![MT. SAC! Mt. San Antonio College]

unitPIE

Planning for Institutional Effectiveness

NOTE: This PIE Form is optimized to be used in Acrobat or <u>Adobe Reader 10 or later.</u>

MT. SAC!
Mt. San Antonio College

Planning for Institutional Effectiveness

Introduction

UNIT	TV and Film	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Daniel Smith	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	dsmith@mtsac.edu / x5436	☑ Summary	☑ Planning	☑ Planning	☑ Planning

Your Unit Program Review will be recorded on this form summarizing the current year and documenting planning for the next three-year cycle.
Please remember *that all outcomes assessment work should be recorded in TracDat (http://tracdat.mtsac.edu/tracdat) in order for your assessment work to best contribute to institutional reports. Outcomes assessment work may include courses, programs, direct and indirect services, organizational structure, structural elements, and institutional outcomes. Respond to only the outcomes categories or types that apply to your unit.*

Institutional Planning Framework

The college is unified through its demonstrated connection to the mission. Driven by the California Master Plan for Higher Education, revised by the President's Advisory Council, and approved by the Board of Trustees, it informs all planning and assessment.

Institutional Mission

The mission of Mt. San Antonio College is to support students in achieving their full educational potential in an environment of academic excellence.

Unit Mission

Enter your Unit mission statement here if applicable

College Themes and Goals

College themes and goals allow the campus to focus on critical issues. Articulated by the President's Advisory Council and approved by the Board of Trustees, they guide institutional planning and assessment processes.

Theme A: To Advance Academic Excellence and Student Achievement

College Goal #1   The college will prepare students for success through the development and support of exemplary programs and services.

College Goal #2   The college will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.

College Goal #3   The college will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.

Theme B: To Support Student Access and Success

College Goal #4   The college will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.

College Goal #5   Students entering credit programs of study will be ready for college level academic achievement.

College Goal #6   The college will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.

Theme C: To Secure Human, Technological, and Financial Resources to Enhance Learning and Student Achievement

College Goal #7   The college will secure funding that supports exemplary programs and services.

College Goal #8   The college will utilize technology to improve operational efficiency and effectiveness and maintain state-of-the-art technology in instructional and support programs.

College Goal #9   The college will provide opportunities for increased diversity and equity for all across campus.

College Goal #10   The college will encourage and support participation in professional development to strengthen programs and services.

College Goal #11   The college will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community.

College Goal #12   The college will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.

Theme D: To Foster an Atmosphere of Cooperation and Collaboration

College Goal #13   The college will improve the quality of its partnerships with business and industry, the community, and other educational institutions.

College Goal #14   The college will improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.

Where We Are: A Summary and Analysis of the Current Year 2014-15

I. Summary Context - Unit Goals for: TV and Film

Identify the goals that guided your Unit's work for the 2014-15 year (from your 2013-14 PIE form) in the following table and connect those goals to the College Themes. *Add rows (+) as needed. Delete rows (X).*

Unit Goal Name	Unit Goal	College Theme
2-Year completion	Assist students in reaching their goals of transfer, employment, degree or certificate completion within a 2-year period.	B: Access and Success
Serve all interested student	Expand size of course offerings to adequately serve all students who have declared TV and Film as their majors.	B: Access and Success
3:1 Student:Equipment Rati	Aquire adequate resources to allow for a 3:1 ratio of students to equipment, including cameras, tripods, audio recorders, microphones, lighting kits and ancillary equipment necessary in operating them.	A: Academic Excellence
Update TV Studio	Purchase and integrate equipment necessary to update TV studio to 2010 Federal ATSC standards, including digital HD cameras, switcher, graphics, video recorders, video playback, video editing, flat panel monitors, and camera control units, as well as a new news set, lighting, lighting control, audio playback and audio mixer.	A: Academic Excellence
Update Production Truck	Purchase truck, and purchase and integrate equipment necessary to update it to 2010 Federal ATSC standards, including digital HD cameras, switcher, graphics, video recorders, video playback, video editing, flat panel monitors, camera control units, and slo-motion/instant replay.	A: Academic Excellence
Hire second full-time tenure	Hire second full-time tenure-track faculty member, with training in either live television and broadcast TV training, or motion picture/cinema training.	C: Secure Resources
Separate TV/Film Budget	Secure and define TV and Film program budget, separate from Radio program and Radio Station Operations, which is adequate to support the preparation, persistence and completion goals of students.	C: Secure Resources
Institutionalize Lab Tutor	Add funds to Hourly Lab Tutor budget to eliminate Perkins backfill, and support both Lab Tutors within the regular budget.	B: Access and Success
Offer AS-T Transfer Degree	Offer AS-T transfer degree in Film-Television-Electronic Media. Write audio course to satisfy FDRG core descriptor in Beginning Audio Production.	B: Access and Success
Resolve overlap problems v	Resolve curricular overlap problems and help guide students between overlapping TV and Film courses in Photography, Literature, Journalism, Italian and French.	D: Cooperation/Collaboration

