



Planning Report - 2015-2016

CEMA

Unit Goal	EMP Strategic Goal
Create a Media Arts Certificate and Degr	SG 1.1: Improve student achievement, ove
Create a Media Arts Certificate and Degr	SG 1.2: Apply expertise in proven, effec
Create a Media Arts Certificate and Degr	SG 3.1: Create clear completion pathways
Create a Media Arts Certificate and Degr	SG 3.2 Develop & implement services to h
Create a Media Arts Certificate and Degr	SG 3.3 Prepare students to enter a compe
Create a Media Arts Certificate and Degr	SG 3.4 Enhance curriculum vitality, viab
Support film, stage, theater and perform	SG 1.1: Improve student achievement, ove
Support film, stage, theater and perform	SG 2.4 Enhance and maintain facilities a
Support film, stage, theater and perform	SG 3.3 Prepare students to enter a compe

Unit Goal

Create a Media Arts Certificate and Degr	
PROVIDE A FULL DESCRIPTION OF THE GOAL	
Unit Goal	Create a Media Arts Certificate and Degree
Goal Number	1
Description of the Goal	To create a Media Arts Certificate and AA degree to provide students with education and training in the fast growing digital media sector.
Goal Initiation Year (YYYY)	2013
Goal Timeline	More than 1 year but less than 3 years
Goal Current Priority	Top

Describe the primary measurable objective for this goal. This is the measure that will assess the degree to which the goal has been met.	50% more students will get a Certificate of Achievement and union jobs in the Entertainment Industry.
Goal Status	In Progress
DESCRIBE THE NEED THIS GOAL ADDRESSES	
What issues, problems, or opportunities identified in your Program Review will this Goal address?	To respond to the advisory board's request to provide education and training in Media Arts and then graduates they can hire in the fast growing digital media sector. Staffing levels are not adequately meeting the program purpose due to the need for an additional full time faculty in Media Arts. The CEMA division needs a full time dedicated faculty with education and experience in these areas to 1) increase the number of classes to relieve the waiting list. 2) increase successful completers in the division. 3) respond to the student survey needs for training in digital media.
What SLO assessment / reflection will this Goal address?	It meets the Film/TV Production SLO assessment to hire an additional full time instructor to facilitate students getting their Certificate of Achievement.
WITH WHICH EDUCATIONAL MASTER PLAN	
STRATEGIC DIRECTIONS OR STRATEGIC GOALS	
DOES THIS UNIT GOAL ALIGN?	
AT LEAST 1 DIRECTION/GOAL MUST BE CHOSEN	
USE THE 'LINK' BOX ABOVE TO LINK GOALS.	
EMP Strategic Direction 1: Dedication to Learning	Yes
Goal 1.1: Improve student achievement, both overall & among historically lower-achieving groups.	Yes
Goal 1.2: Create a culture in which faculty develop & apply expertise in proven, effective learner-centered teaching strategies.	No
Goal 1.3: Foster ethical & affective development as well as cognitive development in all student populations.	No
Goal 1.4: Inspire & increase the rate of faculty, staff, & administrators' involvement in professional learning activities.	No
EMP Strategic Direction 2: Culture of Continuous Improvement	No
Goal 2.1: Strengthen the processes for assessment & improvement of student learning outcomes & service area outcomes.	No
Goal 2.2: Systematize the evaluation & improvement of West's effectiveness, focusing on planning & resource allocation processes.	No
Goal 2.3: Exercise financial stewardship that ensures fiscal stability while supporting educational excellence & the College mission.	No
Goal 2.4: Enhance & maintain facilities & technology to promote effective teaching & learning.	No
EMP Strategic Direction 3: Programs and Services Responsive to Student Needs	Yes

Goal 3.1: Create clear completion pathways.	Yes
Goal 3.2: Develop & implement systematic services to help at-risk students identify goals early	Yes
Goal 3.3: Prepare students to enter a competitive workforce.	Yes
Goal 3.4: Enhance curriculum vitality, viability & relevance.	Yes
EMP Strategic Direction 4: Collaboration, Engagement, and Respect	No
Goal 4.1: Be collegial.	No
Goal 4.2: Eliminate organizational silos.	No
Goal 4.3: Celebrate the achievements of our entire community.	No
EMP Strategic Direction 5: Connections with Communities	No
Goal 5.1: Forge effective alliances with local schools, organization & individuals.	No
Goal 5.2: Open the College to the world.	No
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PLEASE COMPLETE ONE OF THE FOLLOWING	
SETS OF QUESTIONS DEPENDING ON THE	
STATUS OF THIS GOAL	
1) EVALUATION OF "IN PROGRESS" GOAL	

