - A source for petty cash to pay for visitor parking.

Describe Plans & Activities

Supported: There are a number of times that we have visitors to the campus whose parking should be paid for. While it is predictable that we will have such visitors, it is often not predictable a week in advance the date on which they will be on campus. The new parking policy does not accommodate this need.

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>Here are some of the circumstances under which we need last minute parking passes:</p> <p>Visits from high schools for rehearsals and facility tours (1 to 6 passes per show; 5 to 30 per year). Potential adjunct hires (approximately 5 per year). Photographer for rehearsals (as many as 3 per show; 15 per year).</p> <p>We are looking at between 20 and 50 passes per year. We would need money to fund this and a method for distributing that money. Lead: Richard On-Going Funding Requested (if applicable): 200 Type of Request: Staffing Planning Unit Priority: High What would success look like and how would you measure it?: An ongoing source to pay for visitor parking and a method for distributing that money. Documentation Attached?: No</p>	
<p>Facilities and Equipment - Maintain and update state of the art equipment and facilities. Status: Active Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Renovate of the Studio Theater. Type of Request: Facilities Planning Unit Priority: High What would success look like and how would you measure it?: As a first step, it would seem believable that this request is being taken seriously if an outside contractor gave an estimate on the cost. Ultimately, we are looking to see a tension wire grid installed in the Studio Theater.</p>	<p>Reporting Year: 2017-18 % Completed: 0 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 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>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
	<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</p> <p>Supported: We will need approximately \$30,000 to complete this need.</p> <p>One-Time Funding Requested (if applicable): 30000</p> <p>Type of Request: Equipment - replacement/upgrade</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: Replacement of all Altman fixtures with Source 4 fixtures.</p>	<p>Reporting Year: 2017-18</p> <p>% 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>	
	<p>We have made significant progress on this request. We have replaced 40 fixtures. We still need to replace 80 more.</p>	<p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>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)</p>	
	<p>Completed - Acquire LED fixtures and moving lights.</p> <p>Type of Request: Equipment - new</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: Instruments delivered to the Studio Theater. It appears that this request is close to completion. Both the moving head lights and the LED fixtures have been approved. We have sent out for bids and bids have been accepted. We are waiting on delivery. However, I cannot mark this a completed until we accept delivery.</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 100</p> <p>The equipment has been received and has been in constant use since the beginning of the semester. We will be conducting a student survey when we teach this class in the Fall of 2018. In the meantime, we have equipment that allows students access to an important part of modern lighting technology, improving the breadth of their learning experience. (04/12/2018)</p> <p>Related Documents: EQUIPMENT SURVEY.pdf</p>	
		<p>Reporting Year: 2016-17</p> <p>% Completed: 100</p> <p>It appears to be nearly completed. However, we have had this project approved without receiving the instruments in the past. We were asked to re-request funding that had previously been approved, essentially putting us back to</p>	<p>: We have only just received the equipment. We will need to have experience with the equipment in order to assess the result and impact. (06/22/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>In Progress - Acquire improved lighting for the exterior of the Studio Theater.</p> <p>Type of Request: Facilities</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: Satisfactory lighting on the exterior of the Studio Theater</p>	<p>0%. I'm unwilling to mark this as complete -- or to estimate a percentage above 0% -- until we have received the units. 06/2017: Completed. (05/03/2017)</p> <p>Reporting Year: 2017-18 % Completed: 0</p> <p>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 appears to be stalled. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0</p> <p>No physical progress has been made. (05/03/2017)</p>
	<p>In Progress - Kiosk and signboards for the exterior of the Studio Theater</p> <p>Type of Request: Facilities</p> <p>Planning Unit Priority: Medium</p>	<p>Reporting Year: 2017-18 % Completed: 0</p> <p>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)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0</p> <p>No physical progress has been made. (05/03/2017)</p>
