

# 1. Assessment Plan - Four Column



## PIE - Arts: Theater Unit

### Narrative Reporting Year

**2018-19**

**Contact Person:** RICHARD STRAND/MATTHEW BURGOS

**Email/Extension:** rstrand@mtsac.edu / x4949 or mburgos14@mtsac.edu x4337

**Program Planning Dialog:** Our department has grown in almost every facet over the last few years with the influx of SWP funding, new full-time faculty hires, 8 new classes, a generous donation, new technical theater certificate, and student successes at the Kennedy Center/American College Theater Festival. We are in the process of finishing the first stage of that expansion with the implementation of our fourth faculty in Fall 2019. Our future outlook is very strong, but will require another clear stage of development that includes: a replacement hire for our soon-to-retire former Chair, a new performance certificate and movement class, technology updates for our new technical theater program, venue and staffing upgrades for our ever-improving production quality and class offerings, and support (LHE, production budget) through the division for both our academic programs and our five-show repertory season.

**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. Projection Design is becoming a staple of both academic and professional theater. We need to create and offer opportunities for our students to learn about and apply design principles in this burgeoning discipline.

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. 2019: We still are unsure about the source of this funding.

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. 2019: As our department grows, our inability to have a clear production budget is affecting our ability to teach the design/production process to our students. We should be emulating professional and academic repertory theater models, but are unable to do so.

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. 2019: The Technical Theater Certificate has been approved and implemented.
  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. 2019: The expansion/renovation of the Studio Theater is still a conversation at the earliest stages due to the lack of inclusion in the overall Master Facilities Plan.
  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. 2019: Movement for the Stage is currently being evaluated as part of our new Performance Certificate. Directing and Script Analysis have been offered for the past two years, and both classes have been met with great enthusiasm by our students.
  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. 2019: There has been no movement on this issue. Again, it is incumbent on members of the department to work well outside of their contracted hours to help coordinate parking for events - something that would be handled by a production coordinator or administrative assistant in a professional theater.
  7. The 4-day summer schedule precludes our producing shows during that intersession, unless an accommodation can be made. 2019: We have no plans at this time to add a summer musical, as the current class schedule does not accommodate a potential rehearsal schedule.
  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. 2019: The department has met with the division and created a preliminary outline of priorities and a tentative plan for utilizing the funds to further support the department's workload.
  9. It is likely that one of our faculty in the next year or two will retire. We will need to replace the fourth faculty member with high priority, as we do not have the adjunct faculty necessary to continue the expansion of the technical theater program without their specializations.
  10. Theater design is ever-changing, but rarely does a technological trend appear suddenly and become as ubiquitous as projection design. As programs pop up around the country, it is important to us to keep up to date from an instruction and production perspective. While we have implemented projection in multiple productions over the last five years, designed by one of our faculty, we are planning on creating a projection design class and bringing in an expert to keep our students marketable for both the professional workspace as well as the transfer market.  
**Critical Decisions Made by Unit:** 1. 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. 2019: We have updated almost all of our fixtures, but have found that we require more in order to match the capabilities of our new lighting console and dimmer in the studio theater.
2. 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. 2019: We still have not secured a permanent budget line for our fifth production (Winter), which is continuously making yearly budgeting an unnecessary challenge for a department without a managing director or production manager.

