1. Assessment Plan - Three Column

PIE - Arts - CEA: Animation & Gaming Unit

Narrative Reporting Year

2019-20

Contact Person: Sunil Thankamushy
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Summary of Notable Achievements: Set up Ollie lab, Started VR lab planning, Hired 2 new adjuncts, Hosted the 6th Annual GameFest.
Program Planning (Equity, Retention and Success): -It is essential to continue to have equity tutors to improve retention, success and equity in our unit
External and Internal Conditions Analysis: -The current Covid situation that has gripped the nation and world in 2020 may effect enrollment the next few semesters negatively

Critical Decisions Made by Unit: -Doing regular polling of students to understand their graduation status.
-Improved curriculum by updating AS degree, and certificates
-Hired new adjuncts from the industry to improve our CG classes

Contributors to the Report: Sunil Thankamushy (Animation&Gaming)
Hector Rivas (Animation&Gaming)

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources	
Program Effectiveness - Improve the effectiveness of the Animation & Gaming program in training students. **Status:** Active **Goal Year(s):** 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 09/01/2015	**In Progress -** Inform the student counselors about the animation and gaming program on a deeper level utilizing print material ***Describe Plans & Activities Supported (Justification of Need):** Marketing materials- flyers, program brochures ***Lead:** Hector Rivas **What would success look like and how would you measure it?:** Classes get filled to capacity, because student	**Reporting Year:** 2018-19 **% Completed:** 25 We are trying to determine how to improve the knowledge of the counselling dept, of the Animation & Gaming program, so that they can guide students coming their way better. We have started this process. We will be continuing it this year. (04/21/2018)	**:** -The data regarding this inefficiency comes largely from student reports. -The students report that the guidance they receive from counselling though very strong in areas such as math, science etc; is very minimal in our specialized field of animation and gaming. ‑Students seem to be stumbling upon our Animation & Gaming program only by word of mouth,

counsellors are able to guide more interested students towards our program.

We can run a survey to students: "How did you hear about the Animation & Gaming program here at Mt.SAC?"

Type of Request: IT SUPPORT: Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies.

Planning Unit Priority: High

One-Time Funding Requested (if applicable): 3000

On-Going Funding Requested (if applicable): 500

In Progress - A&G Project Expert

***Describe Plans & Activities Supported (Justification of Need):** A part time tech person that works with students and faculty on our ever-expanding inventory of equipment and its maintenance. This person would also be a tech resource for various work experience projects, and help students in the upcoming VR lab as well.

***Lead:** Hector Rivas

What would success look like and how would you measure it?: Instructors find it easy to deploy students into their various projects.

How to measure it: A survey can be sent to all the instructors including adjuncts: "Do

Reporting Year: 2018-19

% Completed: 0

This has not been implemented yet. (04/21/2018)

exposure to the Gamefest, and by chance.

-There is a big opportunity in communicating the presence of the Animation & Gaming program through the couselling services in a more organized manner. (07/03/2017)

	you have the technical support you require during the semester, to deploy, and manage inventory in the various classrooms?"	
	Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Medium **One-Time Funding Requested (if applicable):** 10000 **On-Going Funding Requested (if applicable):** 10000 **Total Funding Requested:** 10000 **In Progress -** Color printer in Ollie room ***Describe Plans & Activities Supported (Justification of Need):** Printer that prints poster and presentation quality prints ***Lead:** Hector Rivas **What would success look like and how would you measure it?:** We find it easier to create print content for Animation & Gaming. How to measure it: The number of times we request Shared Lab techs to print for us, drops to zero. **Type of Request:** 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 **One-Time Funding Requested (if**	**Reporting Year:** 2018-19 **% Completed:** 0 not purchased yet. Its need is more strongly felt this year, to work esp with WE students, and events such as Animal&Game Fest etc. (04/21/2018)

applicable): 5000
On-Going Funding Requested (if applicable): 500
Total Funding Requested: 5000
Request - Full Funding Requested - Class set computer replacement in Mac lab
***Describe Plans & Activities Supported (Justification of Need):** In consultation with our IT department our Mac computers are overdue for replacements. Computers are too slow to run the new upgraded programs and peripherals. We recently upgraded our animation programs on this lab. The updated programs run at a very sluggish pace. Rendering out multi media videos for storyboards and animations are counter productive during class time. It is affecting student achievement drastically.
***Lead:** Hector Rivas
What would success look like and how would you measure it?: Students are able to complete their assignments more expediently.
We would measure this by the rate at which assignments are completed with the least number of technical hurdles.

