



unit **PIE**

2014-15
2015-16
2016-17
2017-18

Planning for Institutional Effectiveness

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NOTE: This PIE Form is optimized to be used in Acrobat or [Adobe Reader 10 or later](#).



Planning for Institutional Effectiveness

Introduction

UNIT	PHOTOGRAPHY	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	LAURIE HARTMAN	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	lhartman@mtsac.edu / x6316	<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> 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

It is the mission of the Photography Program to provide accessible, affordable, and quality photography educational programs and services in a timely manner in response to the needs and interests of the individuals and the communities we serve.

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

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| 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

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| 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

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| 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

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| 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. |

SectionOne

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

I. Summary Context - Unit Goals for: PHOTOGRAPHY

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
#1 Support Student Goals	Provide instruction and services that support our student's educational and career goals	B: Access and Success
#2 Completions	Continue to advise students on course selection and scheduling to maximize degree and certificate completions	B: Access and Success
#3 Secure Resources	Provide technology and resources that prepare our students for entry into the photography industry and related fields	C: Secure Resources
#4 Outreach	Increase enrollments and awareness through marketing, promotion and outreach to high schools and the local community.	B: Access and Success
#5 Adequate Staffing	Provide adequate staffing that supports student success.	A: Academic Excellence

II. Notable Achievements for: PHOTOGRAPHY

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	New Course: A new course, Phot 26, Video for Photographers was approved by the Chancellor's Office and will be offered in the 2015-16 academic year. With the industry trend towards "convergence" of still and video technologies, this course is critical to keeping our program current, providing instruction that supports our student's educational and career goals and provides access to technology to prepare them for entry into the photography industry and related fields .	Unit: #1 Quality Instruction
		A. Academic Excellence

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	High School Outreach: Hosted the Second Juried Exhibition of High School Photography. Students from nine local high schools submitted more than 500 images of which 70 were selected for the exhibit. The opening reception on May 8th was well attended. The show brought HS instructors, administrators, students and parents to campus where they were able to meet our faculty and students, tour our facility, see examples of our student's work, and learn about our program. This is an important and successful component of our High School Outreach (and In-Reach) to increase enrollments.	Unit: #4 Outreach
		B. Access and Success
High	Growth: Increased enrollments and program growth across the Program. Added one section of Phot 9 to Summer 2014, two sections of Phot 10 to Fall 2014, , one section of Phot 11 to Winter 2015. This has lead to greater student success by moving students through the program in an efficient and timely manner.	Unit: #2 Completions
		B. Access and Success
High	Growth: As a result of faculty "in-reach" efforts which include meeting with all advanced students, Individual Education Plans, and classroom presentations, we have seen significant increase in interest and enrollments in advanced courses. This has lead to greater student success by moving students through the program towards completion of their educational goals. In addition to enrollment, we have seen an increase in waitlists for advanced classes. For example, in Spring 2015, we had the following course waitlists: Phot 11 (13 students on waitlist), Phot 14 (8 students on waitlist), Phot 18 (15 students on waitlist), Phot 20/21 stacked (13 students on waitlists). We believe this is an indication that our in-reach efforts have been successful and that there is a demand for additional sections of advanced courses.	Unit: #2 Completions
		B. Access and Success
Med	Course Integration: Successfully integrated three (former) Computer Graphics courses into the Photography Program. This has resulted in a reduction in student confusion about our Graphic Design offerings, a clear pathway to completing image editing (Photoshop) coursework in the Photography Program, and a more efficient use of resources.	Unit: #2 Completions
		A. Academic Excellence
High	Student Success: Advanced photography Student Ben Noble received the University of La Verne Performance Scholarship, a recurring award of \$25,000. Ben will begin his studies at La Verne in Fall 2015. We are pleased that we were able to help prepare Ben for the scholarship and transfer, therefore assisting him with meeting his educational goals.	Unit: #1 Support Student Goals
		A. Academic Excellence
Med	Transfer: We are continuing to foster a relationship with the Photography Program at University of La Verne to create smoother pathways for our transfer students to enter their program.	Unit: #1 Support Student Goals
		D. Cooperation/Collaboration
Low	Student Success: Former photography student Holly Buffum recently signed with a gallery in Laguna Beach to represent her artwork, successfully pursuing her career goals as an artist.	Unit: #1 Support Student Goals
		A. Academic Excellence
High	Collaboration: Successful collaboration with Journalism and Graphic Design students working together on campus magazine Substance and zine Medium. The publications have won several awards, including awards for photography produced by students taking courses in the Photography Program. Jason Perez is the faculty advisor. This has lead to greater student success by creating awareness of our Program and students, as well as offering opportunities for "real world" experience to prepare students to meet their career goals and ndustry needs.	Unit: #1 Support Student Goals
		D. Cooperation/Collaboration
Med	Collaboration: James Loy's Fashion Photography students collaborated with Fashion Design students to photograph models wearing fashions designed by the Fashion Design students. This has lead to greater student success as students are better achieving their career goals and prepared to meet industry needs after participating in this "real world", collaborative experience	Unit: #1 Support Student Goals
		D. Cooperation/Collaboration