3. 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. 2019: We will revisit this after the new faculty are hired by the end of 2021.
  4. 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. 2019: We are in the process of contacting potential transfer schools to ensure that our AA-T will fully qualify. We will update our outlook by Spring 2020.
  5. 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. 2019: The certificate has been approved, implemented, and we are in the process of awarding our very first certificates this Spring.
  6. 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. 2019: Our new classes are being lauded by our students as excellent additions, and our reputation is growing as a department with diverse offerings.
  7. 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. 2019: Our work experience class has been approved, and our movement class is awaiting our performance certificate's approval.
  8. We are looking to expand the high school outreach in two ways: more internship positions and more high school attendance at our preview performances. 2019: Our internship program has been successful, and our plan to incorporate tuition incentives for incoming and continuing majors will help us recruit in even more programs.
  9. 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. 2019: Our work experience class was approved, and we are currently in the process of securing funds for our students. In the meantime, we have secured Perkins funding for student tutors, which will give our students the opportunity to gain professional instruction experience while helping each other in highly technical arenas such as stage management, sound design, and stagecraft.
  10. 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. 2019: We have successfully hired our fourth faculty, and await his integration in Fall 2019.
  11. We have begun the process of contacting Ethnic Studies in order to create a bridge with underrepresented communities. 2019: We are in the process of writing a new class that focuses on theatrical artists of color and LGBTQ+ playwrights.
  12. 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. 2019: We are still awaiting word on whether our funding has been approved. This is a necessary part of our workload budget and we will continue to pursue it as long as it isn't funded.
  13. We plan to add a performance certificate. 2019: We have sent the certificate to EDC, and it is in the process of evaluation.
- 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 fourth 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.
8. We have secured Perkins Grant funding for student tutors.
9. Our work experience class has been approved to offer in Fall 2019.
10. Our Technical Theater Certificate has been approved.
11. We have successfully hired a fourth full-time faculty member to help expand our Technical Theater Program.

**Notable Achievements for Theme B: To Support Student Access and Success:** 1. Mt. SAC was represented at the Kennedy Center American College Theatre Festival. Three of our six Irene Ryan Acting Competitors advanced to the Semi-Finals at the Kennedy Center American College Theater Festival Regional Competition. They made the top 60 of approximately 350 competitors in our 4-state region.

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.

**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  
Fader Wing for lighting console in the Studio Theater for classroom and production use  
Scissor Lift for instructing students on safe lighting hanging/focusing  
Nodes and network switches for the Studio Theater  
A phone system in T-120

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 continued our 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.
  4. 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.
  5. Despite the death of colleague Daniel Anderson, we have continued conversations with EDC about our STEAM integration workshop class, and will continue to make an attempt to get this very innovative class off the ground.
  6. Professor Cummings continued guiding our students in successful competition at KC/ACTF, helped with Culturama and the Karl Benjamin unveiling, and was lauded for her performance in "All the World's a Grave" at StagesTheater.
  7. As Artistic Director of VanguardRep, Professor Burgos recently directed the Rosetta Reading Series in Atlanta, GA in January. His world premiere of "On the Third Day" was received with great critical acclaim and was nominated for the illustrious Suzi Bass Awards in Atlanta. He will be directing the Atlanta premiere of the award-winning new play Br'er Cotton in Summer 2019. The Windmill Arts Center (co-founder, designer) has just completed its third season with over 20 productions of dance, music, and theater.
  8. Professor Strand's play "Ben Butler" had professional productions in: 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><b>Curriculum</b> - Provide the necessary curriculum and information for our students to transfer to 4-year schools.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2016-17, 2018-19</p> <p><b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress</b> - Restore a low-budget show for the Winter intersession.</p> <p><b>What would success look like and how would you measure it?:</b> We require the \$24,000 decrease in our budget from the recession from 2009, to be restored. We have continually received one-time funds, but are unable to adequately budget our production season without a full, continual restoration.</p> <p><b>Type of Request:</b> OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/</p>	<p><b>Reporting Year:</b> 2018-19</p> <p><b>% Completed:</b> 25</p> <p>As a department, we still have a high-priority need for an established production budget. Our Winter production continues to receive one-time funds, which has allowed us to execute the production at an adequate level, but does not allow us to adequately budget our entire season. Our intention is to run a five-show repertory theater season as a professional example to our students, but continue to struggle with unclear funding for non-auxiliary needs. A solid and predictable production budget is a primary need for a successful technical theater program. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 25</p> <p>It continues to be unclear if we are receiving funding for this</p>

