



Program Review

Golden West College

General Information

Important Information

Some people have expressed concerns about losing information after being logged off. There are some ways to avoid this.

- Please type your information into a Word document then paste the information here.
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Submitter's First Name:

Submitter's Last Name:

Submitter's Email:

Submitter's ID:

Submitter's Phone Number:

Type of review? Administrative
 Instruction (Please note: Library and Counseling should submit individual Program Reviews: One for Instruction and one for Student Services)
 Student Services

Who is your Dean/Supervisor? Robyn Brammer
 Joseph Dowling
 Rick Hicks
 Janet Houlihan
 Danny Johnson
 Claudia Lee
 Alice Martanegara
 Carla Martinez
 Alex Miranda
 Kay Nguyen
 Meredith Randall
 Christina Ryan Rodriguez
 Matthew Valerius
 Tim Vu
 Chris Whiteside

Are you the Department Chair? Yes
 No
 Not applicable

Who is your Vice President? Lee, Claudia
 Houlihan, Janet
 Randall, Meredith

If you experience any technical difficulties completing this form, please contact [Damien Jordan](#).

Program Review Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” –Academic Senate for California Community Colleges, 2009-

Program Review Data Driven Decision Making

- Continual improvement
- Evaluation of program resource needs
- Fiscal stewardship and transparency
- Culture of evidence

Program Review Reporting Cycle

1. Program Review will be conducted every two years beginning Fall semester 2021.
2. Department Chair/Originator will be given feedback at each step in the process.
3. Data provided by ORPIE, including statewide data for success given to departments the first week of October (October 8, 2021).
Originator: The originator owns this information (usually the Department Chair). The document is "locked" unless sent back.(October 22, 2021).
4. Department Chair: If the Department Chair did not submit the document, it will go to the Department Chair for general feedback (November 1, 2021).
5. Dean/Supervisor: The Dean/Supervisor provides feedback in a single text box. The Dean/Supervisor may send back to the Department Chair if something needs to be changed. (November 8, 2021).
6. IEC: IEC provides feedback for a technical review. (November 15, 2021).
7. CCD: provides feedback on curriculum or instruction section. (November 22, 2021).
8. Vice President: The identified VP provides feedback and can send the document back for edits (December 1, 2021).
9. Review: The Department Chair incorporates the feedback and resubmits. The Dean/Supervisor can send back if there is still something missing (January 31, 2022).
10. Submission: Once the originator (Department Chair) submits the document, it will be locked (February 11, 2022).
11. Committee Reviews: Requests for funding will be sent to committees for their review (February 11, 2022). Reviews by committees must be submitted to Planning and Budget by March 15, 2022.
12. Hiring Deadline: Approved requests for faculty positions will be provided by the Executive Team (February 25, 2022).
13. Hiring Deadline: Ratings for classified professional positions will be provided to the Executive Team by April 22, 2022.
14. Funding Deadline: Planning and Budget will make determinations on Categorically funded requests (April 22, 2022).
15. General Funds and Classified positions: Items funded through general funds and available Classified Professional Positions will be determined (October 7, 2022).

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Program Information

Name of Program (Academic Programs should be listed per discipline)

* Theater Arts

Please provide a brief description and any significant change in your program since the last program review cycle.

The Theater Arts Department provides opportunities to study the art and craft of theater. Students who enroll in degree or certificate programs prepare for transfer education and/or careers related to theatrical history and literature, performance, design/technology, and management. Theater Arts majors are introduced to theatrical history and literature, scenic, costume, lighting, projection, sound, and make-up design and technology, acting, directing, and management through coursework and production opportunities. Critical thinking and problem-solving skills are acquired through production assignments. Students are encouraged to develop academic and artistic skills enabling them to be successful in further study or employment.

The most significant change is that a large percentage of our department's courses were shut down for 18 months resulting in a significant decrease in enrollment and face-to-face interaction with our students. We are just now beginning to recover and hope that within 2-3 years we will be back to our full capacity not only in enrollment but in all production activities.

Since the 2019 Program Review, the theater arts department has been shut down for over 18 months. We offered online options for lecture classes and some acting classes. All technical theater and production classes were shut down due to the pandemic.

What are your program's strengths?

The Theater Arts department at Golden West College does many things well. With strong course enrollments and audience attendance in previous periods, it is evident the department has been successful in meeting or exceeding its stated goals. The theater arts department encourages students of all ages, backgrounds, and abilities to participate in all areas of theater including lecture courses, acting, stage management, and backstage technical and design assignments while providing 50-plus acting roles for student performers each season and offering students the unique opportunity to create and perform in two distinctive theatrical stage settings: the 326-seat Mainstage Theater and the 96-seat Stage West Theater. We maintain a vital presence in the community through outreach and social media.

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here.)

The theater arts department recognizes the following challenges:

1. Rebuilding our enrollments as we resume after an 18-month hiatus including recruiting new theater arts majors and other students.
2. Rebuilding audience attendance as we resume after an 18-month hiatus.
3. Renovation of Stage West/Communications 108 into a safe theater lab space for acting classes, stage lighting and performances.
4. Hiring of sufficient part-time hourly staff to fill all positions required for the operation of the theater, productions and department.