	<p>In Progress - Improve the infrastructure in the Studio Theater to accommodate the new light console.</p> <p>One-Time Funding Requested (if applicable): 5000</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Installation of 5 or 6 nodes, hardwired into the Studio Theater.</p>	<p>Reporting Year: 2017-18 % Completed: 50</p> <p>We have purchased the nodes and they have proved effective for our needs. However, we are installing them on each show. This is an acceptable short-term solution, but ultimately there should be a permanently installed, hardwired distribution of network cable to effectively utilize this technology. (04/12/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0</p> <p>No physical progress has been made. (05/03/2017)</p>
	<p>On Hold/Discontinued - AAXA P4 P4X Pico Projector</p> <p>Planning Unit Priority: Low</p>	<p>Reporting Year: 2016-17 % Completed: 0</p> <p>We are waiting for a demonstration of the projectors. It is also not clear to me that the current manager of Children's Theater has an interest in using these projectors. (05/03/2017)</p>
	<p>In Progress - We need additional</p>	<p>Reporting Year: 2017-18</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
	<p>storage space.</p> <p>Type of Request: Facilities Planning Unit Priority: Medium What would success look like and how would you measure it?: We have access to an additional storage space.</p> <p>In Progress - We need a dedicated rehearsal space Planning Unit Priority: Medium</p>	<p>% 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)</p> <hr/> <p>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)</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>	
	<p>Completed - Lenses for projectors One-Time Funding Requested (if applicable): 6000 Type of Request: Equipment - new Planning Unit Priority: Low What would success look like and how would you measure it?: Students will have access to necessary equipment for the newly created design and lighting classes. There is no earlier point of comparison since these are new classes.</p>	<p>Reporting Year: 2017-18 % Completed: 100 The lenses have been received and are being used in the classroom and in productions. This enables us give our students access to usable projection equipment, which is becoming an increasingly important part of modern theater productions. This will be part of the student survey which we will conduct in the Fall of 2018. (04/12/2018)</p> <p>Related Documents: EQUIPMENT SURVEY.pdf</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 100 It appears that we should receive what we need before next fall. 06/2017: Completed (05/03/2017)</p>	<p>: We have only just received the equipment. We will need to have experience with the equipment in order to assess the result and impact. (06/22/2017)</p>
	<p>In Progress - Wireless intercom One-Time Funding Requested (if applicable): 16500 Type of Request: Equipment - new</p>	<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</p>	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>Planning Unit Priority: Low</p> <p>Related Documents: PIE Freespeak.pdf</p>	<p>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</p> <p>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 equipment that is compatible with Events Services' equipment. We are continuing to check on options. (05/03/2017)</p>
	<p>Completed - Monitor suite for Studio Theater</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: Students in the control booth in the Studio Theater will be able to see the performance on a television screen so that they can take cues appropriately.</p>	<p>Reporting Year: 2016-17 % Completed: 100</p> <p>We are told the equipment is on the way. 06/2017: Completed. This will be part of the student survey which will be completed in the Fall of 2018. Meanwhile, the new equipment has been used on every show we have done in the Studio theater this past season. It has enabled the light board operator and the Stage Manager to view the show in progress from multiple angles which greatly assists in calling and executing cues. (05/03/2017)</p> <p>Related Documents: EQUIPMENT SURVEY.pdf</p>
	<p>In Progress - Air filtration for Scene Shop</p> <p>Type of Request: Facilities</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: System reduces harmful gasses, smoke and particulates in the shop.</p>	<p>Reporting Year: 2016-17 % Completed: 0</p> <p>No physical progress has been made. (05/03/2017)</p>
	<p>In Progress - LED worklights for Studio Theater</p> <p>Describe Plans & Activities Supported: Installation.</p> <p>Type of Request: Facilities</p> <p>Planning Unit Priority: Medium</p>	<p>Reporting Year: 2017-18 % Completed: 100</p> <p>The fixtures are purchased and installed and they are used on a daily basis. The addition of these lights was a safety issue -- it was necessary for getting adequate lighting in our workspace. It does not relate to an academic goal beyond</p>