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	<p>maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>On-Going Funding Requested (if applicable):</b> 24000</p> <p><b>Request - No Funding Requested -</b> Staffing to enable a Performance Certificate</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> 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.</p> <p>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.</p> <p>This is clearly an important part of our plan but there isn't a "Type of Request" category that covers this.</p> <p><b>Lead:</b> Christine Cummings</p> <p><b>What would success look like and how would you measure it?:</b></p>	<p>show on an ongoing basis or year-to-year. It makes planning extremely difficult. (03/28/2018)</p> <p><b>Reporting Year:</b> 2016-17</p> <p><b>% Completed:</b> 50</p> <p>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><b>Reporting Year:</b> 2018-19</p> <p><b>% Completed:</b> 25</p> <p>We have submitted, for curriculum approval, our Performance Certificate. We have also submitted the Movement for the Stage class, as part of said Certificate. Our student success in performance (multiple American College Theater Festival awards, regular amateur castings of our students outside of our program, etc.), consistent student interest in expanding performance offerings, as well as the absence of a similar 2-year degree at local community colleges gives us an opportunity to separate ourselves from other schools for prospective performance students. We will find out next year about whether we will be able to implement this program in Fall 2020. At that time, we may request an additional faculty member (5th). In the meantime, however, we require no additional resources or funding. In the future, a dedicated rehearsal space with mirrors that can be hidden, sprung floors, and ample square footage will be required to successfully promote this program. (05/20/2019)</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>

<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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Approval of the new certificate.  
**Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.  
**Planning Unit Priority:** High

<p><b>Production</b> - Provide production opportunities that will give our students first hand experience that is transferable to the professional world.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2018-19  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress</b> - Permanent Lab Tech Position.  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> This position has been taken from one-time/lottery funds, and is a necessary support staffing to continue our highly successful repertory season. Just this year, with our lighting designer injured, we would have been unable to produce our last show without our current Lab Tech.  <b>What would success look like and how would you measure it?:</b> \$24,000 added to our budget permanently, which will allow us to return to doing five fully-produced shows per year with requisite support staff.  <b>Type of Request:</b> STAFFING: Requests for permanent employee positions or temporary/hourly employees.  <b>Planning Unit Priority:</b> High  <b>On-Going Funding Requested (if applicable):</b> 24000</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50  We still do not have a permanently restored budget that includes a Lab Technician budget line of \$24,000. While we have received lottery funds to cover this position, it is not something we can go without, in terms of faculty/staff workload, now that we have expanded our technical theater program. (05/20/2019)</p>
		<p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 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>
		<p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 25  We have heard conflicting stories. (04/27/2017)</p>
	<p><b>In Progress</b> - Department production and media historian.  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b> In</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 25  We will be discontinuing our highly-successful (based on student feedback) wildcat website at the behest of the</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>an entertainment field such as theater, the production media and general history of an organization is instrumental in recruiting and future expansion. We will meet with the Arts Division after approval, and start the process of accumulating production media, faculty needs, and department branding. Duties will include: maintaining a site map for the theater website, categorizing and collecting production media, rewriting our departmental mission statement, and instructing fellow faculty on updating procedures.</p> <p><b>Lead:</b> Matthew Burgos</p> <p><b>What would success look like and how would you measure it?:</b> A fully functioning web site that can provide the following: Clear department branding, current audition information, production photograph archives, and a way for students to easily access classroom materials such as syllabi, large files, slides, and documentation. We need to be able to either have requests for updates handled on the same day that they are made, or a system that allows the faculty to update the site autonomously.</p> <p><b>Type of Request:</b> OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.</p>	<p>administration due to understandable concerns of security and updatability. We have consulted with the Associate Dean about bringing forth a plan to update the school theater page to emulate as much of the wildcat page as possible using faculty technology support services. This will be a rather large undertaking, in terms of planning, for our department. It would be helpful to allocate 1.0 LHE reassign time (one faculty, one calendar year) to survey the department, create a site map, gather production archives (photos, renderings, etc), and consult with support services in order to create a website that genuinely serves our current students, prospective students, and patrons with a contemporary source of easily-updatable information. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 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><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 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>