Estimate the % completion of this goal	10%
Describe the successes has the division/program/service had to date in the accomplishment of this goal.	Met with the disciplines and formulated a plan to create and write the certificate and degree.
Describe the challenges has the division/program/service had to date in the accomplishment of this goal.	New division and new faculty therefore finding dedicated time to focus on the writing of the certificate and degree have been challenging. If we had a full time faculty dedicated to Media Arts we could get it written and submitted in a timely manner.
2) EVALUATION OF "MODIFIED" GOAL	

Why was the goal modified?	Goal was modified as there is now a new division CEMA == Cinema Entertainment Media Arts.
3) EVALUATION OF "COMPLETED" GOAL	

when was work on the goal completed? (year)	
Describe what was done to complete the goal.	

Evaluate the effectiveness of implementing the goal. Describe the impact on the division/program/service and on student success that completion of the goal has had.	
What would the division/program/service do differently in the future based on the evaluation of the success in implementing this goal?	
Will completion of this goal lead to developing another goal? If so, describe the new goal.	

Linked Planning Objects			
Link Type	Planning Object	Planning Element	User Description
Institutional Link	EMP Strategic Goal	SG 1.1: Improve student achievement, ove	
Institutional Link	EMP Strategic Goal	SG 1.2: Apply expertise in proven, effec	
Institutional Link	EMP Strategic Goal	SG 3.1: Create clear completion pathways	
Institutional Link	EMP Strategic Goal	SG 3.2 Develop & implement services to h	
Institutional Link	EMP Strategic Goal	SG 3.3 Prepare students to enter a compe	
Institutional Link	EMP Strategic Goal	SG 3.4 Enhance curriculum vitality, viab	

Planning Element Impacts			
Impact Type	Level Name	Is Impacted?	User Description
Level Impact	Strategic Goal 3.3: Prepare students to enter a		

Support film, stage, theater and perform	
PROVIDE A FULL DESCRIPTION OF THE GOAL	
Unit Goal	Support film, stage, theater and performing arts faculty's technical needs
Goal Number	2
Description of the Goal	CEMA requires a full time film, stage and performing arts technician to coordinate and perform technical work required in the maintenance of film stage and production areas, theater, and dance performance areas and assist instructors in conducting technical production classes for film, TV, theater, and broadcast productions/operations or music and dance concerts.
Goal Initiation Year (YYYY)	2013
Goal Timeline	More than 1 year but less than 3 years
Goal Current Priority	2
Describe the primary measurable objective for this goal. This is the measure that will assess the degree to which the goal has been met.	Student success and retention will improve by a least 25% with the addition of a trained technician to support their classes, performances and activities. Currently faculty are performing these duties and the addition of the technician will allow faculty to focus more attention on student needs.
Goal Status	Changed

DESCRIBE THE NEED THIS GOAL ADDRESSES	
What issues, problems, or opportunities identified in your Program Review will this Goal address?	This goal addresses CEMA's need for a full time technician to support Film/TV Production, Theater, Dance and Cinema. With programs currently in space that is not adequate for the certificate and degree programs' completion needs, a full time technician will help reduce the faculty's performing this work.
What SLO assessment / reflection will this Goal address?	This goal addresses Film/TV Production, Theater and Dance's assessment of the need for a technician so faculty can spend more quality time with students.
WITH WHICH EDUCATIONAL MASTER PLAN	
STRATEGIC DIRECTIONS OR STRATEGIC GOALS	
DOES THIS UNIT GOAL ALIGN?	
AT LEAST 1 DIRECTION/GOAL MUST BE CHOSEN	
USE THE 'LINK' BOX ABOVE TO LINK GOALS.	
EMP Strategic Direction 1: Dedication to Learning	No
Goal 1.1: Improve student achievement, both overall & among historically lower-achieving groups.	Yes
Goal 1.2: Create a culture in which faculty develop & apply expertise in proven, effective learner-centered teaching strategies.	No
Goal 1.3: Foster ethical & affective development as well as cognitive development in all student populations.	No
Goal 1.4: Inspire & increase the rate of faculty, staff, & administrators' involvement in professional learning activities.	No
EMP Strategic Direction 2: Culture of Continuous Improvement	No
Goal 2.1: Strengthen the processes for assessment & improvement of student learning outcomes & service area outcomes.	No
Goal 2.2: Systematize the evaluation & improvement of West's effectiveness, focusing on planning & resource allocation processes.	No
Goal 2.3: Exercise financial stewardship that ensures fiscal stability while supporting educational excellence & the College mission.	No
Goal 2.4: Enhance & maintain facilities & technology to promote effective teaching & learning.	Yes
EMP Strategic Direction 3: Programs and Services Responsive to Student Needs	No
Goal 3.1: Create clear completion pathways.	No
Goal 3.2: Develop & implement systematic services to help at-risk students identify goals early	No
Goal 3.3: Prepare students to enter a competitive workforce.	Yes
Goal 3.4: Enhance curriculum vitality, viability & relevance.	No
EMP Strategic Direction 4: Collaboration, Engagement, and Respect	No