: We have only just received the equipment. We will need to have experience with the equipment in order to assess the result and impact. (06/22/2017)

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	<p>What would success look like and how would you measure it?: Increased and more even lighting in the Studio Theater.</p>	<p>the fact that it is important to have adequate lighting in our classroom. With the new lighting, I have measured the foot-candles in most parts of the space to be between 20 and 30. (04/12/2018)</p>	
	<p>In Progress - Replace dust collection system in the Scene Shop.</p> <p>One-Time Funding Requested (if applicable): 150000</p> <p>Planning Unit Priority: High</p> <p>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.</p>	<p>Reporting Year: 2016-17 % Completed: 50</p> <p>The fixtures have been ordered. We have not made arrangements yet for having those fixtures installed. We are not even sure if that installation is best handled with campus employees or an outside contractor. (05/03/2017)</p> <p>Reporting Year: 2016-17 % Completed: 0</p> <p>No physical progress has been made. (05/03/2017)</p>	
	<p>Completed - Purchase portable dimmer rack for the Studio Theater - I'm suggesting the ETC Sensor Net3 1220</p> <p>One-Time Funding Requested (if applicable): 4800</p> <p>Planning Unit Priority: High</p>	<p>Reporting Year: 2016-17 % Completed: 100</p> <p>The rack has been purchased and received. We will use it in our new Lighting class, assuming that class is approved, in the Fall of 2017. We will have use of results after that. May 18, 2018: We will conduct a survey on this equipment for both THTR 14 and THTR 21 in the Fall of 2018. (05/03/2017)</p> <p>Related Documents: EQUIPMENT SURVEY.pdf</p>	
	<p>Completed - Purchase portable lighting console -- I'm suggesting the ETC Colorsourc 40</p> <p>One-Time Funding Requested (if applicable): 2500</p> <p>Planning Unit Priority: Medium</p>	<p>Reporting Year: 2016-17 % Completed: 100</p> <p>The equipment was purchased and received. We will use this equipment when teaching our Lighting class in the Fall of 2017. We will have Use of Results at that time. May 18, 2018: We will conduct a survey on this equipment for both THTR 14 and THTR 21 in the Fall of 2018. (05/03/2017)</p> <p>Related Documents: EQUIPMENT SURVEY.pdf</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
	<p>Completed - Purchase Edge Forming Roll for Scene Shop</p> <p>One-Time Funding Requested (if applicable): 1200</p> <p>Planning Unit Priority: High</p> <p>In Progress - Purchase new scissor lift for use in both theaters and across programs.</p> <p>One-Time Funding Requested (if applicable): 22000</p> <p>Type of Request: Equipment - replacement/upgrade</p> <p>Planning Unit Priority: High</p>	<p>Reporting Year: 2016-17</p> <p>% Completed: 100</p> <p>Equipment has been received. 05/18/18: It has been used to expose students to this aspect of metal working, and to create projects with safe edges. (05/03/2017)</p> <p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>Funding has been designated in SWP, but this will require more money that we originally anticipated. I don't know what impact that will have in acquiring this item. (05/03/2017)</p>	
	<p>In Progress - Purchase Drill/Mill for the scene shop.</p> <p>One-Time Funding Requested (if applicable): 4000</p> <p>Planning Unit Priority: Medium</p>	<p>Reporting Year: 2016-17</p> <p>% Completed: 0</p> <p>There has been no forward progress. (05/03/2017)</p>	
	<p>In Progress - Purchase tool chest</p> <p>One-Time Funding Requested (if applicable): 2000</p> <p>Planning Unit Priority: Medium</p>	<p>Reporting Year: 2016-17</p> <p>% Completed: 0</p> <p>There has been no forward progress. (05/03/2017)</p>	
	<p>Completed - Acquire moving lights</p> <p>One-Time Funding Requested (if applicable): 20000</p> <p>Type of Request: Equipment - new</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: Moving head fixtures installed in Studio Theater.</p>	<p>Reporting Year: 2016-17</p> <p>% Completed: 100</p> <p>We have been told that this item has been ordered. 06/2017: Completed. 05/18/2018: This item is replicated above. We should stop viewing this as a separate goal. (05/03/2017)</p>	<p>: We have only just received the equipment. We will need to have experience with the equipment in order to assess the result and impact. (06/22/2017)</p>
	<p>In Progress - Secure funding for new floor in Costume Shop.</p> <p>Describe Plans & Activities Supported: New laminate flooring. \$10,000.</p> <p>Lead: Richard Strand</p> <p>One-Time Funding Requested (if</p>	<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>	