INSTRUCTIONAL PROGRAMS

Do any of the courses in your program have a CTE TOP code?

- Yes
 No

What was the date of your last advisory committee meeting? * 10/28/2018

What type of awards does your program offer?

- Certificates
 AA/AS Degree
 Associate Degree for Transfer

Please provide the information for the number awards for Associate Degrees (CCI-approved), Associate Degrees for Transfer (State-approved), and Certificates of Achievement for this program. Please put N/A if an area is not applicable for your program.

	3-years ago	2-years ago	1-year ago
Certificates	* 0	* 1	* 0
Associate Degrees	* 5	* 0	* 3
Associate Degrees for Transfer	* 5	* 3	* 7

Please comment on the trends for the number of awards. You may then comment on any other relevant information provided by the Office of Research, Planning, and Institutional Effectiveness (ORPIE).

* The theater arts department has had a decrease in our CTE, AA and ADT degrees and certificates due to the fact that 75% of our department's courses were shut down for 18-months resulting in a significant decrease in enrollment and face-to-face interaction with our students.

Our students successfully transferred but few students began or finished their degree or certificate path during the hiatus.

Receiving a degree or certificate is not necessary for theater arts majors/students to transfer to a college, university or conservatory. Students have and will continue to successfully transfer based on their academic record, talent, skill demonstrations and/or technical theater acumen.

Faculty will continue to advise students to enroll in these degree and certificate programs while stressing the value and importance of achieving a degree or certificate at the community college level.

For the below questions, please provide your FTES (full-time-equivalent students, resident) divided by your FTEF (full-time-equivalent faculty). Please submit your rates from four years ago, two years ago, and this year.

Please note: For programs with earned credit, please use FTESr/FTEF. For non-credit or the International Students Program, please use FTESm/FTEF.

FTES/FTEF ratio from 3 years ago

* 25

FTES/FTEF ratio from 2 years ago * 29

FTES/FTEF ratio from last year * 33

Outside of hiring new faculty (which should be included in your program goals, if needed), please discuss this trend and your plan for improving efficiency

The theater arts department believes that restoring our strong paths to degrees and certificates including offering a full array of face-to-face courses will stop the trend and improve efficiency. It will take us some time to regain our momentum from an 18-month hiatus..

Using the data received from Office of Research, Planning, and Institutional Effectiveness (ORPIE), what strategies has your department implemented over the past two years to be more inclusive of the distinct student populations you serve?

According to the data, Hispanic/Latinx, Male, Economically Disadvantaged, DSPS, Veteran, Foster Youth and CalWORKS students are experiencing slight disproportionate impact as compared to the total GWC student population. The numbers of successful course completions needed to close the gap is daunting: Hispanic/Latinx – 21; Male – 18 and Economically Disadvantaged – 16.

We have no special activities planned to address any students who are members of the disproportionately impacted group as the student population experiencing these challenges changes every semester. There is no consistency. We enforce the same rigor expected of all our students while providing kind counsel and academic mentoring. Our department will continue to welcome students from all student populations and continue to educate all who are willing to learn since all our students choose to enroll in Theater Arts courses to enhance their college experience and reach academic and artistic goals. In all courses, faculty will continue to stress basic learning skills and practices and continue to introduce and enforce professional level skills and goals as appropriate for Theater Arts study.

Over the past two years and in order to be more inclusive of the student populations we serve, we have successfully strengthened our online-based lecture courses to allow all students to begin their theater arts studies especially since we could not offer courses in acting, production or technical theater as face-to-face courses.

Additionally, once we realized we would not be presenting live theatrical productions, we took action to ensure that a significant and diverse population of students were able to participate in live online performances. This reinforces our faculty's ability to be adaptable and resourceful, even in the most challenging of times.

Identify challenges and successes with respect to mode of delivery and/or technology. For instructional programs, address any differences between on-campus and distance education.

Due to the nature of theater arts performance and production courses, we were challenged to move all content online. We ended up not offering many of our acting, production and technical theater course due to the online modality.. We expanded the amount of lecture courses which could be delivered fully online and appeared to do so successfully.

Once we realized we would not be presenting live theatrical productions, we took action to ensure that a significant and diverse population of students were able to participate in live online performances. This reinforces our faculty's ability to be adaptable and resourceful, even in the most challenging of times.

In Fall 2021, the theater arts department offered at strong percentage of courses back on campus in face-to-face modality and we are certain that students and faculty are benefiting from this return to on-campus instruction. In Spring 2022, we will be offering even more courses on campus and reducing our online offerings. Theater Arts students benefit from hands-on, face-to-face instruction.

Program Review Curriculum

After a thorough review of your courses, provided by CCI...

Do you have any courses that have not been updated to CCI within the required timeframe (6 or more years for a transfer-level-course; 3 or more years for a CTE course)?

- Yes
- No

Do any of your SLOs use the exact wording as the course objectives?

(SLOs should be written to reflect and encompass the course objectives while not using the exact same language as the course objectives)

- Yes
- No

Are there courses in your Program (Degree/Certificate) that have not been successfully offered since the last Program Review? (Please note, classes that were cancelled, they were not successfully offered).