iMAC pros $8,000/unit x 28 computers = 224,000.00
Type of Request: 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
One-Time Funding Requested (if applicable): 224000
Total Funding Requested: 224000
Request - No Funding Requested - Collect and present industry data for counselors
*Describe Plans & Activities Supported (Justification of Need): We are looking to collect, organize and present industry data pertinent to Animation & Gaming. This data can be used by our counselors, to guide students.
*Lead: Sunil Thankamushy
What would success look like and how would you measure it?: Ask counselors: Is it easier to explain to students the lay of the industry with the data?
We expect the counselors to agree to the above question. If so, its a success.
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
One-Time Funding Requested (if applicable): 0
On-Going Funding Requested (if applicable): 0
Total Funding Requested: 0

Request - Full Funding Requested - Animation software upgrade in Mac

lab

*Describe Plans & Activities Supported (Justification of Need):
Updating ToonBoom (Harmony and Storyboard Pro) in the Mac lab.

*Lead: Hector Rivas

What would success look like and how would you measure it?:
Students are able to complete their assignments.
We would measure this by the rate of completers of assignments.

Type of Request: 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: Low

One-Time Funding Requested (if applicable): 14350

Total Funding Requested: 14350

Request - Full Funding Requested - Projectors in PC and MAC labs need to be updated/upgraded

*Describe Plans & Activities Supported (Justification of Need):
The projectors are dim, and the resolution is not high. Students will be better served, if they can all (including ones in the back rows) see more clearly.

*Lead: Hector Rivas

What would success look like and how would you measure it?:
Students can all see images clearly.

How to measure:
We would ask for a show of hands:

"how many of you can see this tiny image clearly"?
We should see the majority of the back benchers raise their hands too.
Type of Request: 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
One-Time Funding Requested (if applicable): 30000
Total Funding Requested: 30000
Request - Full Funding Requested - 3rd A&G professor in the future
*Describe Plans & Activities Supported (Justification of Need): As demand and LHE grows for animation and gaming courses, another full time A&G professor would be needed, preferably to bolster the CGI related teaching. This is not an immediate need, but it may be felt in the next few years.
*Lead: Sunil Thankamushy
What would success look like and how would you measure it?: More classes. Filled to capacity. Taught by 3 dynamic professors.

We would ask students via a survey:
-Are you getting a well rounded education?
-Do you find that your professors are available for your educational needs?
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

	Planning Unit Priority: Low **Total Funding Requested:** 10000		

Completion In-reaching - Improving completion rates of the Animation & Gaming certificates and degree.
Status: Active
Goal Year(s): 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21
Date Goal Entered (Optional): 09/01/2015

In Progress - Install Wall of Fame wall
*Describe Plans & Activities Supported (Justification of Need): This is part of a community building program to instil pride and foster a drive for excellence amongst students in the program.
Plaques have been purchased. The wall to install has been identified. They need to be installed.
*Lead: Hector Rivas
What would success look like and how would you measure it?: More completion of degrees and certificates, as compared to past years.

We can measure the number of program completers before and after the Wall of Plaques was set up.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 5000
Total Funding Requested: 5000

Reporting Year: 2018-19
% Completed: 50
The plaques had been purchased. we are currently working with Studio 13 to design the layout and move this forward. Funds would be needed for the wall paper graphics production.
We will need support from Facilities for final installation.

(03/29/2018)

: We have yet to start this activity to review useful results.
(08/06/2017)

Request - Full Funding Requested - Funds to print high quality class posters for each of our classes in the degree and certificates. To be displayed behind plastic casing, on the walls in the hallway next to the

