Annual Administrative Leadership and Unit Review
(2014/15)

The Annual Administrative Leadership and Unit Review (ALUR) is the ongoing, systematic assessment of our programs and services. Many levels of assessment provide information upon which decisions can be based, including Student Learning Outcomes at the course, program and institutional level, Instructional Program Review, Student Services Program Review and Administrative Leadership and Unit Review (ALUR) make up the central review components of the integrated planning process at Skyline College.   The purpose ALUR is to improve the overall quality of services and to ensure that the units are effective in meeting the needs of our diverse faculty, staff and students. Along with Academic Program Review, ALUR supports the realization of the Strategic Plan by providing a system to ensure that our current work is effectively connected to the college mission, vision, values and goals. ALUR will inform the college strategic priorities and resource allocation decisions.

Research indicates that collecting and analyzing evidence leads to improvement of institutional or unit level effectiveness. In addition, the benefits of conducting ALUR include:
- Provides for ongoing review of unit services and programs
- Documents outcomes assessment and internal improvement efforts
- Allows each unit to demonstrate how well it is performing
- Facilitates the integration of planning to resource allocation (budgeting and expenditures)
- Facilitates evidenced based decision making related to planning and budgeting
- Facilitates a continuous improvement process that includes prioritizing improvements.
- Establishes, clear priorities that link to university mission and priorities
- Improves short-range and long-range planning to reach those priorities
- Facilitates participation and input from members regarding improvement
- Facilitates the integration of assessment methods into its operations for continual feedback
- Improves levels of client, participant, student, community and employee satisfaction
- Enhances communication within the department
- Supports skill development and improvement for staff and administrators in the unit
- Facilitates a broader understanding of college planning and budgeting processes

Annual Administrative Leadership/Unit Review and Service Outcomes Assessment

Administrative Unit: __Social Science/Creative Arts_ Prepared by: _Donna Bestock, Dean__ Date: ____July, 2015_____

The Administrative/Leadership and Unit Review and Service Outcomes Assessment
The Administrative/Leadership and Unit Program Review and Service Outcomes Assessment *should be developed with input from the staff within the unit. It is meant to provide a broad understanding of the unit, current trends related to the unit's mission, and how the unit serves to meet the overall mission or goals of Skyline College and the San Mateo County Community College District.*

1. **What are the Service Area Outcomes for your unit?**
   a) Provide courses in division majors, scheduled for timely student completion of programs
   b) Provide General Education courses in areas of humanities, social science, critical thinking and American History and Institutions, scheduled for timely student completion of programs
   c) Provide courses meeting the AA/AS specific area requirement in cultural and ethnic diversity, scheduled for timely student completion of programs

2. **What is the mission of your unit? How does this mission serve the overall College and District Mission?**
   To provide classes, programs and events that arouse curiosity, stir emotions, challenge the intellect, expand views of the world and develop the knowledge and skills needed to be a contributing citizen within the global community.
   This mission is aligned with the mission-vision-values statement of the college and has the unanimous support of the division.

3. **List the functions of your unit**.

Function	**Done in Collaboration with** (leave blank if this function is not in collaboration with another unit)	**Note if this is:** development and enhancement of our communities, a leadership role, an advocacy role, resource development, planning or services
Schedule classes to meet student needs	Participation in learning communities in collaboration with Language Arts	
Hire and evaluate faculty and staff		
Develop curriculum and programs		
Oversee assessment at course and program levels		
Provide faculty and staff development	CTTL	
Consult with community through advisory committees and other means		
Develop and administer division budget		
Mediate complaints between faculty and		

students		
Assure compliance with external standards including accreditation and haz mat		

4. **Please provide an update on previous year goals and initiatives. What were the major goals and accomplishments?**