II. Notable Achievements for: TV and Film

Enter your Unit's successes for the 2014-15 year in the table below. This provides opportunity for closing the loop on your Unit's activities completed this year. *Text boxes will expand as needed. Add rows (+), delete rows (X).*

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Moved both the FTVE AS-T transfer degree and the necessary new course needed to the final approval stages.	Unit: Offer AS-T Transfer Degree
		B. Access and Success
High	Increased access for students by increasing course offerings, from previous average of 4 per semester to 8.	Unit: Serve all interested students
		B. Access and Success
Med	Achieved CSU and Mt. SAC General Ed status for RTV 1 Intro to Electronic Media.	Unit: Serve all interested students
		B. Access and Success
Med	Initiated TV Scholarship from monies donated by the Hollywood Foreign Press Association (HFPA).	Unit: Serve all interested students
		D. Cooperation/Collaboration
High	Coordinated curriculum overlap and developed plan to guide students between programs with Italian, French and Photography.	Unit: Resolve overlap problems wit
		D. Cooperation/Collaboration
Med	Transfers to top TV and Film programs continued, including minority students who were accepted at such colleges as USC and NYU.	Unit: 2-Year completion
		B. Access and Success
Priority	Instructional equipment money was granted that allowed 15 sets of cameras, tripods and lighting kits to be purchased, as well as 3 audio recorders.	Unit: 3:1 Student:Equipment Ratio
		A. Academic Excellence

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Created RTV 29 Audio Audio Production for Film and TV course to meet curricular needs of AS-T transfer degree.	Unit: Serve all interested students
		B. Access and Success

III. Tracking External/Internal Conditions, Trends, Impacts, Success, Critical Decisions and Outcomes Assessment

The following table is intended to track conditions that influence planning over a multi-year period beginning with the 2014-15 year. Please include data. The "Link to Data Sources and Support Options" button will open a Mt. SAC webpage that offers suggestions and links for possible data sources for your Unit. Text boxes will expand. *Add (+) rows, delete (X) rows as needed.*

		Link to Data Sources and Support Options

Year	Add item — External Conditions, Trends, or Impacts	Data Sources
2015-16 Cont'd.	Job growth at rate faster than the overall economy (5.6% annually)	Price Waterhouse Coopers
2015-16 Cont'd.	Export revenue growth continues to be greater than domestic growth.	Price Waterhouse Coopers
2015-16 Cont'd.	Most students entering the college need English and Math courses below college level, inhibiting their success and ability to complete the program in two years.	Mt. SAC Student Services
2015-16 Cont'd.	Industry needs students to have producing, editing and soft skills, as well as a specialization, by the time they enter the workforce.	Mt. SAC TV/Film Advisory Committee recommendations
2015-16 Cont'd.	Ongoing articulation requirements for CSU and C-ID descriptors and courses. These include TV studio training.	C-ID FTVE FDRG, CSU Articulation officers
2015-16 New	Employment: Employment in TV, Film and video production for other media continues to trend increasingly toward sel-employment and freelance work contracts. Because of this employment market data is normally inaccurate. Industry sources indicate a much higher level of employment than standard state and college data summaries.	Price Waterhouse Coopers, LA Film Commission
2015-16 Cont'd.	Ongoing changes in technology in TV and Film industry.	Trade publications, including The Hollywood Reporter, Avid editing newsletters, NAB listings, CineGear listings