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources	
	MAC and PC labs. ***Describe Plans & Activities Supported (Justification of Need):** The need: Students have no way of visually grasping the breadth of the classes we offer in animation and gaming. If there is a singular location to view all the class posters, they can plan their semesters according to their interests in particular classes. ***Lead:** Hector Rivas **What would success look like and how would you measure it?:** Success would look like this: More than 60% of students polled randomly, can inform us about what classes are offered in Animation & Gaming. How to measure it: Check the number of students enrolling in the classes with class posters before, and after the publishing of the posters. **Type of Request:** MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media. **Planning Unit Priority:** High **One-Time Funding Requested (if applicable):** 2500 **Total Funding Requested:** 2500		
A&G high school promotion - Promote Animation and Gaming program to high schools in our local area **Status:** Active **Goal Year(s):** 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 09/01/2015	**In Progress -** Articulate with local high-schools: Ariculate with local High Schools: The Animation and Gaming program continues to foster relations with our High School partners. This process consists of first, identifying the local high school that feed our program. Secondly, stablishing relationships	**Reporting Year:** 2019-20 **% Completed:** 50 Articulation with High schools are continuing well. It has been difficult to track the actual effectiveness of this articulation, in terms of how its been impacting our program. (05/03/2020)	: It has been difficult to track the actual effectiveness of this articulation, in terms of how its been impacting our program. The difficulty stems from the fact that its been difficult to determine how many of the students that are currently attending our program came into the program directly as

| | with the teachers who are teaching animation courses within these schools. Followed by coming up with an articulation contract that assures the same curriculum is being covered by all. Finally, the students whom receive a letter grade of B or better are invited to take a final exam at Mt SAC's A&G program.
*Lead: Hector Rivas
What would success look like and how would you measure it?: 15% of students that enrol, happen to be those that were part of the articulation program with their high schools
Planning Unit Priority: High | | a result of exposure to our high school articulation program. (07/03/2017) |
| **Industry partnering -** Maintain strong industry partner connections for program guidance, technological needs and core skill sets.
Status: Active
Goal Year(s): 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21
Date Goal Entered (Optional): 09/01/2015 | **In Progress -** Budget for ANIMATION & GAME FEST to promote gaming classes, and class completions.
*Describe Plans & Activities Supported (Justification of Need): We would like a budget for the following:
-Marketing materials such as prints.
-Merchandise to attract students to the Gamefest, and for prizes
-Food for participants (Animation, Gaming, Radio, and other groups that are beginning to participate in the Fest)
*Lead: Sunil Thankamushy
What would success look like and how would you measure it?: Success: Students viewing, playing and participating in each others products. How to measure it: The audience | **Reporting Year:** 2019-20
% Completed: 50
We completed the 6th GameFest.
Audience participation has been steadily increasing year by year.
We had about 1000 participants. (05/03/2020) | **:** -The positive response to the GameFest has inspired us to expand the scope of the fest to include ANIMATION classes as well.
-We are calling the fest henceforth, ANIMATION & GAMEFEST.
-We are looking to institute award plaques and statuettes to winning entries (07/03/2017) |

number is as large as the previous year, or more.
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High
On-Going Funding Requested (if applicable): 1000
Total Funding Requested: 1000
In Progress - Student workers to maintain A&G social media presence.

Reporting Year: 2019-20
% Completed: 25
We will be working with Student workers on this, for this year.
Student workers successfully set up social media channels for A&G in Fall '17 (05/03/2020)

*Describe Plans & Activities Supported (Justification of Need): A well designed and lively social media presence for Animation & Gaming is essential to build a student community that is engaged in our program.
A team of students would work under the supervision of an instructor, and the marketing division of Mt.SAC, to create quality content for:
-Facebook postings
-Instagram postings
-Twitter postings
*Lead: Sunil Thankamushy
What would success look like and how would you measure it?:
students at Mt.SAC are aware of our programs, and stay engaged.

How to measure:
We would send out a survey at the end of the semester: "Do you believe

the Animation & Gaming program has a strong and engaging social media presence that you were aware of during the semester?"

Planning Unit Priority: High

In Progress - Funding for Professional development by attending relevant industry conferences

*Describe Plans & Activities Supported (Justification of Need):
Attending conferences and industry events is the key way full time faculty can hope to stay relevant in this ever changing industry of Animation & Gaming.
So we would like to continue to send interested faculty members to conferences each year.
The conference of particular importance are:
-Game Developers Conference
-Virtual Reality Developers Conference
-E3
-SIGGRAPH
-COMICON
*Lead: Sunil Thankamushy
What would success look like and how would you measure it?: Our professors are completely aware of all industry trends and have their finger on the pulse of the industry.

How to measure it:
Review course outlines and see how

Reporting Year: 2019-20
% Completed: 50
We have sent professors the past two years.
This has had a positive impact in our programs
Participation in VRDC '16 for instance, has helped us shape the Virtual Reality (VR) program that we are building. (05/02/2020)

: We have been attending industry events - SIGGRAPH, GDC, VRDC etc diligently the past two years. This has given us direct interfacing with where the industry of animation and gaming is heading. We have also used insights gained by attending VRDC in particular, to develop our new VR and AR program. (08/06/2017)
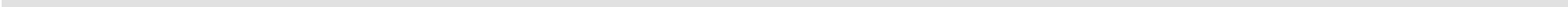
| | it matches with industry trends.

Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: High
On-Going Funding Requested (if applicable): 3500
Total Funding Requested: 3500 | |

| **Assist Special groups -** Assist our special population and under represented students.
Status: Active
Goal Year(s): 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21
Date Goal Entered (Optional): 09/01/2015 | **In Progress -** Student worker tutors to help special populations.

*Describe Plans & Activities Supported (Justification of Need): We have started using student tutors very effectively, to help coach special groups, and students that in general need help catching up. This has yielded good results the past year. We would like to keep this program.
*Lead: Sunil Thankamushy
What would success look like and how would you measure it?: Special population students achieve success in the program by graduating.

How to measure this: Review the grades of special population students, and note an uptick in performance from when student tutors began to be used.
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas. | **Reporting Year:** 2019-20
% Completed: 50
Student participation has increased in all the PC and MAC lab classes
We have experienced lesser dropouts from our classes
We are seeing more A, and B grades being handed to students
We are seeing more completion rates in class projects (05/02/2020) | **:** We would like to continue use of student tutors to assist our special populations and under-represented students.
We would like to add student tutors to cover more skill sets - particularly, game development, animation and programming classes. (07/03/2017) |

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	Planning Unit Priority: High **On-Going Funding Requested (if applicable):** 10000 **Total Funding Requested:** 10000	
Develop the Virtual Reality (VR) program - VR and AR has come into the industry in a big way, changing how content is made, and consumed. It is turning into a key area within gaming, while also impacting how animation is created. So we aim to develop VR and AR into our program to build the workers of the future of gaming and animation. **Status:** Active **Goal Year(s):** 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 06/01/2017	**In Progress -** Funds to Create an AR/VR Lab ***Describe Plans & Activities Supported (Justification of Need):** A large room/space that is set up for: -Conducting classes that can accommodate up to 20 students -Holding the AR/VR equipments -Modular Furniture ***Lead:** Sunil Thankamushy **What would success look like and how would you measure it?:** 5 classes in VR/AR conducted in an academic year, each holding a minimum of 20 students How to measure it: Evaluate the number of students taking VR related classes per semester. **Type of Request:** FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas. **Planning Unit Priority:** High **Total Funding Requested:** 0	**Reporting Year:** 2019-20 **% Completed:** 25 The space has been obtained. Room #2465, Bldg.13. The facilities folk are scheduled to do the build-out. (05/03/2020)
	In Progress - Equipment for VR classes ***Describe Plans & Activities Supported (Justification of Need):** -VR ready Desktop PCs (26) -High end VR equipment (20) -Low end VR equipment (26)	**Reporting Year:** 2019-20 **% Completed:** 25 Some of the equipment have been acquired. They currently stay within the boxes they arrived in, waiting for deployment. (05/03/2020)

	-software ***Lead:** Sunil Thankamushy **What would success look like and how would you measure it?:** 100% of the students have access to equipment and software to earn the VR certificate. How to measure it: Evaluate whether students have access to equipment to create VR products. **Type of Request:** 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 **On-Going Funding Requested (if applicable):** 10000 **Total Funding Requested:** 10000		
Liason with 4 year colleges, and advanced institutions - We are in the process of building relationships with 4 year colleges, and other animation and gaming schools to make the transition for students into their programs as seamless as possible. Criteria for success: A greater % of incoming student enrollments, as compared to previous years. **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):**	**In Progress -** _Identifying the 4 year colleges, and higher educational institutes in southern California. _Review of the courses and classes offered in Animation, Gaming, Virtual Reality. _Engaging with the institutes, to understand their needs _Articulating our classes with them ***Describe Plans & Activities Supported (Justification of Need):** _Administrative or liason officer help _Student worker help	**Reporting Year:** 2019-20 **% Completed:** 0 This has not started yet. (05/02/2020)	: We have yet to start this activity to review useful results. (08/06/2017)

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
07/04/2017	***Lead:** Sunil Thankamushy **What would success look like and how would you measure it?:** -10 % increase in transfer of Animation & Gaming students to colleges and other higher ed institutes. **Planning Unit Priority:** Medium	