College Goal	Strategy	Unit	Objective	Measurement Criteria	Outcome/Status (ongoing, completed)
1	1.1, 1.2, 1.3	art	Develop digital art program	Courses developed and lab established	complete
1	1.1, 1.2, 1.3	music	Develop Urban Music certificate	Certificate proposal submitted to state	ongoing
1	1.1, 1.2, 1.3	paralegal	Develop program to align with ABA standards	Certification requirements met (4 year process)	ongoing
1 and 3	1.1, 1.2, 1.3, 3.1	Drama	Develop program toward major	2 additional classes approved	complete
1 and 3	1.1, 3.1	Art/music/film/drama/dance	Develop Center for Visual and Preforming Arts	Coordinated schedules for classes and events. Community outreach plan implemented	ongoing

5. **What are the key internal and/or external factors that have occurred in the last year that affect your area?**
   Passage of bond has resulted in developing plans for replacing building 1.
   College goals 1) to be the number one community college in CA for historically underrepresented students, 2) eliminate equity gaps in student success
   College goal to be the central community resource and heart of the community for arts.
   Management goal to make Skyline College the employer of choice for faculty, staff and administration, attracting the most dedicated and talented minds.

6. What are the upcoming leadership and operational goals and initiatives that will connect to the college goals for your unit?
(Before writing your goals and objectives be sure to review other Program Review documents related to your unit to discern if there are service needs.

College Goal	Strategy	Unit	Objective	Measurement Criteria	Resources Needed
1.Eliminate equity gaps in student success	1		Provide professional development in division meetings to improve teaching effectiveness	1. 100% of full-time faculty participate in 3 or more activities 2. 50% of part-time faculty participate in at least 1 activity	Coordination with CTTL and others such as DRC and the Veterans center. Additional pay to presenters for at least 4 evening sessions, 2 per semester estimated at 24 hours @$89.73/hr. = $2154
	2		Provide 2 year plans for each department and program	Plans distributed to counseling	
	3		Meet with individual faculty members to go over personal success and retention figures. Recommend remedies where needed	1. Meet with 100% of full time faculty. 2. Meet with all part time faculty with rates significantly below department average 3. Assign appropriate professional development	Funding for significant professional development project for underachieving faculty. Reassignment to professional development in case of cancelled class for faculty members with significant under performance rather than allowing bumping. Estimated cost is 9 to 12 FLC reassigned time for 3 full time faculty members plus activities costs. Reboot camp through CTTL or On/Course as possible mechanisms.

7. **46.28Provide the official Organizational Chart of your unit and an ideal chart that includes all levels of services and positions.** *Please provide a brief narrative descriptions by numbering the chart and including a numbered list with clarifications on a subsequent page. If you wish make this an appendix item.*

8. **Staffing Profile (Please indicate the number in terms of FTE. (i.e. a full time staff =1 FTE / and a half time staff =.5 FTE)**

Position	Staffing Levels for Each of the Previous four years as of July 1				Anticipated total staff needed as of July 1				
	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20
Administration	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Classified Staff FT	1.0	2.0	2.0	2.0	2.0	3.0	3.0	4.0	4.0
Classified Staff PT	.8							2.4	3.0
Confidential Staff FT									
Hourly Staff *accompanists*	.32	.32	.32	.40	.48	.48	.48	.48	.48
Student Workers				1.2	1.2	1.2	1.2	0.8	0.8
FTE faculty Full-Time			21	20.4	22.6	24	24	26	27
FTE faculty Part-Time/Overload				16.5	16.5	15	15	14	13
Faculty Reassigned FTE Full time	1.0	1.4	2.2	2.6	1.8	1.6	1.6	2.0	2.0
Faculty Reassigned FTE Part time					0				
Total Full Time Equivalent Staff				44.7	45.58	46.28	46.28	49.88	51.28

9. Outcomes Assessments

Outcomes Assessed	Outcomes data and interpretation	Conclusions Reached	Action steps	Program review conclusions
1.				
2.				

What were the Service Area Outcomes (**SAO**s) you assessed last year?	How did you assess progress? Please list the **methods** you used in the assessment.	**When:** In what timeframe was the assessment completed?	What was the target or benchmark you hoped to achieve or did achieve in the assessment?	Have you used the results from the assessment to make improvements? Please describe these improvements here.

Update from previous year's assessments (2013-2014).