- Yes
- No

CCI will be providing a list of all courses not successfully offered within 2 years. These classes should be suspended or retired through CCI prior to the next Program Review. If there are extenuating circumstances, please provide those here.

These courses were cancelled due to their modality during the pandemic restrictions. They will not be suspended or retired as we hope to offer them again as we return to our previous modalities and normal operations.

Do you have active courses that are not part of a degree or certificate?

- Yes
- No

Please indicate the name of the course(s) and the name(s) of the certificate(s) or degree(s) you intend to connect it to when you submit your revision to CCI.

Once we finalize the above, we will make multiple options available for faculty to complete.

How are you using your Program SAOs/SLOs to improve your program outcomes? (If you are not actively using SAOs/SLOs to improve program outcomes, discuss how you plan to do so in this coming Program Review Cycle.)

The theater arts department has continually been assessing program SLO's along with course SLO's. We use our program and course SLO's to make changes and improvements to our courses as we notice trends in our student outcomes. We appreciate the suggestions that students make to us although there tend to be few suggestions. We will continue to assess our program SLO's along with our course SLO's as part of our practice for each semester.

Program Review Goals and Requests for Funding

Requests – If you are requesting any of the following, they *MUST* be addressed within your Department goals.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

(When you click that you need any of the above (Faculty, Equipment, Facilities, Technology or Support Staff) you will be provided the appropriate form on subsequent pages of this document)

Vision 2030 Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

Goals from Previous Program Review Cycle

Please refer back to the goals from your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review), including resource requests and if they were funded or not.

- SUMMARY: Continued focus on promoting classes, faculty, degrees, CTE certificates and productions to GWC students, the general community and to high school and college students who have an interest in theater arts in study and in performance. Activities would include required meetings of all majors to introduce faculty, courses and opportunities in an effort to know and serve majors. diverse marketing and promotion programs, diversity in repertoire selected for production and outreach, and focused and active recruitment of students on a regulated schedule. OUTCOME: We implemented all goals except the required meetings of all majors. RESOURCES: Hiring of a department publicist was not funded.
- SUMMARY: Better integration of department acting students and courses with department technical theater students and courses so all students work in a more unified fashion. OUTCOME: We had begun to implement activities before the hiatus. We will work on this aspect in all of our productions. RESOURCES: None requested.
- SUMMARY: Review of department mission statement. OUTCOME: This review was never begun. It remains one of our goals for this program review. RESOURCES: None requested.
- SUMMARY: New focus on programming short, daytime performing arts events with no admission charge in the Star Shower Amphitheater. By limiting programming to daytime, security is no longer an issue, students would have an opportunity to perform in different styles and in a setting that is different than the Mainstage Theater, and students, faculty and staff would have the chance to enjoy performing arts in a beautiful outdoor setting. OUTCOME: "Art in the Park" was offered but other than a poetry reading and two dance courses appearing in the Amphitheater, this goal was not achieved. There was poor attendance and little to no interest shown by the campus community. RESOURCES: None requested
- SUMMARY: Remodel, reorganization and inventory of the theater arts department property room and storage. OUTCOME: The property room was partially remodeled and reorganized. This project remains as a continuing project in the hopes that 100% of the space will be remodeled and reorganized. RESOURCES: Funded for materials. Hourly worker to complete this limited term project not funded..

Goals for Current Program Review Cycle

Current goals should be connected to Vision 2030.

Goal 1 (Required)

Description of Program's Goal

- Increase enrollment in Theater Arts classes through recruiting.

What actions will the program take to accomplish this goal?

- Promotion of classes, faculty, degrees, and CTE certificates to GWC students, the community and to high school and college students who have an interest in theater arts in study and in performance.
- Strong use of social media and digital resources.
- Continued outreach, dual enrollment courses and communication with our feeder high schools and community on a regulated schedule.
- Schedule semester meetings with all majors.
- Promote a thorough and diverse marketing and promotion program

What metric will you use to measure your goal?

- Surveys
- Enrollment
- Data provided by ORPIE reflecting number of degrees and certificates
- Box Office sales data

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation

- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

Please note: Indicating one of the following will create a form to appear on a subsequent page.

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 2 (Required)

Description of Program's Goal

*Remodel and renovation of Stage West/Communications 108 into a safe, renovated acting and performance lab for all acting courses and most technical theater and production courses.

What actions will the program take to accomplish this goal?

*As this remodel has been discussed, planned, priced and even scheduled to begin for several years by campus facilities/classroom improvements headed by VP Janet Houlihan, the theater arts faculty will continue to urge the start and completion of the remodel and continue to provide assistance in the hopes of having a safe, renovated space for all acting courses and most technical theater and production courses.

What metric will you use to measure your goal?

*Better and safe working space for students in all acting, most technical theater and productions courses.
Increased enrollment for all acting, technical theater and stage production courses and other courses as applicable.
Increased audience attendance for productions held in that space
Increased use of this performance space for campus events and rentals..