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
Low	Fundraising: The Photo Club annual Headshot Fundraiser was a success. The first day was reserved for Tammy Trujillo's Radio students. The second day was open to anyone. In addition to collaborative experiential learning for our students, the Photo Club raised \$400 with this event.	Unit: #1 Support Student Goals
		A. Academic Excellence
Low	Collaboration: Two classes offered during Summer 2014 (Greg Zajack's Phot 10 and Valerie Reckert's Phot 9) collaborated on projects. This collaboration provided an important experiential learning experience for our students, helping them to reach their career or transfer goals.	Unit: #1 Support Student Goals
		D. Cooperation/Collaboration
Med	Student Success: Photography Alumni David Lopez is completing his studies at Art Center College of Design and has been offered a position with an online company, Poketo. We are pleased that our Program prepared David for transfer to ACCD and helped him achieve his career goals.	Unit: #1 Support Student Goals
		A. Academic Excellence
Low	Student Success: Photography Alumni Naomi Monroe received a scholarship to complete her bachelor's degree at a university in Australia. We are pleased that the Photography Program prepared Naomi to earn a scholarship to achieve her educational goals.	Unit: #1 Support Student Goals
		A. Academic Excellence
Med	Field Trips: Jason Perez took students from several of his classes on field trips to galleries at Bergamont Station as well as Art Center College of Design. The field trips helped to create awareness of transfer requirements, employer needs, and help prepare students for industry.	Unit: #1 Support Student Goals
		A. Academic Excellence
Med	Guest Speakers: Guest speakers visited several classes including: Photographer/Poet Roger Camp, Wedding/Portrait Photographer Louis Felix, and photographer Jeff Jones. The guest speakers helped to create awareness of employer needs and help prepare students for industry.	Unit: #1 Support Student Goals
		A. Academic Excellence
High	New Certificate: We secured Advisory Committee and CEA Department approval for a new Certificate, Photography Video Production (25 units) . We plan to submit the curriculum by May 31, 2015. The new certificate will help prepare our students for successful entry into industry to pursue their career goals.	Unit: #1 Support Student Goals
		A. Academic Excellence
Med	Staffing: We hired a substitute part-time Lab Tech to replace our evening tech, Millie Escarrega, who retired during Winter. This has lead to greater student success by providing timely access to facilities and equipment.	Unit: #5 Adequate Staffing
		B. Access and Success
Med	Staffing: We hired three new adjunct instructors (Greg Rager, Louis Felix and Chris Benoe). They are teaching classes that are available due to retirements and additional sections due to growth. They have significant industry experience which will help to prepare our students to meet their educational and career goals.	Unit: #5 Adequate Staffing
		B. Access and Success
Low	Outreach: Laurie Hartman presented "Careers in Photography" at the Adult Education Career Night. We hope this creates awareness of our program and increases enrollment in our beginning courses.	Unit: #4 Outreach
		A. Academic Excellence

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
Med	Outreach: Laurie Hartman represented the Photography Program at the La Puente ROP Counselor meeting. The counselors received information about our Program, careers in photography, toured the facilities and view examples of our student's work. We hope this creates awareness of our program and increases enrollment in our beginning courses.	Unit: #4 Outreach
		B. Access and Success
Med	Secured Funding: Secured Arts Division funding for equipment purchases (location lighting kits and Pocket Wizard remotes), This has lead to greater student success by providing current technology to better prepare students for careers in photography and related fields.	Unit: #3 Secure Resources
		C. Secure Resources
High	Secured Funding (2015): Secured Perkins funding of \$xx to purchase instructional equipment, XXXX and provide student tutors and student assistants to support student success and program improvement. New equipment will lead to greater student success by providing current technology to better prepare students for industry. Student Lab workers provide greater access to equipment and facilities so students can complete their projects. Student Teaching Assistants provide valuable assistance in the classroom and labs, leading to increased success for all students, particularly disabled students.	Unit: #3 Secure Resources
		C. Secure Resources
High	Articulation: We participated in the High School Articulation process, with nine schools participating and 43 students receiving credit for Phot 10 (2014 data). This is an important component of our Outreach activities to increase enrollment in our beginning course.	Unit: #4 Outreach
		B. Access and Success
High	Outreach: Five of our Articulation High Schools that lack "wet" darkrooms, received eight hours of darkroom training (each) on our campus during Winter session. The "darkroom experience" is funded by Tech Prep and successfully prepares students for the darkroom portion of our articulation process, and is a vital component of our High School Outreach efforts to increase the number of students entering our program. Student response was overwhelmingly positive.	Unit: #4 Outreach
		C. Secure Resources
Med	Secured Funding: Supported student success by allocating a portion of our Perkins funding (2013-14) to partially fund staffing for a shared computer lab in DTC (13-1225), allowing increase student access to computers and printers for project completion.	Unit: #3 Secure Resources
		C. Secure Resources
High	New Course Approved: Phot 26 Video for Photographers has been approved by the Chancellor's Office and will be offered during the 2015-16 academic year. This new course is a vital component of our curriculum as we prepare our students to successfully enter the photographic industry which is undergoing a shift, converging still and motion capture technologies.	Unit: #1 Support Student Goals
		A. Academic Excellence
High	Increased Completions: Full-time faculty members Laurie Hartman and Jason Perez continue to meet personally with photography students to advise them on course selection, educational planning, and assist with filling out degree and certificate forms. As a result, we have documented 40 degree/certificate completions for 2014-15 (so far, as of 5/5/15).	Unit: #2 Completions
		A. Academic Excellence
Med	In-Reach: Full time faculty and our job developer, Debbie Bautista visited advanced classes to create awareness of our program and the educational planning assistance she can provide to students This has lead to greater student success by providing timely educational planning towards completion of degrees and certificates.	Unit: #2 Completions
		B. Access and Success
Med	Hired Student Workers: We used Perkins Funding and Instructional Equipment funds to hire three student workers (two lab technicians and one teaching assistant). Our student lab technicians fill in for our Lab Techs in the Equipment Issue Room, providing students additional access to equipment and facilities. Our student teaching assistant provides vital instructional assistance in the classroom and labs, increasing student success (particularly for our disabled students). All of the student workers are vital to student success in our Program and our students.	Unit: #5 Adequate Staffing
		B. Access and Success