Department/Unit:		**Date:**		
Assessment Facilitator:		**Ext.**	**Email:**	
Unit Mission Statement:				
**Current year's assessment plan (2014-2015)**			
Anticipated Service Area Outcomes (SAO): What are you trying to do, or what SAO are you planning to assess? NO MORE THAN 2	Assessment Methods: What assessment methods do you plan to use?	Timeframe: When Will Assessment Be Conducted and Reviewed?	Targets/Benchmarks: What is the minimum result, target, or value that represents success at achieving this outcome?	Use of Results: How do you anticipate using the results from the assessment?
1.				
2.				

ALUR--Resources Needed

11. Staff Needs

NEW OR REPLACEMENT STAFF (Faculty or Classified)

List Staff Positions Needed for Academic Year_____15/16_____ Place titles on list in order (rank) or importance.	**Indicate (N) = New or (R) = Replacement**	**Annual TCP***
1. 2 0.48 grade 17 technicians for theater (would replace student assistants) Reason: Student assistants not reliably available. Increased use of theater creates need for more technical support to provide requested services in light, sound, production management and sets. Positions would be partially self-supporting as renters would pay for these services, Reason:	**n**	**2 x $23,555 = $47,110**
2. Program Services Coordinator for visual and performing Arts grade 27 Reason: Process and maintain facilities and personnel contracts, including independent contracts for musicians and models, answer queries for internal and external customers, coordinate publicity with MCPR, coordinate move to swing space and find alternative venues when needed	**n**	**$82,550 including benefits**

* TCP = "Total Cost of Position" for one year is the cost of an average salary plus benefits for an individual. New positions (not replacement positions) also require space and equipment. Please be sure to add related office space, equipment and other needs for new positions to the appropriate form and mention the link to the position.

12. Additional Equipment Needs (excluding technology)

List Equipment or Equipment Repair Needed for Academic Year_____15/16____ Please provide a brief list of the needs of your unit on your campus below. Place items on list in order (rank) or importance.	Equipment: • (I)-instructional • (n) non-instructional	Annual TCO**		
		Cost per item	# Requested	Total Cost of Request
1. Replacement Yamaha electric pianos for piano lab. Current pianos are damaged and cannot be repaired.	I	**$2100 + s/h**	**21**	**$48,000**
2. Instructional equipment as given in Music department annual plan. List appended				**$8400**
3. Equipment needs for ART department as given in appendix to ART annual plan. Request from Plan is appended Reason:	I			**$58,740**
4. Gallery projectors, cameras, pedestals and cutters. Request is included in ART annual plan document which is appended	**n**			**$12,000**

* Instructional Equipment is defined as equipment purchased for instructional activities involving presentation and/or hands-on experience to enhance student learning and skills development (i.e. desk for student or faculty use). Non-Instructional Equipment is defined as tangible district property of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes, or expands an existing non-instructional program. Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included (i.e. desk for office staff) ** TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year. If equipment needs are linked to a position please be sure to mention that linkage.

5. Technology (Computers and equipment attached to them) + Needs Not Covered by Current Budget:
NOTE: Technology; excludes software, network infrastructure, furniture, and consumables (toner, cartridges, etc.)

Priority	EQUIPMENT REQUESTED	New (N) or Replacement (R)?	Program: New (N) or Continuing (C) ?	Location	Is there existing Infrastructure?	Has it been repaired frequently?	Cost per item	Number Requested	Annual TCO* Total Cost of Request
1. Justification	Additional 30 station + teacher station MAC lab for Digital Art/ Digital Media and Design	n	n	tbd					$110,600
2. Justification	Laptop computer for Division Assistant	n	C	1108	yes		$1600	1	$1600

- *TCO = "Total Cost of Ownership" for one year is the cost of an average cost for one year. If equipment needs are linked to a position please be sure to mention that linkage.*
  ++Technology is (1) equipment that attaches to a computer, or (2) a computer is needed to drive the equipment.