Goal 4.1: Be collegial.	No
Goal 4.2: Eliminate organizational silos.	No
Goal 4.3: Celebrate the achievements of our entire community.	No
EMP Strategic Direction 5: Connections with Communities	No
Goal 5.1: Forge effective alliances with local schools, organization & individuals.	No
Goal 5.2: Open the College to the world.	No
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PLEASE COMPLETE ONE OF THE FOLLOWING	
SETS OF QUESTIONS DEPENDING ON THE	
STATUS OF THIS GOAL	
1) EVALUATION OF "IN PROGRESS" GOAL	

Estimate the % completion of this goal	0%
Describe the successes has the division/program/service had to date in the accomplishment of this goal.	
Describe the challenges has the division/program/service had to date in the accomplishment of this goal.	
2) EVALUATION OF "MODIFIED" GOAL	

Why was the goal modified?	
3) EVALUATION OF "COMPLETED" GOAL	

when was work on the goal completed? (year)	
Describe what was done to complete the goal.	
Evaluate the effectiveness of implementing the goal. Describe the impact on the division/program/service and on student success that completion of the goal has had.	
What would the division/program/service do differently in the future based on the evaluation of the success in implementing this goal?	
Will completion of this goal lead to developing another goal? If so, describe the new goal.	

Linked Planning Objects			
Link Type	Planning Object	Planning Element	User Description

Link Type	Planning Object	Planning Element	User Description
Institutional Link	EMP Strategic Goal	SG 1.1: Improve student achievement, ove	
Institutional Link	EMP Strategic Goal	SG 2.4 Enhance and maintain facilities a	
Institutional Link	EMP Strategic Goal	SG 3.3 Prepare students to enter a compe	

Planning Element Impacts			
Impact Type	Level Name	Is Impacted?	User Description
Level Impact	Strategic Goal 3.2: Develop & implement systematic		
Level Impact	Strategic Goal 3.3: Prepare students to enter a		

Provide students with equipment & materi	
PROVIDE A FULL DESCRIPTION OF THE GOAL	
Unit Goal	Provide students with equipment & materials to support their education and training
Goal Number	3
Description of the Goal	CEMA is requesting an equipment, materials and supplies budget in order to provide Film/TV Production, Theater, Dance and Cinema with the necessary items needed to support their instructional and activity needs.
Goal Initiation Year (YYYY)	2015
Goal Timeline	Less than 1 year
Goal Current Priority	3
Describe the primary measurable objective for this goal. This is the measure that will assess the degree to which the goal has been met.	This will support the student's success in completion and retention by having the appropriate equipment, materials and supplies needed to support their education and training. There will be a measurable increase in retention and completion of at least 25%
Goal Status	New
DESCRIBE THE NEED THIS GOAL ADDRESSES	
What issues, problems, or opportunities identified in your Program Review will this Goal address?	This will address CEMA's need for a budget to support equipment, materials and supplies needed to support student's education and training
What SLO assessment / reflection will this Goal address?	This goal addresses Film/TV Production, Theater and Dance's assessment of appropriate equipment, materials and supplies needed to support students' education and training.
WITH WHICH EDUCATIONAL MASTER PLAN	
STRATEGIC DIRECTIONS OR STRATEGIC GOALS	
DOES THIS UNIT GOAL ALIGN?	
AT LEAST 1 DIRECTION/GOAL MUST BE CHOSEN	
USE THE 'LINK' BOX ABOVE TO LINK GOALS.	