Year	Add item — Internal Conditions, Trends, or Impacts	Data Sources
2015-16 Cont'd.	Increased demand for classes from matriculating students	Mt. SAC IT
2015-16 Cont'd.	IT and Server support issues hamper student ability to complete projects.	Mt. SAC IT, TV Faculty
2015-16 Cont'd.	Curriculum overlap hamper ability to guide students to their educational goals.	Student Surveys, Mt. SAC TV/Film Advisory Committee
2015-16 Cont'd.	Staffing: the lack of a second full-time faculty member continues to hamper the ability to adequately serve the needs of the students and the college.	Majors list (Mt. SAC IT), Student surveys.
2015-16 Cont'd.	Student referral barriers: Mt. SAC students who major in TV, Film and related areas are not informed of the Radio and TV programs by instructors in other areas, the campus website, and related sources. Conversations about how to best serve students are not taking place, hurting student achievement and outcomes.	2013 Mt. SAC Research study, Student surveys

2015-16 Cont'd.	Inadequate ongoing budget to acquire and repair equipment.		RTV Budget
2015-16 Cont'd.	Ongoing technology changes necessitate changes in curriculum and equipment.		Mt. SAC TV and Film Advisory Committee
Year	*Add item*	Success Data	Data Sources
2014-15	11 of 24 advanced students transferred to 4-year institutions in spring 2014.		Student survey.
2014-15	8 of 24 advanced students earned an AS degree in TV Production in spring 2014		Mt. SAC Graduation list
Year	*Add item*	Critical Decisions	Data Sources
2014-15	Decision to emphasize the goal of transfer, while maintaining the vocational courses in growth areas (such as live sports production)		*Cite Data Sources*
Year	*Add item*	Progress on Outcomes Assessment	Data Sources
2015-16 New	Revamp and integrate outcomes using alignment with new Outcomes Plan, as well as ePortfolios for students.		Mt. SAC TV/Film Advisory Committee minutes, revised 2015 Outcomes Plan
2014-15	Several successful cycles of SLOs have been completed for the courses. New goals are needed.		Mt. SAC TV/Film Advisory Committee

IV. Alignment and Progress on Unit and College Goals: Closing the Loop

This section serves as a "reporting" function. It shows how your Unit closes the loop and connects planning to budget allocation: How did the prioritized college resources connect to your Unit's outcomes? What progress has your Unit made with the resources provided? Include progress on plans that did not require new resources if applicable. You are also prioritizing your Unit's progress or outcome for inclusion in your manager's summary. The **Plan Status** drop-down offers a time-frame update on the progress of your plan.

Some information has been pre-loaded into this form by your manager. Add rows (+) as needed. Delete rows (X).

Priority for Manager Summary	Plan from Previous PIE (2013-14) and Resources Obtained *(if any)*		Resources Secured *(if any)*	Progress/Outcomes/Result/Impact (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
High	Television/Camera/Tripod/Lighting Packages Advisory		$ $180,000.00 Instr. Equipment	Increase allowed ratio of students to equipment to be reduced, and updated the currency of the program's technology. It also allowed more course demand to be met, and thus to serve more students. These students will be able to achieve greater success.	Unit: 3:1 Student:Equipment R
	Plan Status	Complete	Source 2		B. Access and Success
High	Student Workers		$ $1,996.88 Perkins Grant	Ongoing Perkins grant helped maintain student success.	Unit: Serve all interested stude
	Plan Status	Complete	Source 2		B. Access and Success
High	AS-T Transfer degree		$ 0.00 Other -NA	Offer transfer degree as soon as possible after final approval in spring 2015	Unit: Offer AS-T Transfer Degre
	Plan Status	2015-16 Complete	Source 2		B. Access and Success
Priority	Audio Recorders for equipment packages		$ Instr. Equipment	Students will achieve greater success if they have equal access to equipment, including the audio equipment not supplied by the earlier Instructional Equipment grant.	Unit: 3:1 Student:Equipment R
	Plan Status	2015-16 Complete	Source 2		B. Access and Success

Section Two

Where We Are Going: Planning for the Next Three Years: 2015-16, 2016-17, 2017-18

I. Planning Context - Unit Goals Assessed and Revised for: TV and Film

This table contains your goals as noted in Section One for 2014-15. Review your Unit's goals and revise, add new goals or remove goals that are no longer relevant as appropriate for planning for 2015-16, 2016-17, and 2017-18. *Add rows (+) as needed. Delete rows (X).*