6. Facilities Needs Not Covered by Current Building or Remodeling Projects*

List Facility Needs for Academic Year_____ **(Remodels, Renovations or added new facilities)** Place items on list in order (rank) or importance.	**Annual TCO*** Total Cost of Request
1. Reason:	
2. Reason:	

7. Professional or Organizational Development Needs Not Covered by Current Budget

| **List Professional Development Needs.** Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently.   Place items on list in order (rank) or importance. | **Annual TCO*** | | |
	Cost per item	Number Requested	Total Cost of Request
1. See goal 1. In item 6 above Reason:			
2. Reason:			

8. OTHER NEEDS not covered by current budget

List Other Needs that you are certain do not fit elsewhere. Please be as specific and as brief as possible. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.	Annual TCO*		
	Cost per item	Number Requested	Total Cost of Request
1. Operational budget for new DMAD department Reason: Needs for duplicating, supplies and equipment repair for expanded digital arts program			**$3000**
2. Increased Division budget to cover costs of color printer cartridges Reason:	**$800**	**2**	**$1600**

9. Long Term Planning Needs (2 – 5 years from now)

If your unit anticipates a significant* additional needs for personnel, equipment or facilities will occur two to five years from now please list those here*			
	Fiscal Year Needed	Number Requested	Total Cost of Request
1. Reason:			
2. Reason:			

Significant needs are generally those with annual costs over $20,000. They may be the result, for example, of institutionalizing a grant, anticipated growth, or major equipment coming to the end of its life.

Art and Humanities Annual Plan, Appendix 1:

Art and Humanities Annual Plan 2015: Appendix #2
Equipment Needs

Equipment Needs	Estimated Cost	How does this request align with you assessment of student outcomes?	How does this request align with your action plan?
Photography Equipment: (current) As in previous years and program reviews, the following is requested to keep the program current: a. Replacement of equipment due to loss of functionality through age and long---term use: film negative holders, focusing aids, enlarger lenses ($2500)	$2500	Lack of fully functioning equipment hinders instruction and introduces possible safety issues for the students. Critical discussions of students' works, introduction of contemporary issues and discussion available on---line is also hindered by the lack of a proper electronic classroom facility. Lack of uniform availability to	Again, replacement and repair of existing equipment benefits all stakeholders in photography. While color photography will certainly become a totally digital media (the availability of supplies and media for film---based color photo is becoming a major concern), traditional b/w photography continues to garner considerable interest, as people like both the process and the product.

b. Replacement of 35mm film cameras lost by students. Used cameras purchased instead of new cameras to allow for greater selection and better cost to performance characteristics. Six (6) cameras with lenses, $200 each.	$1200	equipment and tools for the students' often leads to mistaken applications and inefficient use of the equipment, tools and materials. Present equipment and facilities often requires compromises in pedagogy and student assessments.	For many, digital photo is just another computer application. Thus, the craft of b/w photography is attractive to many. As a point of reference, b/w photo is more akin to drawing, painting and other traditional hands---on media. The materials for b/w photo are still available. In much the same manner as finding oil painting supplies, one must seek out specialty suppliers.
2. To support the conversion of Color Photo (Art 354, 355) and planned Digital photography courses: Fifteen (15) DSLR cameras for students: EOS Rebel T3i 18---55mm IS II Lens Kit ($600 each)	$9,000	Studio Art Course SLO #3: *To be able to demonstrate the skills and techniques necessary in the effective and safe use of tools and materials to produce works of art.*	Many film---based color media manufacturers have just stop making the materials, so these types of materials are just not available, period.
3. Updated computer programs such as PhotoShop and Lightroom	$100		
4. Augmentation of photographic studio facilities: various lighting modification attachments for the studio flashes	$2000		
5. Tripods for cameras, 6 heavy duty ($150 each)	$900		
6. Special lenses for film cameras: high---speed normal lenses, telephoto lenses, ultra close---focusing lenses. Required for both Canon cameras.	$3000		
7. (1) safety eyewash station	$500		
Photography Total	**$19,200**		
Digital Art **Annual Budget:** We will need an annual budget for Materials: printer inks, paper, as well as	To be determined	The primary outcome of the Digital Arts Lab will be to ensure students have access to the most current digital technologies for making art. With working	The Digital Arts Lab is a required asset for the Art Program in order that the program remain current. Unlike other disciplines, a new technology in art does not replace