*Unit Goals*

*Resources Needed*

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

**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 8000

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

**Describe Plans & Activities Supported (Justification of Need):** 19 hours/week - administrative. Professional theaters that work with similar budgets, time frames, and production elements have support staff in the form of production managers and/or managing directors. As it currently stands, the workload of these positions is divided out amongst the Chair (primary) and other faculty - without compensation. This workload includes budget balancing, coordination with marketing for individual productions, internship organization, and tours/events/lobby displays. We would like to continue to grow our profile in the public sphere, but currently do not have the support to grow - as we are currently understaffed.

**Lead:** Matthew Burgos  
**What would success look like and how would you measure it?:** Budget reports that could be generated five times a year, after each production, coordination of marketing efforts, internship organization, and integration with other departments through lobby displays, events, and backstage tours.

**Reporting Year:** 2018-19  
**% Completed:** 0

Our department has a very unique division of labor that essentially requires us to not only run a comprehensive academic training program for young theater artists, but also manage an entire five-show repertory theater season - on par with professional theaters with 500k+ budgets. And, while the school subsidizes some aspects of this double workload, it has yet to provide the support hours that come from professional administrative positions (Production Managers, Producing Directors, Managing Directors, etc.) As a result, the Chair of the department is not only in charge of an ever-growing academic program, but also serves as the de facto managing director - without assistance. If the school will not provide administrative assistance for production (per-show budgets, communication with house management, marketing and patron outreach support), we may need to request a permanent production manager OR allocate re-assign time for the current chair (or a new co-chair) to handle one half of the duties. Currently, with the scope of our program, this workload is untenable and will cause serious issues with faculty workload beyond the contractual hours. (05/20/2019)

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**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)

