

2024 Annual Program Review Updates
Student Services Programs and Administrative/Operational
Fine Arts Theatre Operations

Part 1: Review of Data

1. List the outcomes from your Fall 2022 self-study. Which outcomes has your program assessed in the last year and/or which do you plan to assess in the coming year?

4.1.1. / 4.2.1. "Provide professional standards of support for live performance clients (as defined by all events Theatre Operations supports) and a safe and clean environment for all patrons."

Assessed: Weekly/On going, via email follow up conversations with clients upon event conclusions. Worked with Maintenance and Operations in early 2023, to define consistent custodial service areas within the performance spaces.

4.1.2./4.2.1 "Provide accurate and efficient box office operations for the customer and accurate accounting for the client."

Assessed: Annually Internal review within the division Dean, through audits of sales reports, reconciliation of fundraising deposits. Maintaining accurate accounting documentation for the district's audit requests as needed.

4.1.3 /4.2.1 "Reduction of class moves for outside events." & "Continue to refocus priority booking and scheduling of theatre facilities to support classes, labs and on-campus events."

Assessed: Monthly since early 2023. Review performing facility requests made from the campus and community with Fine Arts dean, music and theatre department coordinators against the Fine Arts division's own academic programing such as class sessions, labs and production needs. Then review the impact those requests have on the programing. Often decline facility requests that would lead to a negative impact on the programming.

2. What changes, if any, have been made to your program or outcomes as a result of outcomes assessment?

As detailed in the previous section.

3. How is your area collecting or working to collect disaggregated, student-level outcomes assessment data?

Since this is a "Student Services and Administrative/Operational Program Review" submission, assessing the student-level outcomes would be better applied to instructional based program reviews, specifically performance-based programs such as Music and Theatre Arts areas. However, not limited to Fine Arts scope, Theatre Operations supports a myriad of campus outreach events throughout the year. Outside of the academic calendar, Theatre Operations opens its facilities to

local community organization to host their variety of events, all of which brings regular exposure to our programs and our campus as a whole.

The funding allocated via grants, instructional equipment, facilities rentals and the district's base budget have enabled a solid influx of current industry standard production technical equipment that benefits all students both within the fine arts division and across all academic programs of the campus. For those students who work directly with the equipment, they can matriculate through the Theatre department's various production and design courses, with significant hands-on experience both from instruction and application of industry standard equipment. Music and Theatre Arts performance track students benefit from those production and design equipment and educational process provided by the faculty and students as well. The production and design students create a professional, real world, production experience via the applied technical aspects which utilize the new and emerging technology afforded by the funding sources previously mentioned. The coordinated efforts between the faculty, staff, and funding sources have created significant opportunities for students in all areas of theater, theater technology, theater direction, stage management, and applied music areas to gain unparalleled educational access to state-of-the-art theatrical technology systems.

Part 2: Additional Resource Request Reasoning and Support

(One of three additional resource requests)

2.1

Select one:

- ~~• We have reviewed our most recent self-study and have not identified any significant changes that necessitate resource requests for the upcoming academic year.~~
- We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.

For programs that have identified significant changes that necessitate additional resource requests, answer the following questions for each separate resource request:

2.1. Briefly describe your resource request.

2.1.1 – Procure funding to replace current both outdated and approaching end-of-life theatrical lighting fixtures for both the Campus Theatre and the Wilshire Auditorium. Such fixtures are necessary to illuminate the stage with various focal positions and color options. Fixtures are primarily used for a variety of Fine Arts Theatre Arts class lab and Applied Music based courses. along with regular support for other campus groups, outreach events, and community events.

Is this request related to an essential safety need?

- Yes
- ~~• No~~

Please explain how this resource will help your program meet an essential safety need:

n/a

For each separate resource request, complete this chart with the itemized requested dollar amount

- ~~• Personnel~~
- ~~• Facilities~~
- ~~• Supplies~~
- ~~• Computer Hardware~~
- ~~• Computer Software~~
- ~~• Training~~
- Other \$100,000
- Total Requested Amount \$100,000

Is the funding requested ongoing or one-time funding?