replacement costs for printers and scanners as they depreciate, and technologies change. **Imaging equipment:** Digital Cameras for photography and video. (Canon t3i or equivalent plus lenses) Scanning devices	 $12,000 $3,000	knowledge of digital art technologies, students are better able to envision a medium's potential for communication, as well as a deeper appreciation of the efforts of others. As communication through the arts is a multi---faceted endeavor, the understanding of the mechanics of a particular medium often enriches the perceptions and associations one develops in looking at artworks. The conflict between intent and compromised executions in art are better recognized when one is aware of the limitations and potential of any given media.	any existing technology. The program is required to add on these new technologies and, when possible, not remove existing course materials to accommodate the new technology. Art does not evolve, it only changes; thus a viable program must honor traditions and inspire students to integrate new technologies into these traditions of art making.
Software: Maya, Upgrade to Adobe CC	Cost depends on number of computer stations and site license agreement	*Studio SLO #1: Better articulate, orally and in writing, interpretations of the photographic medium viewed as an alternative method of communication, principally as expressions of self, personal observations and perceptions, and other artistic objectives.*	
Computer Lab equipment: Wacom tablets Rototrimmer	$100---150/ea $500		
Digital Art Total	**$19000 +**	Studio Art Course SLO #3: *To be able to demonstrate the skills and techniques necessary in the effective and safe use of tools and materials to produce works of art.*	

Two Dimensional Art:
   a.   Painting/Drawing
 	
      1. {30} taborets---*currently*
	
	$ 7700.00
		Items listed are needed for safety issues, equipment replacement needs and or for equipment update.	We are in need of new facilities but in the meantime, we need at least one more studio classroom to provide studios that are aligned with

card tables are used. These are a safety hazard, because they are not stable and yet they often as used as a place to hold chemicals such as turpentine and linseed oil. 2. {3} lights and stands, with extension cords for each---*Replacement of equipment due to loss of functionality through age and long---term use* 3. (1) Safety eyewash station	$ 750.00 $500.00	1. Theses tools, equipment, and lab furniture would improve our Studio Art Course SLO #3: *To be able to demonstrate the skills and techniques necessary in the effective and safe use of tools and materials to produce works of art.* We need to have current and working studio equipment in order to demonstrate proper and safe equipment use. Lab furniture that is designed for the specific art task provides the best working environment for our students and allows us to maximize the number of students served.	the specific needs of disciplines and don't force instructors and students to move furniture and equipment before and after every class. Students and faculty lose precious studio class time by having to do this and it impacts the quality of the class experience and pedagogy.
b. Printmaking 1. {2} flat files 36 x 24 2. (1)Exposure unit for solar plates 3. (1) safety eyewash	$1500.00 $500.00 $500.00	2. Clearer and more engaging presentations would be possible with a digital projector.	
c. Two---dimensional Design 1. 30 36 inch metal rulers 2. Lockers for storage	$450.00 $6000.00	SLO #1: *To be able to better articulate, orally and/or in writing, interpretations of the art medium viewed as an alternative method of communication, principally as expressions of self, personal observations and perceptions, and other artistic objectives* and SLO #2: *To be able to better conceptualize, formulate and analyze strategies to manifest ideas into artworks in ceramics.*	
For All 2---D areas: Large Dahle guillotine paper cutter **2---D Art Total**	$2000.00 (this is a new version of a tool that we have but is UNSAFE to use due to 40 years of wear and doesn't' have safety features) **19,900**		
Three Dimensional Art:		1. Theses tools, equipment, and	We are in need of new facilities that

a. Sculpture
  1. (2) Welding tables
  2. (2) Welding Helmets
 	
  3. (3) Welding Jacket(s)
  3. (1) safety eyewash station
  4. Combination Dewalt took kit, Battery Handtools,
  5. Sanders: both electric (for wood and pneumatic for metal)
 	
b. Ceramics
  1. (6) Pottery wheel stools
  2. (4) Steel sculpture stands
  3. (4)Turn table stands
  4. (1) Slab roller replacement parts (cables and top mat)
  5. Extruder replacement parts
  6. (1) electric kiln Skutt 10---27
  7. Kiln maintenance parts for 5 kilns(relays, thermocouples, shelves)
  8. Humidifier replacement
  9. IQ Air filter with Hepa filter
	$2,900.00
	$400 (all helmets are old an have no safety features)
	$400 (need 3 sizes to fit various size students)
	$ 440
	