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Assessment: SLO's data was collected, analyzed and recorded in Trac Dat.	Unit: #1 Support Student Goals
		A. Academic Excellence
High	Outreach and Student Engagement: We continue to maintain a public Facebook page to promote the Photography Program. In addition, we actively reach out to current and former students via a closed Facebook group "Mt. SAC Photography Group", which provides opportunities for student support and networking. Recently, Jason Perez started a Mt. SAC Photography Instagram account which showcases student work, behind-the-scenes and has become an important social networking tool for our Program and students.	Unit: #4 Outreach
		B. Access and Success
Med	Secured Donation: Jason Perez secured \$175.00 gift certificates from Samy's Camera as prizes for three winners of the High School Photography Exhibition.	Unit: #4 Outreach
		C. Secure Resources
Priority	Outcomes Mapping: Laurie Hartman participated in a test pilot of the new Outcomes Mapping Matrix. This provided valuable insight into how to best achieve our goals in our courses and programs and will be used to guide our curriculum and program improvement decisions.	Unit: #1 Support Student Goals
		A. Academic Excellence

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
2014-15		Changes in Technology: The industry experiences rapid changes in technology, including the current "convergence" of still and video technologies. It is difficult for faculty to remain current in technology and to secure funding for updated equipment. There is a need for regular replacement and upgrade of equipment, purchasing of new technology, faculty professional development as well as curriculum updates to provide preparation in current technology.	PhotoShelter Industry OUTlook 2015. Photography Advisory Committee Meetings 2013, 2014, 2015
2014-15		Employment: Employment in the areas of graphic design, illustration, animation, and photography continue to trend toward self-employed and freelance work. These positive trends are not captured in employment data. This results in inaccurate assessments of success when compared with more traditional industries. As a result, there is a false impression that Photography is not a viable career choice. However, data from IBIS World Report shows that over 88% of photographers are successfully self-employed and there is expected annual industry growth of 2.2% between 2012-2017.	IBIS World Report-Photography
2014-15		"Convergence" of Still and Motion Technologies: The photography industry is undergoing a paradigm shift from "still" imagery to the "convergence" of "still and motion" technologies. In fact, for the past few years, our Advisory Committee has recommended that we revise our curriculum and purchase equipment to support this new direction in our industry. A new course, Phot 26 Video for Photographers, has been approved and will be offered in the 2015-16 academic year. A new Certificate, Photography Video Production (25 units) has been approved by our Advisory Committee and the CEA Department and will be submitted for approval soon. We are requesting new technology to support this course and certificate.	Photography Advisory Committee Meetings, 2013, 2014, 2015
2014-15		Reduction in Perkins Funding has made it more difficult secure resources (staffing, technology, etc).	Perkins Grant
Year	Add item	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		Staffing Needs: Our Core Indicator Report shows positive numbers in all areas except #4, Employment. With only two full-time faculty there is a general lack of man-hours to spend the necessary time devoted to developing relationships for work experience, internships, placing students in industry, and tracking employment results. There is a need for increased staffing for a Job Developer to assist students with educational planning, placing students in internships and employment, and tracking students employment status.	Core Indicator #4 Employment
2014-15		Secure staffing, professional development, hardware and software to support inter-departmental technology in Shared Lab in Design Technology Center (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.	Perkins Grant
2014-15		Staffing Needs: Increase class offerings has required increased adjunct hiring and development of larger adjunct pools.	Course schedule
2014-15		Staffing Needs: Our full-time (day) Lab Tech has expressed his plans to retire in Spring 2016. Therefore, we anticipate the need to fill this full-time, permanent position at that time.	Cite Data Sources
2014-15		Additional Course Offerings: To improve the number of students completing certificates and degrees in our program, additional sections of advanced courses need to be added, which require additional classrooms and staffing.	Mt. SAC Search for Classes- waitlist (Sp2015)