- ~~• Yes~~
- No

Is the funding requested for enrollment and reengagement activities?

- ~~• Yes~~
- No

Part 2: Additional Resource Request Reasoning and Support

(Two of three additional resource requests)

2.2

Select one:

- ~~• We have reviewed our most recent self-study and have not identified any significant changes that necessitate resource requests for the upcoming academic year.~~
- We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.

For programs that have identified significant changes that necessitate additional resource requests, answer the following questions for each separate resource request:

2.1. Briefly describe your resource request.

2.1.1 – Procure ongoing funding for professional safety inspections of a variety of theatrical equipment currently installed within Fine Arts buildings, the performance-based facilities, and lab spaces. While faculty and staff are suitably competent in the operation of said equipment, the responsibility of evaluating the operation condition of such equipment should be deferred to an industry professional. Such equipment to be annually inspected are to include; 1) Inspection by an Entertainment Technician Certification Program (ETCP) certified inspector for the counterweight rigging system in the Campus Theatre, \$3600 annually. 2) Inspection by a qualified inspector for four mobile personnel lifts used by staff and students in both the Campus Theatre and Dodson Theatre, \$2000 annually. 3) Inspection by a qualified inspector of chain hoist motors used in both the Campus Theatre and Dodson Theatre, \$1600 annually. 4) Additional inspections for lab and classroom safety unique to the needs of theatre technologies and facilities, \$2000 annually.

Is this request related to an essential safety need?

- Yes
- ~~No~~

Please explain how this resource will help your program meet an essential safety need:

Following the Occupational Safety and Health Association (OSHA) and the American National Standards Institute (ANSI) guidelines for the applicable equipment, annual inspections are integral to a safe and effective working environment for faculty, staff, and students. Professional safety inspections would reveal when to make repairs or when to replace the equipment. Creating the safest possible experience for those who operate the equipment or those who perform around it, the students in the Fine Arts division.

For each separate resource request, complete this chart with the itemized requested dollar amount

- ~~Personnel~~
- ~~Facilities~~
- ~~Supplies~~
- ~~Computer Hardware~~
- ~~Computer Software~~
- ~~Training~~
- Other \$9200
- Total Requested Amount \$9200

Is the funding requested ongoing or one-time funding?

- Yes (*Ongoing*)
- No

Is the funding requested for enrollment and reengagement activities?

- Yes
- No

Part 2: Additional Resource Request Reasoning and Support

(Three of three additional resource requests)

2.3

Select one:

- ~~• We have reviewed our most recent self-study and have not identified any significant changes that necessitate resource requests for the upcoming academic year.~~
- We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.

For programs that have identified significant changes that necessitate additional resource requests, answer the following questions for each separate resource request:

2.1. Briefly describe your resource request.

2.1.1 – Procure ongoing funding for professional training on motorized personnel lifts for students, faculty and staff usage.

Is this request related to an essential safety need?

- Yes
- ~~• No~~

Please explain how this resource will help your program meet an essential safety need:

Following the Occupational Safety and Health Association (OSHA) and the American National Standards Institute (ANSI) guidelines for the operation of the mobile personnel lifts (also known Mobile Elevated Work Platforms by OSHA). Annual training is necessary for the safe operation of the mobile personnel lifts. The personnel lifts are an integral part of the operations of all performance, lab, and class spaces. Annual training of the operation of the mobile personnel lifts will ensure that staff and faculty have up-to-date instruction for safe use, which will reduce the risk of operator error or injury. \$1000, annually.

For each separate resource request, complete this chart with the itemized requested dollar amount

- ~~• Personnel~~
- ~~• Facilities~~
- ~~• Supplies~~

- ☒ ~~Computer Hardware~~
- ☒ ~~Computer Software~~
- ☐ Training \$1000 -
- ☒ ~~Other~~
- ☐ Total Requested Amount

Is the funding requested ongoing or one-time funding?

- ☐ Yes (*Ongoing*)
- ☒ ~~No~~

Is the funding requested for enrollment and reengagement activities?

- ☒ ~~Yes~~
- ☐ No