	$700
	
	$200
	
	$400.00
	
	$800.00
	
	$500.00
	$500.00
	
	$400.00
	
	$3,000.00
	
	$1200.00
	
	$400.00
	
	$1200.00
		lab furniture would improve our Studio Art Course SLO #3: *To be able to demonstrate the skills and techniques necessary in the effective and safe use of tools and materials to produce works of art.* We need to have current and working studio equipment in order to demonstrate proper and safe equipment use. Lab furniture that is designed for the specific art task provides the best working environment for our students and allows us to maximize the number of students served.	are designed to meet the requirements of our unique art practices. Although we must wait for a new building to obtain much of the space and infrastructure we need, we can in the shorter term improve the current studios with proper furniture and current equipment that meets modern safety standards. The welding equipment for sculpture is necessary for us to offer welding, which is currently banked due to lack of equipment. Some of the older equipment in the ceramics room, like a few kilns and the slab roller, are no longer running in optimal condition. Dust mitigation systems are now standard in ceramics classrooms, as safety standards have risen. We need a second air filter to cover the rest of the classroom. Furniture is needed for our new three---dimensional design class, and to add and replace inadequate seats and tables in sculpture. All of the items requested can relocate and be used in a new facility.

10. (1) safety eyewash station	$600.00		
11. Raku Kiln Replacement (will need in the next 1---3 years).	$2500.00		
12. Digital printer toner, paper, and sealer	$1,000		
13. 6 metro shelves	$800.00		
14. (15) Bucket Dollies	$500		
c. **Three-- -** **dimensional** **Design**	$1500.00		
1. (3) 6 unit storage lockers	$600.00		
2. (1) DEWALT 20---Volt Max 5 tool drill kit.	**$20,540**		
Art Gallery:		Exposing our students to professional quality art exhibitions with diverse art media is crucial to meeting our studio SLOs #1:*To be able to better articulate, orally and/or in writing, interpretations of the art medium viewed as an alternative method of communication, principally as expressions of self, personal observations and perceptions, and other artistic objectives* and #2: *To be able to better conceptualize, formulate and analyze strategies to manifest ideas into artworks.* Enabling the gallery to present digital media art works creates educational opportunities for our students. Students would have exposure	1. Media Equipment will enable our gallery to exhibit a wider range of artistic and cultural activities that are currently used by contemporary artists in the Bay Area and our local community. Currently we are limited in our ability to exhibit technology--- and media---based artworks due to our lack of exhibition equipment. Media---based artwork projects are done by a large percentage of artists working in our community; interest in these kinds of works is very strong given our proximity to Silicon Valley. Additionally, student interest in these media is very high. Digital technologies such as video, multimedia, and computers are an integral part of artistic studio
1. Short---Throw LCD projector	$1,000		
2. High Lumen Color Accurate LCD projector	$1,200		
3. Apple iMac Computer	$2,000		
4. Color printer	$500		
5. Sony A7 digital SLR	$1,200		
6. Sony 35 mm SLR lens	$800		
7. Sculpture Pedestals (we will fabricate, this is for materials)	$1,000		
8. Picture Frames	$1,600		
9. Dedicated Matcutter for Art Gallery	$800		
10. Dedicated Wallmount cutter for Art Gallery	$1,400		
11. 54" Rotatrim paper cutter	$500		

Gallery Total	$12,000.00	to contemporary artistic styles, concepts, and exhibition presentations, enabling them to create more conceptually and technologically complex artworks in our digital and studio arts courses. Furthermore, Students will be able to exhibit their digital artworks on presentation equipment. We seek to link our Art Gallery's programming abilities to our Art program's current expansion into teaching of digital arts studio practice.	practice. 2. A computer and color printer in the gallery would enable us to train our gallery practicum students in a variety of skills such as graphic design for gallery promotions and website, use of social media for exhibition promotion, signage, press release writing and other gallery business skills. A dedicated SLR camera for the gallery will enable us to train our students to be able to document our exhibitions, events, and gallery activities on our website and facebook page. 3. Picture frames, mat cutter and wall mount cutter would be beneficial to our students, especially our economically disadvantaged students who want to exhibit their artworks in our student exhibits but are unable to due to the cost of framing materials.