2014-15	Color Managed Workflow: Currently our computer labs are not maintained as "color managed. This is due to the large number of students accessing a large number of computers and printers. As a result, printing output is inconsistent and inaccurate. Students need access to a more controlled, color managed system to produce industry-standard prints with accurate exposure, contrast, and color. This is particularly necessary for students producing their final portfolios. We would like to purchase two color managed workstations which will include wide-gamut monitors, printers, and print viewers.	Photography Advisory Committee meeting 2015
2014-15	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.	Photography Advisory Committee meeting 2015
2014-15	Classroom Availability: We are scheduling our two classrooms (1455 and 1430) to near maximum capacity. Since the Music Department uses 1430 for two sections of MUS9, we have limited classroom availability to support growth in our program.	Course Schedule
2014-15	Growth of Film/Television Program: Increased equipment and students in the Television Program has resulted in additional equipment storage and check-out needs. Our equipment storage areas are reaching capacity and we are running out of room to store the amount of equipment we currently have. There is little room for additional, new equipment. Equipment check out for the Television program has created additional duties for our lab techs, which takes them away from their responsibilities in the Photography Program. Additional storage and staffing is needed.	Issue Room equipment check out records
Year	<i>Add item</i> Success Data	Data Sources
2014-15	Growth: Our new full-time faculty member (Jason Perez) is teaching many of our advanced classes. As a result, the quality of student work has increased and there is renewed interest in our program and demand for our advanced courses. Enrollment and waitlists for our advanced courses indicate we have been successful in moving students from our beginning class (Photo 10) into the Program. As a result, there is a need for increased sections. For example, waitlists in Spring 2015 were: Phot 11, (13 students), Phot 18 (15 students) and Phot 20/21 (13 students). We believe this data supports the need for additional sections of advanced classes (growth).	Mt. SAC Schedule of Classes (Advanced Search)
2014-15	Core Indicators: Our Core Indicator report (2015-16) indicates positive numbers in all areas except #4 Employment. While we would like additional staffing to assist us in this area, we also realize that the vast majority of our graduates are freelance or self-employed, thus not captured in standardized employment data. We have not means to accurately track our students.	Core Indicator Report (2015-2016)
2014-15	Completions: We have been meeting with students and advising them on their course selection and educational planning. As a result, we are pleased to report 25 completions (4.2% above negotiated level) on our 2015-16 Core Indicator Report. In addition, our internal records indicate over 40 degrees/certificates awarded during the 2015-16 academic year (so far). This indicates a significant increase in completions compared to our historical (ten-year) data.	Core Indicator Report (2015-2016)
2014-15	Outreach: Our high school outreach efforts continue to produce positive results. Last year (2014) nine schools participated in the articulation process with 48 students taking the exam, of which 43 passed and received credit for our Phot 10 course.	PHOT Articulation Activity Report (Tech Prep)
2014-15	Outreach: Another successful outreach initiative was the Second Juried Exhibition of High School Photography (2015), which was held in the DTC Gallery. Over 500 entries were received, 70 of which were displayed in the gallery. The opening reception was well-attended by HS instructors, administrators, students and their families, Mt. SAC administration, faculty, staff and students.	HS Show
Year	<i>Add item</i> Critical Decisions	Data Sources

2014-15	Curriculum: For the past few years our Advisory Committee has recommended coursework that combines still and video technologies "converged". As a result, Phot 26, Video for Photographers has been approved and will be offered during the 2015-2016 academic year.	Advisory Minutes 2013, 2014, 2015
2014-15	New Certificate: In addition to Phot 26 Video for Photographers, our Advisory Committee recommended a new 25-unit Certificate, "Photography Video Production". This is a collaborative effort between all CEA Programs and combines courses from Photography, Radio/Film/Television, Graphic Design/Illustration and Animation/Gaming. It will prepare our students for increased employment opportunities using both still and motion imagery, such as multi-media. Self-employed graduates that complete this new Certificate will be able to offer their customers broader offerings and increase value-added services in their businesses.	Advisory Minutes (2015). CEA Department Minutes (2/25/15)
2014-15	In-Reach: Our increased completions (40 in 2015 so far) are a direct result of faculty meeting individually with all of our advanced students to assist them with educational planning (in-reach). We hope to secure additional time from the CEA Job Developer (currently Debbie Baustista) to assist us with our "in-reach" activities.	Core Indicator Report (2015-2016)
2014-15	Program Growth: We are pleased to see increased enrollments and waitlists for our advanced courses. We intend to use this momentum to add additional sections of our advanced courses, resulting in program growth and increased completions.	Mt. SAC Schedule of Classes (Advanced Search for Classes)
2014-15	Success and Retention rates in Phot 15 History of Photography continue to be low. This is a required course for our AS degree, so student success is critical for completion of the degree. However the adjunct instructor that typically teaches this class is retiring at the end of Spring 2015. One of our recent adjunct hires, Greg Rager, is a well-known expert in this area and will be teaching this course beginning in Fall 2015. We anticipate more positive results.	Argos Report
2014-15	Spring 2015 enrollments and waitlists indicate that the demand for some of our advanced courses is very high. In order to move students through the program, we added one section of Phot 11 to the Winter 2015 schedule.	Mt. SAC Schedule of Classes (Advanced Search for Classes)
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	Outcomes Mapping: During Winter 2015, Laurie Hartman completed a test pilot matrix mapping ILO's, PLO's, MO's and SLO's. We will use this to determine the appropriateness of our current PLO's and SLO's and adjust them as needed. The matrix also provided valuable insight that we will use to guide our curriculum and program decision making.	Outcomes Matrix-Photography
2014-15	SLO's: Most faculty are participating in the assessment process and SLO's are assessed in each course every semester. However, we believe that our adjunct faculty members do not fully understand outcomes assessment. We would like to schedule a training session for them.	SLO's Results-Photography
2014-15	Advisory Input: For the past two years, outcomes and assessment have been an important component of our annual advisory committee meeting. We hope that including industry advisory in the outcomes discussion has strengthened the meaning of assessment making it pertinent to successful industry transition for students. This effort plays an important role in industry's awareness of the skills of our completing students.	Advisory Committee Minutes. 2014, 2015
2014-15	Several successful cycles of SLOs have been completed for our courses and entered into TracDat.	TracDat