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**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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p><b>Type of Request:</b> STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>Documentation Attached?:</b> Yes</p> <p><b>On-Going Funding Requested (if applicable):</b> 24000</p> <p><b>Related Documents:</b>  <a href="#">Screen Shot 2019-05-28 at 9.11.25 AM.png</a></p>	<p>preparation of our programs. (04/12/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17</p> <p><b>% Completed:</b> 25</p> <p>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><b>Facilities and Equipment</b> - Maintain and update state of the art equipment and facilities.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2016-17, 2018-19</p> <p><b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress</b> - Renovate of the Studio Theater.</p> <p><b>What would success look like and how would you measure it?:</b> 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><b>Planning Unit Priority:</b> High</p>	<p><b>Reporting Year:</b> 2018-19</p> <p><b>% Completed:</b> 0</p> <p>There has been little/no discussion on this project. While there is a new performance facility being discussed as part of the Master Plan for the college, our department - which has extensive experience specifically in professional/academic performance facility planning - has not been consulted about how all of these plans will work together in concert. In order to facilitate our students' learning - especially in regards to state-of-the-art technology - we require a studio theater that meets professional safety, technology, and patronage standards. Theatrical performance spaces being planned and built without extensive consultation with those that primarily use said facilities is a VERY common mistake made by academic institutions and professional theatrical boards that result consistently in further funding for alteration and adjustment. We should strive to avoid such a common and avoidable mistake. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 0</p> <p>It continues to be the case that I cannot get meaningful information about the status of this goal. (04/12/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17</p> <p><b>% Completed:</b> 0</p> <p>No physical progress has been made and I don't have a way of ascertaining if this is considered a realistic goal by those who might approve the funding. I have tried. (05/03/2017)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p><b>In Progress</b> - 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><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> We will need approximately \$30,000 to complete this need.</p> <p><b>What would success look like and how would you measure it?:</b> Replacement of all Altman fixtures with Source 4 fixtures.</p> <p>We have made significant progress on this request. We have replaced 80 fixtures. We still need to replace 40 more.</p> <p><b>Type of Request:</b> INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p><b>Planning Unit Priority:</b> Medium</p> <p><b>One-Time Funding Requested (if applicable):</b> 30000</p>	<p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 75 We have continued to acquire instruments to eliminate our out-of-date Altman fixtures, and have replaced most of them. Currently, our interest is moving toward acquiring more LED fixtures in order to help train our students on the various instrument types. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 75 We have replaced a total of 70 fixtures to date. We still need to replace 30 more. (04/12/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 25 We have purchased a third of what we need out of our budget. Because 33% is not an option, I have selected 25% below. (05/03/2017)</p>
	<p><b>In Progress</b> - Acquire improved lighting for the exterior of the Studio Theater.</p> <p><b>What would success look like and how would you measure it?:</b> Satisfactory lighting on the exterior of the Studio Theater</p> <p><b>Planning Unit Priority:</b> Medium</p>	<p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 0 Again, no physical progress has been made. We were told that the project was tied to the completion of the eaves project on Building 2, which still appears to be stalled. Our Studio Theater productions are not "lesser" productions than our Clarke productions - as different styles of shows are best suited for different theatrical spaces. As it stands, our Studio Theater is not only inadequate for safety during evening rehearsals, but also for visiting patrons. (05/20/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p><b>In Progress</b> - Kiosk and signboards for the exterior of the Studio Theater.</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> As we expand our program, we have had multiple requests from students for a clear, visible information center for the exterior of the Studio Theater that includes production information, audition information, certificate offerings, and production photos. This could come in the form of a digital marquee, or an enclosed series of display cases that we can update seasonally.</p> <p><b>Lead:</b> Matthew Burgos</p> <p><b>What would success look like and how would you measure it?:</b> Students would be more informed and aware of both our academic and production opportunities by simply walking by the theater building.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> High</p>	<p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 0 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><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 0 No physical progress has been made. (05/03/2017)</p> <p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 0 Again - no physical progress has been made. We were told that this project was tied to the eaves project, which appears to still be stalled. We receive comments from students and patrons - consistently - that our department is visually underrepresented on campus. Data shows that posters are much less effective than a designated "center" for information regarding a program. Music has banners, multiple events, brochures, etc - along with a building footprint that is not shared with another program (we share with Dance - which is not even in our division). Our external visibility is poor, and the departmental recommendations (based on extensive professional experience) seem to have low priority, despite the consistent feedback from students and patrons. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 0 No physical progress has been made. We were told that this project was tied to the eaves project, which appears to be stalled. (04/12/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 0 No physical progress has been made. (05/03/2017)</p>
	<p><b>In Progress</b> - We need additional storage space.</p>	<p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 0</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>Describe Plans &amp; Activities Supported (Justification of Need):</b> Instructing our students in how to utilize pre-existing materials in both stagecraft, scenic design, and costuming requires that we have a stock of materials, props, furniture, and costuming. While we have obtained one container, we will continue to need further storage as our program grows.</p> <p><b>What would success look like and how would you measure it?:</b> We have access to additional, permanent storage space.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> Medium</p> <p><b>In Progress -</b> We need a dedicated rehearsal space</p>	<p>We still are unclear about additional warehouse storage, which has become necessary with the expansion of our department. We received one container and, while helpful, is not enough for our departmental needs. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 25</p> <p>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><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 25</p> <p>This is hard to assess. It was helpful to have the additional storage container. But we need so much more. (05/03/2017)</p>
	<p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> As we expand our program with the addition of the Performance Certificate and Movement Class, our students require a rehearsal space with adequate floor (sprung), mirrors (coverable), and enough square footage to practice full-stage movement. This will become a high-priority request once the Performance Certificate and Movement Class are approved and implemented into our class schedule.</p> <p><b>Lead:</b> Matthew Burgos</p> <p><b>Type of Request:</b> FACILITIES: This</p>	<p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 0</p> <p>We still have no progress in this arena, and the needs are becoming more acute with the expansion of our department. We've added a fourth faculty member, created a new Performance Certificate, and written a new Movement class - and do not have adequate rehearsal space. Dance has two rooms that would serve well for our needs, but our class schedules (and being in different divisions) virtually guarantee that we won't have useful access to those rooms. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 0</p> <p>No progress. (04/12/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 25</p> <p>We are getting by on ad hoc solutions. But this problem is going to be more acutely felt if the new classes are</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> Medium</p> <p><b>In Progress - Wireless intercom</b></p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> The same system is currently being installed in the Clarke, so it will become necessary to train our students on the FreeSpeak system in both spaces within the next few years.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>One-Time Funding Requested (if applicable):</b> 16500</p> <p><b>Related Documents:</b> <a href="#">PIE Freespeak.pdf</a></p>	<p>approved. (05/03/2017)</p> <p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 25 Chris Rodriguez is in the process of ordering and installing a new wireless system for the Clarke - Freespeak. Once installed, we will need compatible equipment. Sean Kelly has been in communication with both Kevin Owen and Chris Rodriguez on this topic. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18 <b>% Completed:</b> 0 There is a plan by Bill Eastham's group to purchase a new wireless system for the Clarke. We should coordinate with Bill in order to have compatible equipment. We are working toward that end. Specifically, Sean Kelly has been in communication with both Kevin Owen and Chris Rodriguez on this topic. (04/12/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 25 There are so many ways this might go that it is impossible to assess our progress. It is possible that there is existing equipment on campus that can take care of some or all our needs. We are placing a high premium on obtaining equipment that is compatible with Events Services' equipment. We are continuing to check on options. (05/03/2017)</p>
	<p><b>In Progress - Air filtration for Scene Shop</b></p> <p><b>What would success look like and how would you measure it?:</b> System reduces harmful gasses, smoke and particulates in the shop.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational</p>	<p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 0 No physical progress has been made. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 0 No physical progress has been made. (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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areas.