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 3 (Required)

Description of Program's Goal

*Increase overall attendance at GWC theater arts productions.

What actions will the program take to accomplish this goal?

- * Promotion of department productions to GWC students, the community and to high school and college students who have an interest in performance.
- * Continued outreach, dual enrollment courses and communication with our feeder high schools and community on a regulated schedule.
- * Strong use of social media and digital resources.
- * Promote a thorough and diverse marketing and promotion program
- * Promote diversity in repertoire selected for production.
- * Hire a house manager/box office manager (Permanent part-time or Professional Expert).

What metric will you use to measure your goal?

Box Office ticket sales data
Surveys
Enrollment
Data provided by ORPIE reflecting number of degrees and certificates

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 4 (Optional)

Description of Department's Goal

Hire an assistant technical director/carpenter and/or electrician and/or costume shop assistant to improve efficiency, safety, and sustainability of the Theater Arts programs and productions.

What actions will the program take to accomplish this goal?

Hire an assistant technical director/carpenter and/or electrician and/or costume assistant to perform the following duties as appropriate:

- work as back-up technical theater specialist
- build scenery and properties and/or operate light board plus other duties for GWC theater arts, dance and music concerts and productions, college events and outside rentals in the Mainstage Theater.
- complete the remodel, reorganization and inventory the theater arts department property room/storage and furniture room/ storage to develop more efficient methods of using these items and to prepare for rentals and request additional materials and supplies (including paint, lumber, etc.) and storage supplies (plastic bins, shelving, cabinets, etc.) as needed to accomplish this task.
- build, sew, alter, and supply costumes under the supervision of the full-time classified costume designer/staff member.
- improve efficiency in the creation, application and distribution of costumes, wigs, make-up, accessories, hats, and other costume materials and supplies.

What metric will you use to measure your goal?

- Student surveys on efficiency of costume and wardrobe activities as they relate to productions and concerts
- Ability to accommodate outside rentals of department costumes generating revenue
- Student surveys on efficiency of using the property room and furniture room.
- Increase in rentals of stage properties and furniture generating revenue.
- Ability to accommodate outside rentals of Mainstage Theater generating revenue.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 5 (Optional)

Description of Department's Goal

Review of department mission statement.

What actions will the program take to accomplish this goal?

Faculty will review and rewrite department mission statement

What metric will you use to measure your goal?

Survey of Theater Arts department faculty and students.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

OTHER INFORMATION

What additional information would you like to share about your program?

Optional file upload (if desired)

Optional file upload (if desired)

Which of the following apply to any of the goals mentioned above? (Skip if none are applicable.)

- Attainment of 9+ credit CTE units or a noncredit workforce milestone
(completed a noncredit CTE or workforce preparation course or had 48 or more contact hours in a noncredit career education or workforce preparation course)
- Attainment of CTE degrees/certificates
(i.e., AA/AS/AD-T, Chancellor's Office approved certificates, Noncredit certificates of at least 48 contact hours)
- Graduates of your program may be immediately employed in a job related to their field of study
(i.e., without needing to transfer for a higher degree)
- Graduates of your program received an immediate increase in their earnings.



Program Review

General Fund
Classified Professional Request

How many Classified Professional Requests would you like to submit?

- 0
- 1
- 2
- 3
- 4

1st Classified Position Request

POSITION REQUESTED

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

SALARY REQUESTED (Click here to see the [salary schedules](#))

Salary Schedule (e.g., EE)

Range (e.g., 116)

Job Title (should match description below)

Please use a mid-level step for salary:
Salary (e.g., \$50,000)

Contract

- 12 month
- 11 month
- 10 month
- 100% FTE
- Other FTE %

JOB DESCRIPTION SUMMARY

For reference, please see the current [Organizational Chart for the campus](#).

Please provide the job title and description-URL for your proposed position. You may find a list of approved job descriptions from the [CCCD Position Description portal](#).

For example, Accessible Media Specialist. URL: https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Documents/Classified%20Specifications%20A/Accessible%20Media%20Specialist.pdf

If the job description is not listed above, you may copy and paste your job description here.

Assistant technical director/carpenter or electrician

(Please note that this description is for the full-time classified technical theater specialist position that was filled in 10/21:)

Position Description
Classification: Theater Technical Specialist Specification Number: 65334
Board of Trustees' approval date: 12/11/19 Salary Grade: 119

Summary
Provides technical, logistics, and instruction support to theater production and coursework by overseeing and performing technical aspects, set construction and moving, lighting, sound, special effects, and other services that support staging of theatrical productions.

Distinguishing Career Features
The Theater Technical Specialist combines instruction in and delivery of technical aspects of theater production such as sets, lighting, sound, and special effects. The Specialist is part of a career path for instructional, laboratory, and event production support. The District and college recognizes several levels of instructional support and differences in the depth and variety of knowledge needed to support instruction. The Theater Technical Specialist requires compliance with the stated qualifications, the ability to perform demonstrations, construct and integrate theater sets, lighting, special effects, and support coursework and productions.