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
Med	2-Lighting Kits Advisory, increase availability to students		\$ 4,271.90	The lighting kits are currently in use by students. They support learning in several classes (Phot 11, 14, 16, 18, 20, 21, 28,30) as they provide much needed equipment for completing lighting assignments on-location. This equipment has supported students in successfully completing coursework, and helped prepare them for entry into the photography industry and related fields.	Unit: #3 Secure Resources
	Instr. Equipment				C. Secure Resources
	Plan Status	Complete	Source 2		
Med	5-Pocket Wizard +X Advisory		\$ 959.25	The Pocket Wizards are remote light triggering devices used with location and studio lighting. They are currently in use by students. They support learning in several classes (Phot 11, 14, 16, 18, 20, 21, 28, 30) as they provide much needed equipment for completing lighting assignments in the studio and on-location. This equipment has supported students in successfully completing coursework, and helped prepare them for entry into the photography industry and related fields.	Unit: #3 Secure Resources
	Instr. Equipment				C. Secure Resources
	Plan Status	Complete	Source 2		
Med	Photo Chemicals, Inks & Supplies		\$ 3,652.06	A variety of chemicals, inks and supplies are vital to students in all of our courses. These supplies have supported students in successfully completing coursework, and helped prepare them for entry into the photography industry and related fields.	Unit: #3 Secure Resources
	Lottery				C. Secure Resources
	Plan Status	Complete	Source 2		
Med	Equipment: Speedotron & Lowell Light Kit		\$ 5,137.17	The lighting kits are currently in use by students. They support learning in several classes (Phot 11, 14, 18, 21) as they provide much needed equipment for completing lighting assignments in the studio and on-location. This equipment has supported students in successfully completing coursework, and helped prepare them for entry into the photography industry and related fields.	Unit: #3 Secure Resources
	Perkins Grant				C. Secure Resources
	Plan Status	Complete	Source 2		

Priority for Manager Summary	Plan from Previous PIE (2013-14) and Resources Obtained <i>(if any)</i>	Resources Secured <i>(if any)</i>	Progress/Outcomes/Result/Impact (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
Med	Supplies: Speedotron 102CC Stands & Mounts Transreceivers/Umbrellas/Base/Clamp	\$ <input type="text" value="\$3,568.99"/> Perkins Grant	The lighting equipment is currently in use by students. It supports learning in several classes (Phot 11, 14,16, 18, ,20, 21, 30) and it provides much needed equipment for completing lighting assignments on-location. This equipment has supported students in successfully completing coursework, and helped prepare them for entry into the photography industry and related fields.	Unit: #3 Secure Resources
	Plan Status <input type="text" value="Complete"/>	Source 2		C. Secure Resources
Med	Student Workers	\$ <input type="text" value="\$2,099.38"/> Perkins Grant	Our student Lab Assistants provide additional access to facilities and equipment, supporting learning and project completion for all students, and helped prepare students for entry in to the photography industry and related fields. Our student Teaching Assistants, are particularly vital to the success of special populations and disabled students,, who frequently need additional help in the classroom and labs.	Unit: #3 Secure Resources
	Plan Status <input type="text" value="Complete"/>	Source 2		C. Secure Resources
Low	Guest Speakers	\$ <input type="text" value="\$500.00"/> Perkins Grant	These funds were used to support the Second High School Photography Exhibition (2015), an important component of our outreach activities.	Unit: #4 Outreach
	Plan Status <input type="text" value="Complete"/>	Source 2		C. Secure Resources
Med	High School Show	\$ <input type="text" value="\$250.00"/> Perkins Grant	This only partially funded the cost of the HS Show. Additional funding from our supply budget backfilled the costs. The HS Show is an important component of our outreach activities.	Unit: #3 Secure Resources
	Plan Status <input type="text" value="Complete"/>	Source 2		C. Secure Resources

SectionTwo

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: PHOTOGRAPHY

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
#1 Support Student Goals	Provide instruction and services that support our student's educational and career goals	B: Access and Success
#2 Completions	Continue to advise students on course selection and scheduling to maximize degree and certificate completions	B: Access and Success
#3 Secure Resources	Provide technology and resources that prepare our students for entry into the photography industry and related fields	C: Secure Resources
#4 Outreach	Increase enrollments and awareness through marketing, promotion and outreach to high schools and the local community.	B: Access and Success
#5 Adequate Staffing	Provide adequate staffing that supports student success.	A: Academic Excellence