**Planning Unit Priority:** Medium

**In Progress -** Replace dust collection system in the Scene Shop/Studio Theater

**Describe Plans & Activities**

**Supported (Justification of Need):**

Wood dust becomes a potential health problem when wood particles from processes such as sanding and cutting become airborne. Breathing these particles may cause allergic respiratory symptoms, non-allergic respiratory symptoms, and may be carcinogenic. Additionally, our scene shop is used as storage for props and set pieces. It is damaging to those items, and to the tools in the shop, when thick layers of dust settle on them over time. We would like to bring the scene shop up to OSHA standards.

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

**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

**Reporting Year:** 2018-19

**% Completed:** 0

No physical progress has been made. (05/20/2019)

**Reporting Year:** 2016-17

**% Completed:** 0

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

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>OSHA standards for dust collection.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>One-Time Funding Requested (if applicable):</b> 150000</p> <p><b>In Progress -</b> Purchase Drill/Mill for the scene shop.</p> <p><b>Type of Request:</b> INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p><b>Planning Unit Priority:</b> Medium</p> <p><b>One-Time Funding Requested (if applicable):</b> 4000</p>	<p><b>Reporting Year:</b> 2018-19</p> <p><b>% Completed:</b> 0</p> <p>There has been no forward progress. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2016-17</p> <p><b>% Completed:</b> 0</p> <p>There has been no forward progress. (05/03/2017)</p>
	<p><b>In Progress -</b> Secure funding for new floor in Costume Shop.</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> New laminate flooring. \$10,000.</p> <p><b>Lead:</b> Richard Strand</p> <p><b>What would success look like and how would you measure it?:</b> Floor installed.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> Medium</p> <p><b>One-Time Funding Requested (if applicable):</b> 10000</p>	<p><b>Reporting Year:</b> 2018-19</p> <p><b>% Completed:</b> 0</p> <p>There has been no forward progress. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2016-17</p> <p><b>% Completed:</b> 0</p> <p>There has been no forward progress. This is a new request. (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><b>In Progress</b> - Replace the flooring in the Studio Theater.</p> <p><b>Describe Plans &amp; Activities</b></p> <p><b>Supported (Justification of Need):</b> MDF for approximately 2000 square feet. Labor for installation.</p> <p><b>Lead:</b> Richard Strand</p> <p><b>What would success look like and how would you measure it?:</b> Floor is installed.</p> <p><b>Type of Request:</b> FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>One-Time Funding Requested (if applicable):</b> 10000</p>	<p><b>Reporting Year:</b> 2018-19 <b>% Completed:</b> 0 There has been no progress. (05/20/2019)</p> <hr/> <p><b>Reporting Year:</b> 2016-17 <b>% Completed:</b> 0 There has been no progress. This is a new request. (05/03/2017)</p>
	<p><b>Request - Full Funding Requested -</b> Cold Saw</p> <p><b>Describe Plans &amp; Activities</b></p> <p><b>Supported (Justification of Need):</b> 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.</p> <p><b>What would success look like and how would you measure it?:</b> We would replace the abrasive saw with a cold cut saw.</p> <p><b>Type of Request:</b> NON INSTRUCTIONAL EQUIPMENT: Tangible property with useful life of more than one year, other than land</p>	