Unit Goal Name	Unit Goal	College Theme
2-Year completion	Assist students in reaching their goals of transfer, employment, degree or certificate completion within a 2-year period.	B: Access and Success
Serve all interested student +	Expand size of course offerings to adequately serve all students who have declared TV and Film as their majors.	B: Access and Success
3:1 Student:Equipment Rati +	Aquire adequate resources to allow for a 3:1 ratio of students to equipment, including cameras, tripods, audio recorders, microphones, lighting kits and ancillary equipment necessary in operating them.	A: Academic Excellence
Update TV Studio	Purchase and integrate equipment necessary to update TV studio to 2010 Federal ATSC standards, including digital HD cameras, switcher, graphics, video recorders, video playback, video editing, flat panel monitors, and camera control units, as well as a new news set, lighting, lighting control, audio playback and audio mixer.	A: Academic Excellence
Update Production Truck	Purchase truck, and purchase and integrate equipment necessary to update it to 2010 Federal ATSC standards, including digital HD cameras, switcher, graphics, video recorders, video playback, video editing, flat panel monitors, camera control units, and slo-motion/instant replay.	A: Academic Excellence
Hire second full-time tenure +	Hire second full-time tenure-track faculty member, with training in either live television and broadcast TV training, or motion picture/cinema training.	C: Secure Resources
Separate TV/Film Budget	Secure and define TV and Film program budget, separate from Radio program and Radio Station Operations, which is adequate to support the preparation, persistence and completion goals of students.	C: Secure Resources
Institutionalize Lab Tutor	Add funds to Hourly Lab Tutor budget to eliminate Perkins backfill, and support both Lab Tutors within the regular budget.	B: Access and Success
Offer AS-T Transfer Degree	Offer AS-T transfer degree in Film-Television-Electronic Media. Write audio course to satisfy FDRG core descriptor in Beginning Audio Production.	B: Access and Success
Resolve overlap problems v +	Resolve curricular overlap problems and help guide students between overlapping TV and Film courses in Photography, Literature, Journalism, Italian and French.	D: Cooperation/Collaboration

II. Annual Implementation Plan for: TV and Film

This section serves as a "planning" function. This is where you ask for resources and record new action plans, activities, or interventions necessary to achieve success. Use the Expected Outcomes section to describe how the plan and resources requested is supported by your Unit's to outcomes assessment plan. This section will also be used to record revisions to plans as needed across the three years of planning.
Add rows (+) as needed. Delete rows (X).

Priority for Manager Summary	Plans, Activities, or Interventions	Resources Needed *(if any)*	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
High	Full-time TV or Film Production hire.	$ $107,000.00	Currently there is only one FT faculty member in the Television and Film Production area. With the demand for and growth of the program a second full-time tenure-track faculty member is needed.	Unit: Hire second full-time tenu
		Staffing		
New	Projected Completion 2015-16	Source 2		B. Access and Success
			Person Responsible Daniel Smith	
High	Gather student major data, and work with students so identified to orient and build a 2-year plan with them. Classes are offered in sufficient quantity to allow them to complete their plans.	$	75% of students listing themselves as TV or Film majors are able to form academic plans which will allow them to meet their goals in two years. Courses are scheduled to meet these goals.	Unit: 2-Year completion
		Other - LHE		
New		Research	Person Responsible Daniel Smith	B. Access and Success
	Projected Completion 2015-16			
Med	Establish ongoing, separate TV budget	$ $16,000.00	Dedicate an amount adequate to support the preparation, persistence and completion goals of students. This will allow successful longer-range planning, and the ability to spread purchases over several years, and allow for multiple repairs and maintenance.	Unit: Separate TV/Film Budget
		Other - Resource al		
New	Projected Completion 2015-16	Instr. Equipment		C. Secure Resources
			Person Responsible Daniel Smith	
Med	Purchase additional audio recorders, software and ancillary equipment for previously-purchased instructional equipment.	$ $50,000.00	Complete kits will be available for checkout of sufficient quantity and quality so as to achieve student success.	Unit: 3:1 Student:Equipment R
		Instr. Equipment		
New		Source 2	Person Responsible Daniel Smith	A. Academic Excellence
	Projected Completion 2015-16			
High	Update TV Studio and Production Truck	$ $2,000,000.00	Both facilities will be updated per plan presented by Wm. Eastham. This allows for both goals to be met simultaneously.	Unit: Update Production Truck
		Grant		
New	Projected Completion 2015-16	Other - Bond Measu	Person Responsible Daniel Smith	A. Academic Excellence