II. Annual Implementation Plan for: PHOTOGRAPHY

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 (<i>if any</i>)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
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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	Increase LHE allotment for Program Growth.		\$ <input type="text"/>	As a result of "In-Reach" activities, we have seen an increase in the number of advanced students needing classes. Waitlists for several of our Spring 2015 classes exceeded 15 students per class. We believe there is a demand for additional sections of advanced students. As a result, students will be able to complete the program more quickly and we expect to see an increase in degree/certificate completions.	Unit: #2 Completions
			Staffing		
New	Projected Completion	2015-16	Source 2		C. Secure Resources
				Person Responsible	Laurie Hartman and Jason Perez
Med	Standardization of Phot 10 instruction across all sections.		\$ <input type="text"/>	There is quite a bit of variation in the instruction over our ten sections of Phot 10. We hope to meet with all photography faculty to standardize instruction and assignments to provide greater consistency for students moving from Phot 10 into our advanced courses. This can lead to greater student success as students will be more prepared for advanced coursework.	Unit: #1 Support Student Goal
			Prof. Development		
New	Projected Completion	2016-17	Source 2		A. Academic Excellence
				Person Responsible	Laurie Hartman and Jason Perez
Med	Survey advanced students		\$ <input type="text"/>	Employment data: We plan to survey advanced students in capstone classes (Portfolio) re: program success/ suggestions, completing degree/certs., and student future plans (transfer to 4-year institution, employment, self-employment). The results will be used to guide our decisions for program improvement. We will request staffing to assist with conducting surveys and data gathering and use of results.	Unit: #1 Support Student Goal
			Staffing		
New	Projected Completion	Select	Source 2		C. Secure Resources
				Person Responsible	Laurie Hartman and Jason Perez
High	Laboratory Technician: DTC Shared Lab (13-1225): Shared lab staffing coverage 800 hours @ \$12.50/hour = 10,000 (through 12/31).AND 800 hours @ \$13.00/hour= \$ 10,400 (after 1/1/16).Amount to be shared by four programs.		\$ <input type="text" value="\$5,100.00"/>	Offer lab staffing and support for students across programs in the DTC shared lab 1225. Currently the lab is partially funded by CEA Program Perkins Grants. We are requesting institutional funding to fully staff and equip the lab. This can lead to greater student success as students will have increased access to the computer lab.	Unit: #3 Resources
			Perkins Grant		
Ongoing			Staffing		C. Secure Resources
	Projected Completion	2015-16		Person Responsible	Laurie Hartman and Jason Perez

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	Program Promotion/Awareness		\$ \$2,000.00	To review current marketing strategies and assess program visibility in the region, take industry advice and expand our marketing efforts across the region using webpages, emails, social marketing and other forms of promotion. We need funds and develop websites, brochures, and promotional materials which will create program awareness inside and outside of the Mt. SAC community, as well as assist with "in-reach" efforts. This can lead to greater student success as students will be more informed about our courses, program, and degree/certificate requirements.	Unit: #4 Outreach & Inreach
			Perkins Grant		C. Secure Resources
New	Projected Completion	2015-16	Other - Marketing [
				Person Responsible	Laurie Hartman and Jason Perex
High	In-Reach		\$	Continued Support and additional hours for job developer / Debbie Bautista to advise students, develop personal education plans and assist with degree/cert applications, leading to increased student success.	Unit: #4 Outreach & Inreach
			Staffing		C. Secure Resources
Ongoing	Projected Completion	2015-16	Source 2		
				Person Responsible	
High	Organize facilities, storage and studio		\$	Increased equipment purchases (photo and TV) has resulted in a lack of storage. We need additional shelving and cabinets to store the equipment as well as make more efficient use of our current storage areas, including the Issue Room. This can lead to greater student success as we improve access to facilities and equipment.	Unit: #3 Resources
			Facilities Mod		C. Secure Resources
Ongoing	Projected Completion	2015-16	Source 2		
				Person Responsible	Laurie Hartman and Jason Perez
High	Staffing: Student Workers: Student Lab Assistant 15 hours/week x \$10.50/hour x 16 weeks (240 hours)(through 12/31) AND 15 hours/week x \$11.50/hr x 16 weeks (240 hours) (after 1/1/16)		\$ \$5,280.00	Our student Lab Assistants provide additional access to facilities and equipment giving students additional practice and supporting timely completion of projects.	Unit: #3 Resources
			Perkins Grant		C. Secure Resources
Ongoing			Source 2		
	Projected Completion	2015-16		Person Responsible	Laurie Hartman and Jason Perez
Med	Guest Speakers		\$ \$1,000.00	Field Trips and Guest Speakers are a vital component to connecting our students with industry and employment. We are requesting funds for guest speaker honorariums. This can lead to greater student success as they will be more aware of industry trends, employment needs and be more prepared to enter industry.	Unit: #1 Support Student Goal
			Perkins Grant		C. Secure Resources
New	Projected Completion	2015-16	Source 2		
				Person Responsible	Laurie Hartman and Jason Perez

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	High School Outreach		\$ <input type="text" value="\$500.00"/>	The Juried Exhibition of High School Photography was a successful outreach initiative last year. We hope to continue the show every year. We need funds to cover the costs of display materials, printing, promotion, and opening reception refreshments. This is an important component of our outreach activities to support student success.	Unit: #4 Outreach & Inreach
			Perkins Grant		
Ongoing	Projected Completion	2015-16	Instr. Equipment		Select College Theme
				Person Responsible	Laurie Hartman and Jason Perez
High	Outreach: Social Marketing		\$ <input type="text"/>	Increase program awareness and network with current and former students via increased social marketing efforts. This can lead to greater student success by connecting current students to former students working in the field, and creating awareness of our program.	Unit: #4 Outreach & Inreach
			Source 1		
Ongoing	Projected Completion	Select	Source 2		C. Secure Resources
				Person Responsible	Laurie Hartman and Jason Perez
Priority	Purchase Equipment: Canon 6D Cameras. Four @\$1,599.00 each		\$ <input type="text" value="\$6,396.00"/>	Phot 26 Video for Photographers has been approved and will be offered during the 2015-2016 academic year. In addition, the Photography Advisory Committee, as well as the CEA Department recently approved our new 25-unit Certificate, "Photography Video Production", which is a collaborative effort between CEA Programs and combines courses from Photography, Film/Television, Graphic Design/Illustration and Animation/Gaming. The Certificate will help to prepare our students for increased employment opportunities using both still and motion imagery, such as multi-media. Self-employed graduates that complete this new Certificate will be able to offer their customers broader offerings and increase value-added services in their businesses. As a result of this new certificate, we expect to see an increase in completions and employment in our Core Indicator data. We need additional still and video equipment to support the new course and Certificate. In addition, industry experts have advised us that students need access to color-managed computer workstations in order to produce industry-standard portfolios. We need two color-managed workstations consisting of monitors, printers, calibration devices and viewing stations. This can lead to greater student success by giving them the technical skills needed for successful entry to the industry.	Unit: #3 Resources
			Perkins Grant		
New	Projected Completion	2015-16	Instr. Equipment		C. Secure Resources
				Person Responsible	Laurie Hartman and Jason Perez