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applicable): 10000
Type of Request: Facilities
Planning Unit Priority: Medium
What would success look like and how would you measure it?: Floor installed.

In Progress - Replace the flooring in the Studio Theater.
Describe Plans & Activities
Supported: MDF for approximately 2000 square feet.
 Labor for installation.
Lead: Richard Strand
One-Time Funding Requested (if applicable): 10000

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

Type of Request: Facilities
Planning Unit Priority: High
What would success look like and how would you measure it?: Floor is installed.

Full Funding Requested - Cold Saw
Describe Plans & Activities
Supported: To improve our ability to do metal work, we need a saw that will make clean, accurate cuts. We are currently using a saw with an abrasive blade. In order to improve classroom instruction and the quality of projects that we create in support of other programs, we need to upgrade to a cold saw.

One-Time Funding Requested (if applicable): 6000
Type of Request: Instructional Equipment
Planning Unit Priority: Medium
What would success look like and how would you measure it?: We would replace the abrasive saw with a cold cut saw.

Full Funding Requested - CEM3

Control Module

Describe Plans & Activities

Supported: This will increase the functionality of the existing dimmer rack for the Studio Theater. The move to multi-parameter fixtures requires that individual dimmers can be used in a variety of modes. A detailed description of the CEM3 is attached to this request.

Lead: Richard Strand

One-Time Funding Requested (if applicable): 16000

Type of Request: Instructional Equipment

Planning Unit Priority: Medium

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

Installation and proper functioning of the above equipment in the Studio Theater dimmer rack.

Documentation Attached?: Yes

Related Documents:

[ETC-CEM3-Datablad.pdf](#)

[Scan May 10, 2018 at 11.12 AM.pdf](#)

Full Funding Requested - Phone in 2T120

Describe Plans & Activities

Supported: As a safety concern, we need a phone in our classroom that, at the very least, connects to Campus Safety. I have, over years, made it known that no such phone is installed in the classroom. It seems like this should be a high priority on someone else's PIE. I don't know the cost of such an installation and I do not believe that it should displace any funding requests made by

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theater. I simply don't know of any other way to make this need known, other than to include it in our PIE.

Lead: Richard

One-Time Funding Requested (if applicable): 0

Planning Unit Priority: Low

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

Functioning phone installed in 2T120.

Documentation Attached?: No

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

20 @ 25'

15 @ 15'

20 couplers

Describe Plans & Activities

Supported: 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, Richard Strand

One-Time Funding Requested (if applicable): 1125

Type of Request: Instructional Equipment

Planning Unit Priority: High

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.

Documentation Attached?: No

Full Funding Requested - Network Switches

Describe Plans & Activities

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Supported: We need an improved method for directing network data in the Studio Theater. This is exclusively for relaying data between the lighting console and the lighting instruments; it does not involve any outside networking. We are in the early stages of assessing our needs in this area.

Lead: Richard Strand, Sean Kelly
One-Time Funding Requested (if applicable): 500

Type of Request: Facilities

Planning Unit Priority: Low

What would success look like and how would you measure it?: We are maintaining this as a low priority until we have a clearer picture of our needs.

Documentation Attached?: No

Full Funding Requested - Fader wing for Titanium light console, with touch screen

Describe Plans & Activities

Supported: This allows a remote station for the lighting console in the Studio Theater to aid in light focus and cue writing. The wing provides functionality for the designer and light crew who are not stationed in the light booth. It also expands our ability to use a light console at remote locations. It would be used by the following classes: THTR 13, THTR 14, THTR 15, THTR 18, THTR 21 and THTR 22. It would also be used in support of all of our productions.