EMP Strategic Direction 1: Dedication to Learning	No
Goal 1.1: Improve student achievement, both overall & among historically lower-achieving groups.	Yes
Goal 1.2: Create a culture in which faculty develop & apply expertise in proven, effective learner-centered teaching strategies.	No
Goal 1.3: Foster ethical & affective development as well as cognitive development in all student populations.	No
Goal 1.4: Inspire & increase the rate of faculty, staff, & administrators' involvement in professional learning activities.	No
EMP Strategic Direction 2: Culture of Continuous Improvement	No
Goal 2.1: Strengthen the processes for assessment & improvement of student learning outcomes & service area outcomes.	No
Goal 2.2: Systematize the evaluation & improvement of West's effectiveness, focusing on planning & resource allocation processes.	No
Goal 2.3: Exercise financial stewardship that ensures fiscal stability while supporting educational excellence & the College mission.	No
Goal 2.4: Enhance & maintain facilities & technology to promote effective teaching & learning.	Yes
EMP Strategic Direction 3: Programs and Services Responsive to Student Needs	No
Goal 3.1: Create clear completion pathways.	No
Goal 3.2: Develop & implement systematic services to help at-risk students identify goals early	No
Goal 3.3: Prepare students to enter a competitive workforce.	Yes
Goal 3.4: Enhance curriculum vitality, viability & relevance.	No
EMP Strategic Direction 4: Collaboration, Engagement, and Respect	No
Goal 4.1: Be collegial.	No
Goal 4.2: Eliminate organizational silos.	No
Goal 4.3: Celebrate the achievements of our entire community.	No
EMP Strategic Direction 5: Connections with Communities	No
Goal 5.1: Forge effective alliances with local schools, organization & individuals.	No
Goal 5.2: Open the College to the world.	No
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SETS OF QUESTIONS DEPENDING ON THE	

STATUS OF THIS GOAL	
1) EVALUATION OF "IN PROGRESS" GOAL	

Estimate the % completion of this goal	
Describe the successes has the division/program/service had to date in the accomplishment of this goal.	
Describe the challenges has the division/program/service had to date in the accomplishment of this goal.	
2) EVALUATION OF "MODIFIED" GOAL	

Why was the goal modified?	
3) EVALUATION OF "COMPLETED" GOAL	

when was work on the goal completed? (year)	
Describe what was done to complete the goal.	
Evaluate the effectiveness of implementing the goal. Describe the impact on the division/program/service and on student success that completion of the goal has had.	
What would the division/program/service do differently in the future based on the evaluation of the success in implementing this goal?	
Will completion of this goal lead to developing another goal? If so, describe the new goal.	

Provide administrative support to faculty	
PROVIDE A FULL DESCRIPTION OF THE GOAL	
Goal Number	4
Description of the Goal	Provide administrative support to faculty maintaining student records, coordinating events, monitoring internships, facilitating job placement, and working with faculty to enhance student success.
Goal Initiation Year (YYYY)	2013
Goal Timeline	More than 1 year but less than 3 years
Goal Current Priority	4
Describe the primary measurable objective for this goal. This is the measure that will assess the degree to which the goal has been met.	Student success, completion and retention rates will increase by a minimum of 25% and their access to internships and jobs will rise.
Goal Status	In Progress
DESCRIBE THE NEED THIS GOAL ADDRESSES	

What issues, problems, or opportunities identified in your Program Review will this Goal address?	Film Production is a comprehensive education, training and job placement program. We need a faculty administrative support person to maintain student records, coordinate events, monitor internships, facilitate job placement, and work with faculty to enhance student success.
What SLO assessment / reflection will this Goal address?	This will address the SLO and advisory board assessment of the division needing support to increase internships and jobs
WITH WHICH EDUCATIONAL MASTER PLAN	
STRATEGIC DIRECTIONS OR STRATEGIC GOALS	
DOES THIS UNIT GOAL ALIGN?	
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USE THE 'LINK' BOX ABOVE TO LINK GOALS.	
EMP Strategic Direction 1: Dedication to Learning	No
Goal 1.1: Improve student achievement, both overall & among historically lower-achieving groups.	No
Goal 1.2: Create a culture in which faculty develop & apply expertise in proven, effective learner-centered teaching strategies.	No
Goal 1.3: Foster ethical & affective development as well as cognitive development in all student populations.	No
Goal 1.4: Inspire & increase the rate of faculty, staff, & administrators' involvement in professional learning activities.	No
EMP Strategic Direction 2: Culture of Continuous Improvement	No
Goal 2.1: Strengthen the processes for assessment & improvement of student learning outcomes & service area outcomes.	No
Goal 2.2: Systematize the evaluation & improvement of West's effectiveness, focusing on planning & resource allocation processes.	No
Goal 2.3: Exercise financial stewardship that ensures fiscal stability while supporting educational excellence & the College mission.	No
Goal 2.4: Enhance & maintain facilities & technology to promote effective teaching & learning.	No
EMP Strategic Direction 3: Programs and Services Responsive to Student Needs	No
Goal 3.1: Create clear completion pathways.	No
Goal 3.2: Develop & implement systematic services to help at-risk students identify goals early	Yes
Goal 3.3: Prepare students to enter a competitive workforce.	Yes
Goal 3.4: Enhance curriculum vitality, viability & relevance.	No
EMP Strategic Direction 4: Collaboration, Engagement, and Respect	No
Goal 4.1: Be collegial.	No
Goal 4.2: Eliminate organizational silos.	No