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or buildings improvements, equal and over \$500 per individual item. Used for administrative or non-instructional purposes.

**Planning Unit Priority:** Low

**One-Time Funding Requested (if applicable):** 6000

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

20 @ 25'

15 @ 15'

20 couplers

**Describe Plans & Activities**

**Supported (Justification of Need):**

This is to connect power to the new LED lighting fixtures in the Studio Theater. Those fixtures are used in THTR 13, THTR 14, THTR 18, THTR 21, THTR 22 and in support of all of our productions.

**Lead:** Sean Kelly

**What would success look like and**

**how would you measure it?:** The cable would be added to our inventory and available to all mentioned classes.

**Type of Request:** LOTTERY:

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

**Planning Unit Priority:** High

**Documentation Attached?:** No

**One-Time Funding Requested (if applicable):** 1125

**Request - Full Funding Requested -**

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

**Describe Plans & Activities**

**Supported (Justification of Need):**

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

**Lead:** Matthew Burgos

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

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

**Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

**Planning Unit Priority:** High

**Documentation Attached?:** Yes

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

**Related Documents:**

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

**Request - Full Funding Requested -**

ETC Colorsource Linear strip lights

**Describe Plans & Activities**

**Supported (Justification of Need):**

Exposes students professional, flexible lighting gear for Studio Theater (black box application). LED

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also reduces power consumption.  
20 fixtures would be ideal: 10 top and 10 ground row. \$1890 per unit, \$37800 total.

**Lead:** Sean Kelly

**What would success look like and how would you measure it?:** We would install the units and begin to implement them into production lighting design.

**Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

**Planning Unit Priority:** High

**Documentation Attached?:** Yes

**One-Time Funding Requested (if applicable):** 38000

**Related Documents:**

[ETC LED Light Strips](#)

**Request - Full Funding Requested -**  
QLab Professional Package

**Describe Plans & Activities**

**Supported (Justification of Need):**  
QLab is not only used in our production environment, but also in Sound Design, Introduction to Design, and the upcoming Projection Design. There is an updated version that we must acquire immediately to train our students on the most recent iteration.

**Lead:** Matthew Burgos / Sean Kelly

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

will be installed all on production computers and will be made available at a designated lab for our design students.

**Type of Request:** LOTTERY:

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

**Planning Unit Priority:** High

**Documentation Attached?:** Yes

**One-Time Funding Requested (if applicable):** 1000

**Related Documents:**

[QLab Shop](#)

**Request - Full Funding Requested -**

PowerCon and DMX cable.

**Describe Plans & Activities**

**Supported (Justification of Need):**

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

**Lead:** Sean Kelly

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

We would utilize the new cable throughout our LED inventory, thus increasing the life of the instruments and the overall safety of lighting hang/focus.