Essential Duties and Responsibilities
Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

1. Oversees, coordinates, and arranges the staging of theatrical lighting, sound, video and other equipment and/or assets, as required for individual performances. Collaborates on the production needs for plays and other events, including sound and lighting requirements.
2. Constructs stage scenery. Prepares working drawings and floor plans for stage sets and set-ups. Positions scenery and sets for optimal stage lighting and sound effects. Writes lighting cues and other instructions for student and technician use.
3. Provides on-site technical staging expertise at theatrical events, providing guidance and assistance to theatrical groups and personnel with regard to staging concepts, processes, and techniques.
4. Provides technical oversight, guidance, and instruction to students and theatrical crew members in basic theater practices, techniques, construction and painting techniques, and work safety standards.
5. Troubleshoots, repairs, and maintains theatrical staging equipment and facilities. Maintains a preventive maintenance program and contracts for repairs as necessary. Inspects sets and equipment for safety and operability.
6. Trains and oversees event stage crew personnel in technical safety procedures regarding theater facilities, equipment, and personnel.
7. Programs and operates lighting, sound, and projection equipment. Sets up, patches in, and tests microphones, speakers, recorders, multi-media, and lighting for events.

8. Participates in the development of schedules.
9. Researches and recommends budgets for materials and technical services. Develops material lists and purchases and inventories materials and supplies for the operation of performance areas and constructing sets. Monitors production costs and budgets.
10. Oversees the work of student helpers. Coordinates their activities in support of the instructional goals. Monitors and processes time sheets for student and other temporary help.
11. Oversees "front of house operations," including box office sales and reports, concessions, purchasing, patron services, and safety.
12. Coordinates logistics for rental events/keeps the master calendar and schedules staff.
13. Designs scenery and lighting as needed for theater productions and lighting for other events.
14. Researches and schedules vendors for repairs, maintenance and upgrades to the facility and equipment.
15. Performs other related duties as assigned that support the objective of the position.
16. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications

? Knowledge and Skills

1. Requires knowledge of the principles, techniques, methods, and equipment used in technical aspects of theatrical production.
2. Requires working knowledge of the installation, maintenance, and repair, calibration, and integration of lighting, sound, special effects, and other theatrical equipment.
3. Requires a working knowledge of stage design and scene construction, painting, and rigging.
4. Requires a working knowledge of the operational methods of scene shops and other theatrical support functions.
5. Requires skill in the use of hand and power tools related to the work including electronic instruments.
6. Requires in-depth knowledge of safety procedures including the structural integrity of sets and scenes.
7. Requires understanding of theory and working knowledge of lighting design and audio reinforcement.
8. Requires working knowledge of current lighting and sound technology and products.
9. Requires sufficient math skills to make detailed measurements and compute distance, totals, and portions.
10. Requires sufficient language skills to convey technical concepts and prepare instruction manuals.
11. Requires sufficient human relations skills to train students and other help, to give direction, and to provide instruction on the technical aspects of theater production.
12. Requires sufficient math skills to make detailed measurements and compute distance, totals and portions.

? Abilities

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to demonstrate construction and setup techniques to students and other theater users.
3. Requires the ability to observe safety rules and building codes.
4. Requires the ability to use hand and power equipment to construct theater sets and props following and interpreting set design specifications, plans, and schematics.
5. Requires the ability to design and construct stage sets and props, including lighting, sound, and special effects systems.
6. Requires the ability to fabricate and manufacture custom items/objects to meet specialized needs and to advise and assist students with construction, carpentry, and electrical procedures.
7. Requires the ability to calibrate and program lighting and sound systems.
8. Requires the ability to perform maintenance on, repair, diagnose, and troubleshoot carpentry, construction, and electrical tools and equipment.
9. Requires the ability to maintain accurate records.
10. Requires the ability to complete OSHA and related training within a reasonable time.

? Physical Abilities

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

? Education and Experience

The position requires an Associate's degree in a theater-related discipline and five years of experience, which may be concurrent, providing technical support to theater productions. A Bachelor's degree in theatre-related arts is preferred. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

? Licenses and Certificates

Requires a valid driver license.

? Working Conditions

Work is performed indoors where safety considerations exist from physical labor and working with electricity and power tools.

This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

What are the essential duties this position will fulfill?

- Hiring of an assistant technical director/carpenter or electrician to:
 - work as backup technical theater specialist
 - run lights for rentals and/or build sets and props
 - complete the remodel, reorganization and inventory the theater arts department property room/storage and furniture room/ storage to develop more efficient methods of using these items and to prepare for rentals
 - building of scenery and properties and/or running of light board plus other duties for theater arts, dance and music concerts and productions, college events and outside rentals in Mainstage Theater.

JUSTIFICATION

What is the compelling need for the position? Please include any consequences if this position is not filled?

- To improve efficiency, safety, and sustainability of the Theater Arts program.

As the theater arts, dance and music departments, college events and outside rentals activities resume, there must be a technical theater specialist present for each event. This position would be the backup for the current technical theater specialist so all events are covered as required and overtime compensation would not be necessary. Additionally, this position would serve as a carpenter in the scene shop to assist in the preparation and building of scenery and properties and/or running of light board plus other duties for theater arts, dance and music concerts and productions, college events and outside rentals in the Mainstage Theater and other performing venues on campus.