Goal 4.3: Celebrate the achievements of our entire community.	No
EMP Strategic Direction 5: Connections with Communities	No
Goal 5.1: Forge effective alliances with local schools, organization & individuals.	No
Goal 5.2: Open the College to the world.	No
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PLEASE COMPLETE ONE OF THE FOLLOWING	
SETS OF QUESTIONS DEPENDING ON THE	
STATUS OF THIS GOAL	
1) EVALUATION OF "IN PROGRESS" GOAL	

Estimate the % completion of this goal	0%
Describe the successes has the division/program/service had to date in the accomplishment of this goal.	
Describe the challenges has the division/program/service had to date in the accomplishment of this goal.	
2) EVALUATION OF "MODIFIED" GOAL	

Why was the goal modified?	
3) EVALUATION OF "COMPLETED" GOAL	

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What would the division/program/service do differently in the future based on the evaluation of the success in implementing this goal?	
Will completion of this goal lead to developing another goal? If so, describe the new goal.	

Planned Action

Hire a full time Media Arts Instructor	
USE THE 'LINK' BOX ABOVE TO LINK EACH	
PLANNED ACTION WITH 1 OR MORE	Create a Media Arts Certificate and Degree

UNIT GOALS & RESOURCE REQUESTS IF NEEDED	1
.	To create a Media Arts Certificate and AA degree to provide students with education and training in the fast growing digital media sector.
PROVIDE BASIC INFORMATION FOR	2013
EACH PLANNED ACTION	More than 1 year but less than 3 years
Action Number	1
Provide a description of this action. Include the critical steps required to accomplish this action.	Meet with advisory board and academic affairs and develop a comprehensive job description for a full time Media Arts instructor. Follow college guidelines for posting job announcement, hiring committee, interviews and selection
What are the expected measurable results of the Action?	Full time Media Arts faculty hired in summer 2016 to begin teaching fall 2016 and working with division faculty on writing certificate and degree.
Action Initiation Year	2015
Action Priority	Top
Action Status	Changed
Are additional resources needed by the Division/ Department / Program in order to accomplish the Action?	Yes

Linked Planning Objects			
Link Type	Planning Object	Planning Element	User Description
Internal Link	Resource Request	Full time Media Arts Faculty	

Planning Element Impacts			
Impact Type	Level Name	Is Impacted?	User Description
Level Impact	Strategic Direction 3: Programs and Services		
Level Impact	Strategic Goal 1.1: Improve student achievement, both		
Level Impact	Strategic Goal 1.2: Create a culture in which faculty apply		
Level Impact	Strategic Goal 3.1: Create clear completion pathways		
Level Impact	Strategic Goal 3.4: Enhance curriculum vitality, viability &		

Hire Performing Arts Technician	
USE THE 'LINK' BOX ABOVE TO LINK EACH	
PLANNED ACTION WITH 1 OR MORE	Create a Media Arts Certificate and Degree
UNIT GOALS & RESOURCE REQUESTS IF NEEDED	1
.	To create a Media Arts Certificate and AA degree to provide students with education and training in the fast growing digital media sector.
PROVIDE BASIC INFORMATION FOR	2013

EACH PLANNED ACTION	More than 1 year but less than 3 years
Action Number	2
Provide a description of this action. Include the critical steps required to accomplish this action.	Meet with advisory board and academic affairs and develop a comprehensive job description for a full time Performing Arts technician.. Follow college guidelines for posting job announcement, hiring committee, interviews and selection
What are the expected measurable results of the Action?	Student completion and retention rates will increase as faculty will have time to devote to the students' needs -- faculty have been performing the duties.
Action Initiation Year	2013
Action Priority	2
Action Status	Changed
Are additional resources needed by the Division/ Department / Program in order to accomplish the Action?	Yes

Linked Planning Objects			
Link Type	Planning Object	Planning Element	User Description
Internal Link	Resource Request	Full time Performing Arts Technician	

Purchase equipment & materials to suppor	
USE THE 'LINK' BOX ABOVE TO LINK EACH	
PLANNED ACTION WITH 1 OR MORE	Create a Media Arts Certificate and Degree
UNIT GOALS & RESOURCE REQUESTS IF NEEDED	1
.	To create a Media Arts Certificate and AA degree to provide students with education and training in the fast growing digital media sector.
PROVIDE BASIC INFORMATION FOR	2013
EACH PLANNED ACTION	More than 1 year but less than 3 years
Planned Action	Purchase equipment & materials to support students' education and training
Action Number	3
Provide a description of this action. Include the critical steps required to accomplish this action.	Meet with full time faculty and create detailed equipment, materials and supplies lists based on input from advisory board members and other adjunct faculty. Prioritize lists according to urgent program needs and budget.
What are the expected measurable results of the Action?	Students activities in Film/TV Production, Theater and Dance will be more professional and help the students learn what professionals use in the field.
Action Initiation Year	2015
Action Priority	3
Action Status	New
Are additional resources needed by the Division/ Department / Program in order to accomplish the Action?	Yes