Annual Program

MUSIC REQUEST

Annual Program

Annual Program

	Needs	How does this request align with your assessment of student outcomes	How does this request align with your action plan	Estimated cost for facilities and equipment
Equipment	1. Midi Lab needs 4 desks to "permit" ITS to release and set up the 4 ALREADY PURCHASED iMacs to Midi Lab, 6 more licenses for ProTools to complete set of 12 workstations, and 4 midi---controller keyboards to complete set of 12 workstations.	1. With less functional workstations than number of students enrolled, SLOs are unable to be met because students do not all have access to necessary technology during class times.	1. Twelve functional Midi workstations would increase completion and success for this course.	1. $700 for desks, $1,800 for 6 Pro Tools licenses $500 for 4 Keyboards, one---time purchase
	2. Theory/Musicianship Lab workstations need Ear---training software due to cross---listing of levelled courses.	2. Ear---Training software will assist students in successfully achieving SLOs in Musicianship courses as identified as area for improvement by SLO data result analysis.	2. Ear---Training software will increase student success in Musicianship courses.	2. $1000, one---time purchase
	4. Two bass guitars and electric guitar for Guitar Ensemble.	3. Functional guitars will enable students in instrumental ensembles to successfully achieve performance SLOs.	3. Functional guitar instruments would help attract new non---repeater students to ensembles.	3. $1500, one---time purchase
	4. Keyboard Amp for Portable Keyboard uses for a variety of ensemble courses and voice classes.	4. Amp will assist music learning in applicable performance classes thereby helping students achieve course SLOs.	4. Amp will assist with improving quality of large ensemble performances and thereby help attract new non---repeater students to ensembles.	4. $300, one---time purchase

Annual Program

	Needs	How does this request align with your assessment of student outcomes	How does this request align with your action plan	Estimated cost for facilities and equipment
Equipment Cont'd	5. Piano Lab needs large---scale Video Projectors and Screens.	5. Video Projectors, Screens and Webcams will help visual learners better achieve SLOs for Piano classes.	5. Functional "smart" classrooms (with Video Projectors, Screens and Webcams) will improve student success for visual learners in Piano classes.	5. $2000, one---time purchase
	7. Piano Lab pianos need to be replaced with updated versions. These are not adequate for current instruction. Keys are broken, some are not full---size, actions are uneven.	7. Updated and functional Piano Lab pianos equipment will enable students in Mus. 301/302/303/304 to more successfully achieve SLOs.	7. Updated piano lab equipment would increase student success in Piano classes.	7. $48000, one---time purchase
	8. Piano Lab needs Webcams over instructor's keyboard to demonstrate fingering/hand position; Rm. 1111 (choral room) need Webcam for singers to see themselves when singing for instructional purposes.	8. Webcams in Piano Lab and Rm. 1111 will enable student to see themselves as they perform or their instructor, as he/she performs and improve student SLO success.	8. Webcams will increase student success and retention in Piano and Voice classes.	8. $600, one---time purchase

Annual Program

Annual Program

Current Organization of Social Science/ Creative Arts Division (2418)

Dean

Theater technician

Division Assistant

Departments of
Administration of Justice, Anthropology, Art, Digital Media and Design, Drama, Economics, Film, Geography, History, Humanities, Music, Paralegal Studies, Philosophy, Political Science, Psychology, Social Science, Sociology, (Student Government for scheduling of classes)

Accompanists for Music

Student assistants

Learning Communities and Special Programs
Honors Transfer Program, Kababayan, Women in Transition
(on hiatus)