**Type of Request:** NON

INSTRUCTIONAL EQUIPMENT:

Tangible property with useful life of more than one year, other than land

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or buildings improvements, equal and over \$500 per individual item. Used for administrative or non-instructional purposes.

**Planning Unit Priority:** High

**Documentation Attached?:** No

**One-Time Funding Requested (if applicable):** 7000

**Request - Full Funding Requested -**

Copy Machine for Stage

Management - Brother

Multifunction Copier/Printer.

**Describe Plans & Activities**

**Supported (Justification of Need):**

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

**Lead:** Matthew Burgos

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

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

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

**Planning Unit Priority:** High

**Documentation Attached?:** Yes

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**One-Time Funding Requested (if applicable):** 499

**Related Documents:**

[Printer](#)

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

**Status:** Active

**Goal Year(s):** 2016-17, 2018-19

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

**Request - Full Funding Requested -**  
New Lab Tech position.

**Describe Plans & Activities**

**Supported (Justification of Need):** 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

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

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

**Planning Unit Priority:** High

**On-Going Funding Requested (if applicable):** 24000

**Request - Full Funding Requested -**

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Student Chaperone for Kennedy Center / American College Theater Festival

**Describe Plans & Activities**

**Supported (Justification of Need):** When attending the five-day festival, there is often only one faculty to ensure the safety and organization of over twenty student attendees. This is a potential opportunity for a student to not only assist faculty, but also gain extremely useful experience in managing a tour of artists.

**Lead:** Christine Cummings

**What would success look like and how would you measure it?:** We would be able to hire a student, annually, to help with the festival.

**Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.

**Planning Unit Priority:** High

**On-Going Funding Requested (if applicable):** 1000

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

**Status:** Active

**Goal Year(s):** 2016-17, 2018-19

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

**Request - Full Funding Requested -** Funds for technical theater conference travel for our faculty.

**Describe Plans & Activities**

**Supported (Justification of Need):** In order to keep our faculty updated on the current technological trends so that we might impart that information to our students, we



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must send our faculty to USITT and any other relevant technical theater conferences.

**Lead:** Matthew Burgos

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

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

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

**Request - Full Funding Requested -** Funding for guest speakers from marginalized artistic communities.

**Describe Plans & Activities Supported (Justification of Need):** It is our priority to make sure our students are able to see themselves in the artist work that the department does. Because our current faculty does not come from the same communities as our students, it is necessary that we supplement that perspective with guest artists and speakers.

**Lead:** Matthew Burgos

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

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

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**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 1000  
**Request - Full Funding Requested -**  
Professional Photographer for production photos  
**Describe Plans & Activities Supported (Justification of Need):**  
The lifeblood of theater program visibility is the quality of production photos. We have used a mix of staff, students, and volunteers to take production photos, with exceptionally variable results. Often, the only way to remember the hundreds of hours of design work for each production is through photos - which are notoriously difficult to take in low-light production.  
**Lead:** Matthew Burgos  
**What would success look like and how would you measure it?:** We would hire a photography annually to take all of our production photos.  
**Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.  
**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 2000

<b>Collaboration</b> - Create the working conditions that encourage collaboration and cooperation, particularly as that relates to	<b>Request - Full Funding Requested -</b> We need funding to pay for our participation in the Kennedy Center/American College Theater	
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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>production.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2018-19  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p>Festival. That funding should include:</p> <p>Hotel rooms for participants and other travel expenses \$6000 (Based on previous year's expenses)  Stipend for the faculty organizers \$7000</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b>  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.  <b>Lead:</b> Richard Strand, Christine Cummings  <b>What would success look like and how would you measure it?:</b> We would receive ongoing funding for our participation in KC/ACTF.  <b>Type of Request:</b> OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.  <b>Planning Unit Priority:</b> High  <b>Documentation Attached?:</b> No  <b>On-Going Funding Requested (if applicable):</b> 13000</p>	