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	Purchase Equipment: Kessler Pocket Dolly v2.0		\$ \$400.00	See above		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Grant	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
High	Purchase Equipment: Zacuto Z-finder Pro 3X. Two @\$285.00		\$ \$570.00	See above		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
High	Purchase Equipment: MSE 18"x24" Lighting Control Kit.		\$ \$290.00	See above		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
High	Purchase Equipment: MSE Place Scrim and Flag Box		\$ \$475.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
High	Purchase Equipment: 150/300/650 CMPCT Fresnel Light Kit		\$ \$1,775.00	See above		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
High	Purchase Equipment: Canon Pro1 Printers. Two @\$ 773.00		\$ \$1,546.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
High	Purchase Equipment: Eizo Color Edge 24" Monitors: Two @\$1,040		\$ \$2,080.00	See Above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources

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	Purchase Equipment: GTI PDV-2e desktop viewers. Two @\$675.00		\$ \$1,350.00	See Above.		Unit: #3 Resources
			Perkins Grant			C. Secure Resources
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
High	Purchase Equipment: Canon 5Ti Cameras: Four @ \$650.00		\$ \$2,600.00	See above.		Unit: #3 Resources
			Perkins Grant			C. Secure Resources
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
High	Purchase Equipment: Arri Fresnel Light 1000z. 3 light kit.		\$ \$2,600.00	See above.		Unit: #3 Resources
			Perkins Grant			C. Secure Resources
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Canon20mm f2.8 ULtra Wide Lens.		\$ \$520.00	See above.		Unit: #3 Resources
			Perkins Grant			C. Secure Resources
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Canon 50mm 1.4 lens		\$ \$385.00	See above.		Unit: #3 Resources
			Perkins Grant			C. Secure Resources
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: MSE low boy double riser stands. Two @\$215.00		\$ \$430.00	See above.		Unit: #3 Resources
			Perkins Grant			C. Secure Resources
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Canon TS-E 24mm f2.8 lens		\$ \$1,825.00	See above.		Unit: #3 Resources
			Perkins Grant			C. Secure Resources
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources

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	Purchase Equipment: Kessler pocket jib traeler		\$ \$535.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Redrock Micro Captain stumbling bundle with follow focus. Two @\$900.00		\$ \$1,800.00	See Above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Marshall Moitor		\$ \$195.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Canon TS-E 17mm f4 lens.		\$ \$2,150.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Canon TS-E 45mm f2.8 lens		\$ \$1,345.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Setti reflector 28" White		\$ \$609.00	See above		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Canon 85mm f 1.8 lens		\$ \$400.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources

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	PUrchase Equipmen: Kessler Second Shooter.		\$ \$605.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Canon Image Prograph IPF 24" Printer		\$ \$1,219.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
Med	Purchase Equipment: Canon MP-E 65mm macro lens		\$ \$1,019.00	See above.		Unit: #3 Resources
			Perkins Grant			
New	Projected Completion	2015-16	Instr. Equipment	Person Responsible	Laurie Hartman and Jason Perez	C. Secure Resources
High	Student Teaching Asisstant: Student Teaching Assistant 6 hours/week x \$12.50/hour x 16 weeks (96 hours) (through 12/13) AND 6 hours/week x \$13.00/hous x 16 weeks (96 hours) (after 1/1/16)		\$ \$2,448.00	Our student Teaching Assistant provides instructional assistance to all students, but they are particularly vital to the success of special populations and disabled students. This can lead to greater student success by assisting all students in the classroom environment.		Unit: #5 Staffing
			Perkins Grant			
Ongoing			Source 2			B. Access and Success
	Projected Completion	2015-16		Person Responsible	Laurie Hartman and Jason Perez	
High	Counseling Liasion		\$	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. This can lead to greater student success by providing accurate and timely information to assist them with efficient course selection leading to degree/certificate completions.		Unit: #5 Staffing
			Staffing			
New	Projected Completion	2015-16	Source 2			B. Access and Success
				Person Responsible	Laurie Hartman and Jason Perez	