Link Type	Planning Object	Planning Element	User Description
Linked Planning Objects			
Link Type	Planning Object	Planning Element	User Description
Internal Link	Resource Request	Equipment and supplies for CEMA	

Hire administrative support for faculty	
USE THE 'LINK' BOX ABOVE TO LINK EACH	
PLANNED ACTION WITH 1 OR MORE	Create a Media Arts Certificate and Degree
UNIT GOALS & RESOURCE REQUESTS IF NEEDED	1
.	To create a Media Arts Certificate and AA degree to provide students with education and training in the fast growing digital media sector.
PROVIDE BASIC INFORMATION FOR	2013
EACH PLANNED ACTION	More than 1 year but less than 3 years
Action Number	4
Provide a description of this action. Include the critical steps required to accomplish this action.	Meet with advisory board and academic affairs and develop a comprehensive job description for a full time Performing Arts technician.. Follow college guidelines for posting job announcement, hiring committee, interviews and selection
What are the expected measurable results of the Action?	Student success, completion and retention rates will increase by a minimum of 25% and their access to internships and jobs will rise.
Action Initiation Year	2015
Action Priority	4
Action Status	In Progress
Are additional resources needed by the Division/ Department / Program in order to accomplish the Action?	Yes

Resource Request

Full time Media Arts Faculty	
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USE THE 'LINK' BOX ABOVE TO LINK EACH	Create a Media Arts Certificate and Degree
RESOURCE REQUEST WITH 1 OR MORE	1
PLANNED ACTION.	To create a Media Arts Certificate and AA degree to provide students with education and training in the fast growing digital media sector.
.	2013
PROVIDE A DESCRIPTION OF THE REQUEST	More than 1 year but less than 3 years
Provide a description of the Resource Request	Requesting funding for the hiring of a full time Media Arts faculty.
Resource Request Status	Changed

Type of Request	Faculty, Full Time
Funding Type	Ongoing
Resource Request Priority	1
Does this Resource Request meet requirements for health, safety and essential services?	No
If yes, cite the requirement details.	
Does this Resource Request meet local, state or federal regulations or other mandates?	No
If yes, cite the relevant Regulations.	
DETAILED COST BREAKDOWN	

CERTIFICATED SALARY (INCL. FPIP)(100000)	
Position Title	\$85,000
Class Code	0741
Check ONE appropriate category based on the majority of the assigned classes. (Note: If none of these categories applies, select Student and Instructional Support Service category.)	Career Technical Education
How will this position support or sustain other disciplines and programs?	Support multi-media in the Hum/FArts Division by adding classes to meet the student's needs.
Type	Probationary
Total Cost of Certificated Benefits	\$35,000
Total Cost of Certificated Salaries	\$120,000
CLASSIFIED SALARIES (200000)	
Position Title	
Class Code	
Basis	
Shift	
Permanent or temporary	
Rate	
Hours per pay period	
UNCLASSIFIED SALARIES (200000)	
Assignment	
Rate	
Hours per Pay Period	

NON-SALARY COSTS	
Instructional media materials (Supplies and Printing, 400000)	
Non-instructional supplies (Supplies and Printing, 400000)	
Printing/copying (Supplies and Printing, 400000)	
Equipment (Instructional and non-instructional) (Capital Outlay, 600000)	
Maintenance of equipment)Other Operating Expense, 500000)	
Contracts/personal services (Other Operating Expense, 500000)	
Alteration and improvement (A & I) (Capital Outlay, 600000)	
Other Expense:	
Other expense GL Account:	
TOTAL FIRST YEAR COST OF REQUEST (EST.)	
Total estimated cost for the first year of the resource request	\$120,000
ADDITIONAL COMMENTS	
Please note all sources for cost information for the Resource Request that serves to justify the estimated expense.	Not sure of the actual salary and benefits; checked the LACCD site and used information from the website.
What are the proposed funding sources?	Program 100
Please provide any additional information that was not covered above.	This will not only help the college reach its FON number, but will help us achieve the 6% growth target as the certificate and degree we will develop will include online classes.
Resource Request Responsible Person(s)	Laura Peterson

Linked Planning Objects			
Link Type	Planning Object	Planning Element	User Description
Internal Link	Planned Action	Hire a full time Media Arts Instructor	