Lead: Richard Strand, Sean Kelly
One-Time Funding Requested (if applicable): 6000

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Type of Request: Instructional Equipment
Planning Unit Priority: High
What would success look like and how would you measure it?: Equipment installed and available to staff and students operating in the Studio Theater
Documentation Attached?: No

Staffing - Provide staffing to make sure our shops are a safe and productive environment for our students.
Status: Active
Goal Year(s): 2016-17
Date Goal Entered (Optional): 09/01/2016

Completed - Hire new full-time faculty member.
Type of Request: Human Resources
Planning Unit Priority: High
What would success look like and how would you measure it?: A full-time professor has been hired.

Reporting Year: 2016-17
% Completed: 100
 The hire was made at the end of the last academic year. (05/03/2017)

: Christine Cummings has become a popular and productive member of the faculty. We have increased the number of classes taught by full-time faculty even over the number taught prior to Professor Eastman's retirement. This creates additional continuity in the department. It also has meant that department goals, such as increasing our contact with the community and expanding our curriculum, became possible. (06/19/2017)

In Progress - Increase the number of classes we offer in support of our Technical Theater Certificate.
Describe Plans & Activities Supported: Additional full-time faculty member with expertise in technical theater.
Type of Request: Human Resources
Planning Unit Priority: High
What would success look like and how would you measure it?: A fourth faculty member will be hired.

Reporting Year: 2017-18
% Completed: 0
 We could use assurance that this position is still funded by SWP and that the position will be hired in time for the Fall of 2019.

 We have added many classes on the understanding that we would be allowed to hire a full time professor to teach the lion's share of those classes. Currently, we are scrambling for adjuncts to cover those classes. The addition of 8 new classes, an new AA-T degree and a new certificate has strained our full-time faculty. We would not have proceeded with the Technical Theater Certificate had we not been assured that we could add a fourth faculty member. We do not have enough people to handle the

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additional workload. (04/12/2018)

Reporting Year: 2016-17

% Completed: 50

SWP funding has been approved for this position. We would like to move the hire date up to next year. (05/03/2017)

New Lab Tech position.

Describe Plans & Activities

Supported: In support of the new technical theater certificate, the increase in technical theater classes, and the addition of a fifth show, we need a new Lab Tech position to support both the scene shop and the light hangs. The existing and new classes supported by this position include:

- THTR 13
- THTR 14
- THTR 15
- THTR 21
- THTR 22
- THTR 26
- THTR 27
- THTR 60

Lead: Richard Strand

On-Going Funding Requested (if applicable): 20000

Type of Request: Staffing

Planning Unit Priority: High

What would success look like and how would you measure it?: We would have a new skilled lab technician hired and assisting students.

Community - Create a sense of community for students who self-

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identify as theater students or theater majors
Status: Active
Goal Year(s): 2016-17
Date Goal Entered (Optional): 09/01/2016

Collaboration - Create the working conditions that encourage collaboration and cooperation, particularly as that relates to production.
Status: Active
Goal Year(s): 2016-17
Date Goal Entered (Optional): 09/01/2016

Full Funding Requested - We need funding to pay for our participation in the Kennedy Center/American College Theater Festival. That funding should include:

 Hotel rooms for participants and other travel expenses \$5000 (Based on previous year's expenses)
 Stipend for the faculty organizers \$7000

Describe Plans & Activities Supported: We have, for the past two 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. In order to continue this valuable activity, we will need to receive ongoing funding.
Lead: Richard Strand, Christine Cummings
On-Going Funding Requested (if applicable): 12000
Type of Request: Staffing
Planning Unit Priority: High
What would success look like and how would you measure it?: We would receive ongoing funding for our participation in KC/ACTF.

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Documentation Attached?: No