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	Institutional Support for Shared Lab		\$ <input type="text"/>	Secure staffing, professional development, hardware and software to support inter-departmental technology in Shared Lab in Design Technology Center (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. This can lead to greater student success by increasing the availability of computer labs for students to complete projects outside of class lab times.	Unit: #5 Staffing
			Staffing		
Ongoing	Projected Completion	2015-16	Source 2		C. Secure Resources
				Person Responsible	Laurie Hartman and Jason Perez
High	Department and Program Promotion		\$ <input type="text"/>	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. This can lead to greater student success by providing accurate and timely information about our courses and programs.	Unit: #4 Outreach & Inreach
			Source 1		
New	Projected Completion	2015-16	Source 2		C. Secure Resources
				Person Responsible	Laurie Hartman and Jason Perez
Med	DTC Monitors		\$ <input type="text"/>	Monitors/Displays in DTC hallways. We would like to support our In-Reach activities with monitors in the DTC hallways and lobby. The displays would showcase student work, promote the programs, and inform students of course content, current scheduling and degree/certificate requirements. This can lead to greater student success by providing accurate and timely information about our courses and programs.	Unit: #4 Outreach & Inreach
			Source 1		
New	Projected Completion	2015-16	Source 2		C. Secure Resources
				Person Responsible	Laurie Hartman and Jason Perez
Med	Upgrade DTC Gallery Area		\$ <input type="text"/>	Upgrades to DTC Gallery Area. Improve exhibition environment by securing upgrades to the DTC gallery area such as lighting, electrical, audio/video capabilities, additional presentation cases and signage. This can lead to greater student success by providing a safe, healthy, and functioning environment.	Unit: #3 Resources
			Facilities Mod		
New	Projected Completion	2015-16	Source 2		C. Secure Resources
				Person Responsible	Facilities

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	DTC Signage		\$ <input type="text"/>	Improve signage throughout and around DTC. Some new signage has been installed, however more is needed. Specifically 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. This can lead to greater student success by providing a safe, healthy, and functioning environment.	Unit: #3 Resources
			Facilities Mod		C. Secure Resources
New	Projected Completion	2015-16	Source 2		
				Person Responsible <input type="text"/>	Facilities
Low	Upgrade DTC Critique Area		\$ <input type="text"/>	Improve privacy, acoustics and functionality of DTC critique area. Structural changes to separate critique area from hallway are needed. CEA faculty agree that the open critique area is a great idea, but very few instructors use the space as it is. Noise from students walking by in the hallway is distracting and makes it difficult to teach in the critique space. We suggest some kind of wall (glass?) that divides the space from the hallway. The space has also needs additional lighting on the critique wall. This can lead to greater student success by providing a safe, healthy, and functioning environment.	Unit: #3 Resources
			Facilities Mod		C. Secure Resources
New	Projected Completion	2015-16	Source 2		
				Person Responsible <input type="text"/>	Facilities
High	Upgrade Faculty Restrooms		\$ <input type="text"/>	Faculty Restroom Improvements: Improve security, health, hygiene, and privacy of faculty restrooms with "occupied" deadbolt locks, wardrobe hooks and larger shelving. Many faculty avoid using the staff restrooms due to poor door locking mechanisms. Female staff need larger shelves and wardrobe hooks for purses, jackets, etc. This can lead to greater student success by providing a safe, healthy, and functioning environment all everyone.	Unit: #3 Resources
			Facilities Mod		C. Secure Resources
New	Projected Completion	2015-16	Source 2		
				Person Responsible <input type="text"/>	Facilities

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	DTC Climate Control		\$ <input type="text"/>	Building Climate Control Improvement: South-facing rooms in DTC become uncomfortably warm during hot weather. Adjustments to the air conditioning are needed to lower the temperature in these areas. This can lead to greater student success by providing a safe, healthy, and functioning environment.	Unit: #3 Resources
			Facilities Mod		C. Secure Resources
New	Projected Completion	2015-16	Source 2		
				Person Responsible	Facilities
High	Modify Storage and Issue Room		\$ <input type="text"/>	Storing equipment in two separate areas (studio storage room and Issue Room) has proven to be inefficient and insecure. We would like to explore options for combining the two spaces into one area which is more secure and can be easily accessed by staff. This can lead to greater student success by providing a safe, healthy, and functioning environment.	Unit: #3 Resources
			Facilities Mod		C. Secure Resources
New	Projected Completion	2015-16	Source 2		
				Person Responsible	Facilities
Priority	Secure Studio Access Door		\$ <input type="text"/>	The access door from the studio to the outside ramp is not secure. Students often use the door to exit the studio, creating the potential for equipment theft. We are requesting modifications to the exit door. This can lead to greater student success by providing a safe, healthy, and functioning environment.	Unit: #3 Resources
			Facilities Mod		C. Secure Resources
New	Projected Completion	2015-16	Source 2		
				Person Responsible	Facilities
High	Staffing: Lab Tech		\$ <input type="text"/>	Staffing Needs: Our full-time (day) Lab Tech has expressed his plans to retire in Spring 2016. Therefore, we anticipate the need to fill this full-time, permanent position at that time. This can lead to greater student success by providing timely access to equipment and facilities.	Unit: #5 Staffing
			Staffing		C. Secure Resources
New	Projected Completion	2015-16	Source 2		
				Person Responsible	Laurie Hartman and Jason Perez

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.

SectionThree

Recommendations for Improving the Planning Process

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

Enter additional information suggestions here.

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

Enter your suggestions for improvement here.

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

Contributer		Contributer	
jason Perez	<input checked="" type="checkbox"/> Approve	Laurie Hartman	<input checked="" type="checkbox"/> 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