Full time Performing Arts Technician	
USE THE 'LINK' BOX ABOVE TO LINK EACH RESOURCE REQUEST WITH 1 OR MORE PLANNED ACTION.	Create a Media Arts Certificate and Degree
	1
	To create a Media Arts Certificate and AA degree to provide students with education and training in the fast growing digital media sector.
	2013
PROVIDE A DESCRIPTION OF THE REQUEST	More than 1 year but less than 3 years

Provide a description of the Resource Request	CEMA requires a full time film, stage and performing arts technician to coordinate and perform technical work required in the maintenance of film stage and production areas, theater, and dance performance areas and assist instructors in conducting technical production classes for film, TV, theater, and broadcast productions/operations or music and dance concerts.
Resource Request Status	Changed
Type of Request	Classified
Funding Type	Ongoing
Resource Request Priority	2
Does this Resource Request meet requirements for health, safety and essential services?	No
If yes, cite the requirement details.	
Does this Resource Request meet local, state or federal regulations or other mandates?	No
If yes, cite the relevant Regulations.	
DETAILED COST BREAKDOWN	

CERTIFICATED SALARY (INCL. FPIP)(100000)	
Position Title	
Class Code	
Check ONE appropriate category based on the majority of the assigned classes. (Note: If none of these categories applies, select Student and Instructional Support Service category.)	
How will this position support or sustain other disciplines and programs?	
Type	
Total Cost of Certificated Benefits	
Total Cost of Certificated Salaries	
CLASSIFIED SALARIES (200000)	
Position Title	Performing Arts Technician
Class Code	5256
Basis	
Shift	A (day)
Permanent or temporary	Permanent
Rate	\$30
Hours per pay period	35

UNCLASSIFIED SALARIES (200000)	
Assignment	
Rate	
Hours per Pay Period	
NON-SALARY COSTS	
Instructional media materials (Supplies and Printing, 400000)	
Non-instructional supplies (Supplies and Printing, 400000)	
Printing/copying (Supplies and Printing, 400000)	
Equipment (Instructional and non-instructional) (Capital Outlay, 600000)	
Maintenance of equipment)Other Operating Expense, 500000)	
Contracts/personal services (Other Operating Expense, 500000)	
Alteration and improvement (A & I) (Capital Outlay, 600000)	
Other Expense:	
Other expense GL Account:	
TOTAL FIRST YEAR COST OF REQUEST (EST.)	
Total estimated cost for the first year of the resource request	\$75,000
ADDITIONAL COMMENTS	
Please note all sources for cost information for the Resource Request that serves to justify the estimated expense.	Obtained costs from the LACCD website
What are the proposed funding sources?	Program 100
Please provide any additional information that was not covered above.	The addition of this professional technician will help the faculty support student needs and retention and completion rates will increase.
Resource Request Responsible Person(s)	Laura Peterson

Linked Planning Objects			
Link Type	Planning Object	Planning Element	User Description
Internal Link	Planned Action	Hire Performing Arts Technician	

Equipment and supplies for CEMA	
USE THE 'LINK' BOX ABOVE TO LINK EACH RESOURCE REQUEST WITH 1 OR MORE	Create a Media Arts Certificate and Degree 1

PLANNED ACTION.	To create a Media Arts Certificate and AA degree to provide students with education and training in the fast growing digital media sector.
.	2013
PROVIDE A DESCRIPTION OF THE REQUEST	More than 1 year but less than 3 years
Provide a description of the Resource Request	<p>Estimated expenses for 2015-16 theater arts SPRING PLAY Royalties: \$300 Scripts: \$125 Sets (lumber & paint): \$231 Costumes: \$559 Lighting Supplies (bulbs & gels): \$515 Properties and Crafts: \$210 Ticket Service: \$225 Programs and Posters: \$120 Advertising: \$350</p> <p>TOTAL: \$2635</p> <p>Additional expenses:</p> <p>Mirrors: \$75 Clothing racks (for storing costumes): \$140 Storage bins (for storing props and equipment) \$100 Tilt Truck Construction Cart (for transporting all of the show equipment and supplies from Elis* s office to the theater every day because there is nowhere to store it safely and everyone has access to the theater) \$600</p> <p>TOTAL: \$915</p> <p>Total theater program expenses for 2015-16: \$3550</p> <p>Estimated expenses for 2016-17 theater arts</p> <p>Spring play "Student One Acts"</p> Sets (lumber & paint): \$300 Costumes: \$700 Lighting Supplies (bulbs & gels): \$100 Properties and Crafts: \$410 Ticket Service: \$225 Programs and Posters: \$120 Advertising: \$350 <p>TOTAL: \$2205</p> <p>Additional expenses:</p> <p>Storage bins (for storing props and</p>
Resource Request Status	New
Type of Request	Non-Salary
Funding Type	One-Time
Resource Request Priority	3
Does this Resource Request meet requirements for health, safety and essential services?	No