If the full-time position is approved, will there be a request for funding for short-term temporary position during the hiring process?

- Yes
- No

Program Needs (50 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences on the program/department that will result. Please use information from program review. Click here to enter text.

- To improve efficiency, safety, and sustainability of the Theater Arts program.

As the theater arts, dance and music departments, college events and outside rentals activities resume, there must be a technical theater specialist present for each event. Types of college events include GWC Foundation events, department and division graduations, ASGWC events, outreach events and annual performances of THE NUTCRACKER and other ballets and music concerts.

This position would be the backup for the current technical theater specialist so all events are staffed as required and overtime compensation is eliminated.

Additionally, this position would serve as a carpenter in the scene shop to assist in the preparation and building of scenery and properties and/or running of light board plus other duties for theater arts, dance and music concerts and productions, college events and outside rentals in the Mainstage Theater and other performing venues on campus.

If left unfilled, there are simply not enough trained personnel to cover all events as usually scheduled each academic year which results in generous overtime being accrued.

College-Wide Priority (30 points):

How does this request align and directly support the Strategic Plan? How does this position address stated long-term college priorities identified by Vision 2030.

- This request supports college goals of facilities and communication as identified in Vision 2030.

Contributions to Other College Operations (20 points):

- To what extent would the position requested benefit or serve other departments, programs, or plans?
- As the theater arts, dance and music departments productions, college events and outside rentals activities resume, there must be a technical theater specialist present for each event. Types of college events include GWC Foundation events, department and division graduations, ASGWC events, outreach events and annual performances of THE NUTCRACKER and other ballets and music concerts.

This position would be the backup for the current technical theater specialist so all events are covered as required and overtime compensation is eliminated.

Additionally, this position would assist in the building of scenery and properties and/or running of light board plus other duties for theater arts, dance and music concerts and productions, college events and outside rentals in Mainstage Theater.

If left unfilled, there is only one trained technical theater specialists to cover all events as usually scheduled each academic year resulting in generous overtime being accrued.

You have more than 1 classified professional request.

Please rank this request against your others. For example, if you are requesting 3 classified professionals for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

- 1

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

- For safety concerns, there is a need to have additional staff to support our current Technical Theater Specialist.

2nd Classified Position Request

POSITION REQUESTED

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

SALARY REQUESTED (Click here to see the [salary schedules](#))

Salary Schedule (e.g., EE) PE

Range (e.g., 116) 23

Job Title (should match description below) Theater House Manager/theater Please use a mid-level step for salary: 24,000
Salary (e.g., \$50,000)

Contract

- 12 month
- 11 month
- 10 month
- 100% FTE
- Other FTE %

JOB DESCRIPTION SUMMARY

For reference, please see the current **Organizational Chart** for the campus.

Attach a copy of the CCCD Position Description, if available (Please note that an approved job description from our District HR office is required in order to complete the request form. You may not proceed with the request without the job description.)

*Theater House Manager/Theater Promotions Specialist

Theater House Manager and Box Office Manager: No formal position description available.

- perform all professional functions of a theatrical house manager
- supervise and manage all front of house activities including box office operations, concessions and ticket sales
- ability to work flexible hours and be regularly available for weeknights and weekends depending on performances scheduled for Theater Arts, Music and Dance department productions, college events, and miscellaneous non-college events including rentals scheduled in the Mainstage Theater and, if applicable, in the Stage West Theater and Star Shower Amphitheater. Theater House and Box Office Manager would be scheduled as needed.
- handle box office cash and credit card transactions
- use box office ticketing software (training available)
- ability to use a computer and various computer software programs including email, Excel and Word
- training and scheduling of box office staff, ushers and concessions staff for each production or event as needed
- provide outstanding customer service between the theater and the public/audience including patron services and safety
- provide backstage support if assigned
- perform other duties as assigned that support the overall objective of the position

Position Description

Classification: Theater Promotions Specialist Specification Number: 65352
Board of Trustees' approval date: 12/11/19 Salary Grade: 117

Summary

Provides support to and coordinates logistical aspects of the promoting college, professional touring, and local theatrical performances. Assists in the design and communications of promotional materials, publicity, advertising, and sale of tickets.

Distinguishing Career Features

The Theater Promotions Specialist is a specialized position assigned to the Performing Arts Center. This position requires demonstrated competency to organize and sequence logistical, technical, and creative services that promote and support theatrical productions.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