Priority for Manager Summary	Plans, Activities, or Interventions	Resources Needed (if any)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
Med	Add ongoing budget funds adequate to support second Student Lab Tutor	$ $9,000.00	Pay for second lab tutor without need for Perkins funds.	Unit: Institutionalize Lab Tutor
		Other - TV Budget		
New	Projected Completion 2015-16	Source 2	Person Responsible Daniel Smith	B. Access and Success
Med	Overlap resolution	$ 0.00	Intervention of administrators to resolve overlap with goal of serving student needs. Approval of planning document that aligns Mt. SAC TV and Film program planning with student goals and external practices.	Unit: Resolve overlap problem
		Other - No cost		
New	Projected Completion 2015-16	Source 2		D. Cooperation/Collaboration
			Person Responsible Irene Malmgren	
Med	Secure staffing, professional development, hardware and software to support inter-departmental technology in Shared Lab in the Design Technology Center, room 13-1225.	$	Currently staff and equipment (hardware/software) for the Shared Lab is partially funded by CEA Program Perkins Grants. Since the lab serves students from across many programs, departments and divisions, College funding for fully staffing and equipping the lab is requested.	Unit: Serve all interested stude
		Source 1		
New		Source 2		B. Access and Success
	Projected Completion 2015-16		Person Responsible Steve Burgoon	
Med	Counseling Liaison dedicated to CEA Programs	$	We need a counseling liaison familiar with our industries and programs to serve the specific needs of our students and assist them in moving through their respective Programs. The Counseling Liaison would also assist with outreach to industry and our feeder high schools.	Unit: Serve all interested stude
		Source 1		
New	Projected Completion 2015-16	Source 2		B. Access and Success
			Person Responsible Steve Burgoon	
Med	Lack of relevant data to track employment	$	Need job developer to track data and assist students.	Unit: 2-Year completion
		Source 1		
New	Projected Completion Select	Source 2	Person Responsible Steve Burgoon	B. Access and Success
Med	Funding for Program and Department Marketing	$	Promoting our program (and CEA Department) to potential new students is a vital component in maintaining consistent enrollment (outreach), informing our current students (in-reach), tracking and networking with alumni, and interfacing with feeder high schools and awareness of Programs and CEA. We need funding for our promotional materials and web presence.	Unit: Serve all interested stude
		Source 1		
New	Projected Completion 2015-16	Source 2		B. Access and Success
			Person Responsible Steve Burgoon	

Priority for Manager Summary	Plans, Activities, or Interventions	Resources Needed *(if any)*	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
High	Improve signage throughout and around DTC	$ [ ] Source 1	There are no signs on the TV/Film classroom, nor to direct students there. Also, signage is needed indicating the location of the restrooms, Assembly Space, Smoking Areas, and Shared Lab, as well as building name/number visible from the student parking lot "G" area.	Unit: Serve all interested stude
New	Projected Completion 2015-16	Source 2		B. Access and Success
		Person Responsible Steve Burgoon		

III. Resources Identified in Relation to Planning

This section will serve the budget prioritization function in the Manager's PIE. Your manager will inform you when actual quotes are due.

Section Three

Recommendations for Improving the Planning Process

What additional information should the College provide to assist your Unit's planning?

Easier access to Argos reports by those preparing the reports
Transfer reports
List of students majoring the program area (including those with multiple majors within a program)

What suggestions do you have for improving the planning process for your Unit?

Allow more goals in form.

Enter your name as contributing to and approving of this Unit PIE Plan below. *Add rows (+) as needed.*

Contributer		Contributer	
Daniel Smith	☑ Approve	*Add your name as contributing to this Unit PIE and check that you approve*	☐ Approve

Thank you for completing the Unit PIE form summarizing 2014-15, and initiating your Unit's planning for the 2015-16, 2016-17, and 2017-18 three-year cycle.

Please save this form and forward to your Unit's manager by 06/30/ 2015.
Questions regarding this form? Send an email to Don Sciore, Interim Associate Dean of Arts, member IEC, at dsciore@mtsac.edu