If yes, cite the requirement details.	
Does this Resource Request meet local, state or federal regulations or other mandates?	No
If yes, cite the relevant Regulations.	
DETAILED COST BREAKDOWN	

CERTIFICATED SALARY (INCL. FPIP)(100000)	
Position Title	
Class Code	
Check ONE appropriate category based on the majority of the assigned classes. (Note: If none of these categories applies, select Student and Instructional Support Service category.)	
How will this position support or sustain other disciplines and programs?	
Type	
Total Cost of Certificated Benefits	
Total Cost of Certificated Salaries	
CLASSIFIED SALARIES (200000)	
Position Title	
Class Code	
Basis	
Shift	
Permanent or temporary	
Rate	
Hours per pay period	
UNCLASSIFIED SALARIES (200000)	
Assignment	
Rate	
Hours per Pay Period	
NON-SALARY COSTS	
Instructional media materials (Supplies and Printing, 400000)	\$5,100
Non-instructional supplies (Supplies and Printing, 400000)	
Printing/copying (Supplies and Printing, 400000)	\$240

Equipment (Instructional and non-instructional) (Capital Outlay, 600000)	\$20,440
Maintenance of equipment)Other Operating Expense, 500000)	
Contracts/personal services (Other Operating Expense, 500000)	\$500
Alteration and improvement (A & I) (Capital Outlay, 600000)	
Other Expense:	
Other expense GL Account:	
TOTAL FIRST YEAR COST OF REQUEST (EST.)	
Total estimated cost for the first year of the resource request	\$26,280
ADDITIONAL COMMENTS	
Please note all sources for cost information for the Resource Request that serves to justify the estimated expense.	Sources were current vendors and websites
What are the proposed funding sources?	Other
Please provide any additional information that was not covered above.	Funding will be a combination of Perkins, Grants and Program 100
Resource Request Responsible Person(s)	Laura

Linked Planning Objects			
Link Type	Planning Object	Planning Element	User Description
Internal Link	Planned Action	Provide students with equipment & materi	

Administrative support for CEMA faculty	
.	
USE THE 'LINK' BOX ABOVE TO LINK EACH RESOURCE REQUEST WITH 1 OR MORE	Create a Media Arts Certificate and Degree 1
PLANNED ACTION.	To create a Media Arts Certificate and AA degree to provide students with education and training in the fast growing digital media sector.
.	2013
PROVIDE A DESCRIPTION OF THE REQUEST	More than 1 year but less than 3 years
Provide a description of the Resource Request	Provide administrative support to faculty maintaining student records, coordinating events, monitoring internships, facilitating job placement, and working with faculty to enhance student success.
Resource Request Status	Continuing
Type of Request	Classified
Funding Type	Ongoing

Resource Request Priority	4
Does this Resource Request meet requirements for health, safety and essential services?	No
If yes, cite the requirement details.	
Does this Resource Request meet local, state or federal regulations or other mandates?	No
If yes, cite the relevant Regulations.	
DETAILED COST BREAKDOWN	

CERTIFICATED SALARY (INCL. FPIP)(100000)	
Position Title	
Class Code	
Check ONE appropriate category based on the majority of the assigned classes. (Note: If none of these categories applies, select Student and Instructional Support Service category.)	
How will this position support or sustain other disciplines and programs?	
Type	
Total Cost of Certificated Benefits	
Total Cost of Certificated Salaries	
CLASSIFIED SALARIES (200000)	
Position Title	
Class Code	
Basis	
Shift	
Permanent or temporary	
Rate	
Hours per pay period	
UNCLASSIFIED SALARIES (200000)	
Assignment	
Rate	
Hours per Pay Period	
NON-SALARY COSTS	
Instructional media materials (Supplies and Printing, 400000)	

Non-instructional supplies (Supplies and Printing, 400000)	
Printing/copying (Supplies and Printing, 400000)	
Equipment (Instructional and non-instructional) (Capital Outlay, 600000)	
Maintenance of equipment)Other Operating Expense, 500000)	
Contracts/personal services (Other Operating Expense, 500000)	
Alteration and improvement (A & I) (Capital Outlay, 600000)	
Other Expense:	
Other expense GL Account:	
TOTAL FIRST YEAR COST OF REQUEST (EST.)	
Total estimated cost for the first year of the resource request	
ADDITIONAL COMMENTS	
Please note all sources for cost information for the Resource Request that serves to justify the estimated expense.	
What are the proposed funding sources?	
Please provide any additional information that was not covered above.	
Resource Request Responsible Person(s)	