1. Sets up and maintains a theatrical production calendar. Works with faculty and staff to develop publicity and sequences dates, tasks, and lead times for promoting the events and for ticket sales. Coordinates scheduling of events, consulting with the faculty and Dean.
2. Participates in promotions and ticket sales for productions. Schedules photo sessions with the cast and participates in the design of flyers, brochures, posters, other materials, and social media to announce productions. Works with printing and publishing staff to arrange for publishing of materials.
3. Collaborates with theater production staff and faculty to develop publicity and promote the events. Contacts local organizations in the community to sell advertising in program booklets. Works with District and college staff to identify potential advertisers.
4. Assists with researching costs and developing budgets for the promotional aspect of theatrical productions. Maintains and monitors approved budget sections.
5. Confers with individuals and groups, both on- and off-campus to provide information on facility usage and capability, available equipment, and scheduling.
6. Participates in the activities connected with the distribution, sale, and availability of tickets. May set up routines and controls for receipt of ticket sale payments.
7. Receives calls and visitors, screening callers, handling routine matters, providing information, or routing calls to administrators as necessary.
8. Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times. Makes travel reservations.
9. Prepares requisitions and processes invoices for reimbursement. Resolves purchase orders and contractual matters with vendors and other service providers.
10. Performs other related duties as assigned that support the objectives of the position.
11. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications

? Knowledge and Skills

1. Requires working knowledge of the elements involved with staging visual and performing arts events and productions.

2. Requires specific knowledge of promotional and marketing techniques, graphic layout and illustration, and operation of common office productivity software and applications such as InDesign, Photoshop, Illustrator, desktop publishing, and techniques for designing forms and layouts.
3. Requires knowledge of the intricacies of researching costs and administering budgets.
4. Requires sufficient math skills to make math computations.
5. Requires sufficient English language and writing skills to prepare materials for external distribution.
6. Requires well-developed human relations skills to work collaboratively with and build harmony among team members, take initiative to contact outside organizations, and convey technical concepts to staff, students and volunteers.

? Abilities

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to provide technical leadership to professional staff and/or students in area of expertise.
3. Requires ability to successfully see to completion the promotion steps of multiple productions and events.
4. Requires the ability to develop and implement advertising and promotional activities, establish priorities, meet deadlines, organize, and handle a variety of projects. Coordinate production and printing of publications and promotional materials and proof written copy for publications and social media.
5. Requires the ability to maintain cooperative working relationships and demonstrate sensitivity to and respect for a diverse population.
6. Requires the ability to assist with the business aspects of the theater area, including reporting, record keeping, budget monitoring, and coordination of facilities and staff support.

? Physical Abilities

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in

need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

? Education and Experience

This position requires a Bachelor's degree, preferably in theatre management, marketing, or business administration and two or more years of experience in theatrical promotions. Two or more years of experience in promoting theatrical productions is also preferred. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

? Licenses and Certificates

May require a valid driver license.

Working Conditions

Work is performed indoors and outdoors where minimal safety considerations exist.

This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

What are the essential duties this position will fulfill?

- * Supervise front of the theater operations for all theater arts, dance and music departments, college events and outside rentals activities. This would include audience customer service, safety and emergency procedures, and supervising of ushers and box office personnel and operations.

Demonstrated competency to organize and sequence logistical, technical, and creative services that promote and support theatrical productions.

JUSTIFICATION

What is the compelling need for the position? Please include any consequences if this position is not filled?

- * To improve efficiency, safety, and sustainability of the Theater Arts program.

For all theater arts, dance and music department productions, college events and outside rentals, there must be a house manager present for each event. Types of college events include GWC Foundation events, department and division graduations, ASGWC events, outreach events and annual performances of THE NUTCRACKER and other ballets and music concerts.

Currently, there is limited funding for a part-time permanent house manager or professional expert house manager to handle these duties as required through May 2022. This is a request for continued funding for this necessary position.

There is no funding for a Theater Promotions Specialist who would organize and sequence logistical, technical, and creative services that promote and support theatrical productions.

If the full-time position is approved, will there be a request for funding for short-term temporary position during the hiring process?

- * Yes
- No

Program Needs (50 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences on the program/department that will result. Please use information from program review. [Click here to enter text.](#)

- * To improve efficiency, safety, and sustainability of the Theater Arts program.

For all theater arts, dance and music department productions, college events and outside rentals, there must be a house manager present for each event. Types of college events include GWC Foundation events, department and division graduations, ASGWC events, outreach events and annual performances of THE NUTCRACKER and other ballets and music concerts.

This position supervises front of the theater operations for all theater arts, dance and music departments, college events and outside rentals activities. This would include audience customer service, safety and emergency procedures, and supervising of ushers and box office personnel.

Currently, there is limited funding for a permanent part-time worker or professional expert to handle these duties as required through May 2022. This is a request for continued funding for this necessary position.

The theater promotions specialist must be able to organize and sequence logistical, technical, and creative services that promote and support theatrical productions. Currently, there is no funding for this necessary position.

College-Wide Priority (30 points):

How does this request align and directly support the Strategic Plan? How does this position address stated long-term college priorities identified by [Vision 2030](#).

For all theater arts, dance and music department productions, college events and outside rentals, there must be a house manager present for each event. Types of college events include GWC Foundation events, department and division graduations, ASGWC events, outreach events and annual performances of THE NUTCRACKER and other ballets and music concerts.

This position supervises front of the theater operations for all theater arts, dance and music departments, college events and outside rentals activities. This would include audience customer service, safety and emergency procedures, and supervising of ushers and box office personnel.

Currently, there is limited funding for a permanent part-time worker or professional expert to handle these duties as required through May 2022. This is a request for continued funding for this necessary position.

The theater promotions specialist must be able to organize and sequence logistical, technical, and creative services that promote and support all theatrical productions. Currently, there is no funding for this necessary position.

Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

As noted, this request is not just for the theater arts department.

For all theater arts, dance and music department productions, college events and outside rentals, there must be a house manager present for each event. Types of college events include GWC Foundation events, department and division graduations, ASGWC events, outreach events and annual performances of THE NUTCRACKER and other ballets and music concerts.

This position supervises front of the theater operations for all theater arts, dance and music departments, college events and outside rentals activities. This would include audience customer service, safety and emergency procedures, and supervising of ushers and box office personnel.

Currently, there is limited funding for a permanent part-time worker or professional expert to handle these duties as required through May 2022. This is a request for continued funding for this necessary position.

The theater promotions specialist must be able to organize and sequence logistical, technical, and creative services that promote and support all theatrical productions. Currently, there is no funding for this necessary position.

You have more than 1 classified professional request.

Please rank this request against your others. For example, if you are requesting 3 classified professionals for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

2

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

We may be asked to utilize the service from Promotions office

3rd Classified Position Request

POSITION REQUESTED

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

SALARY REQUESTED (Click here to see the [salary schedules](#))

Salary Schedule (e.g., EE) PE

Range (e.g., 116) 22

Job Title (should match description below) Costume technician and wa

Please use a mid-level step for salary: 20,000
Salary (e.g., \$50,000)

Contract

- 12 month
- 11 month
- 10 month
- 100% FTE
- Other FTE %

JOB DESCRIPTION SUMMARY

For reference, please see the current [Organizational Chart](#) for the campus.

Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept)

This is the job description for the full-time classified Theater Costume Designer and Wardrobe Coordinator which was filled in Fall 2019.

COAST COMMUNITY COLLEGE DISTRICT
invites applications for the position of:
Theater Costume Designer and Wardrobe Coordinator

SALARY: \$45,605.00 - \$61,485.00 Annually
OPENING DATE: 06/05/19
CLOSING DATE: 06/05/19 11:59 PM
DEFINITION:
Summary

Designs, creates, and coordinates a variety of aspects related to the costume and wardrobe planning and execution for theatrical productions on campus.

Distinguishing Career Features

The Theater Costume Designer and Wardrobe Coordinator will oversee and provide leadership related to the design, construction, preparation, repair and maintenance of costumes used in the college's theatrical and dance productions. The Theater Costume Designer and Wardrobe Coordinator will serve as the subject matter expert and theater liaison in creating costume designs for theatrical and dance productions to ensure that the appropriate classical, contemporary, traditional and non-traditional costume design style and time period is reflective of the theatrical performance.

Essential Duties and Responsibilities

Specific duties may vary among departments and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties:

- Designs, constructs, prepares, repairs, and maintains costumes to be used in college theatrical and dance productions. Assists with the design, creation, acquisition and organization of theatrical or dance properties (props) as needed.
- Oversees the organization, preparation, planning, prioritization, laundry and direction for hourly and student work assignments to ensure costumes and wardrobes are properly prepared and readily available for college theatrical and dance productions.
- Maintains and updates costume and wardrobe collections, inventories, and assists with ongoing costume rentals and maintenance as needed.
- Works with actors/dancers/models to obtain measurements for appropriate fit of costumes; drafts patterns to fit performers to allow proper movement for stage performance if required; cut and sew costumes to ensure costumes can be modified and altered for future use in performances and rental opportunities.
- Reads, reviews, analyzes, and interprets play scripts to prepare theatrical costume and wardrobe recommendations; collaborates with theater and/or dance director to ensure costumes, makeup/hair design, and historical periods are accurately portrayed in all theatrical productions.
- Prepares drawings, photos, schematics or other media to develop and present ideas/plans for theatrical and dance costume design; collaborate with the director and theater staff during production meetings and rehearsals in order to present ideas/plans for costume design and direction.
- Monitors budget expenditures in collaboration with department chair, directors, division dean and/or production manager; maintain tracking record to ensure project expenses are within projected costs. Identify and report any discrepancies or expenditure constraints to appropriate management for direction or recommendations.
- Prepares cost estimates for budget recommendations; submits justifications for costume and makeup materials; monitors and controls expenditures.
- Oversees costume and wardrobe shop activities, including but not limited to: cleaning, pressing, repairing and proper storage of costumes during and after productions; directs the work of student and part time hourly employees. Coordinates their activities in support of theatrical costume/wardrobe preparation and performance needs. Monitors and processes time sheets for student and other temporary help.
- Oversees all shop equipment; schedule maintenance and/or repairs as needed.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS AND PHYSICAL DEMANDS:

Qualifications

Knowledge and Skills:

The position requires knowledge of modern principles, techniques, and methods used in costume and wardrobe design, creation, fabrication, color, sewing and tailoring, alterations and execution for theatrical and dance productions using a variety of presentation media sources. Requires knowledge of classical, contemporary, traditional and non-traditional costume design styles. Requires knowledge of costume and wardrobe construction presentation and techniques. Requires a working knowledge of different theatrical production styles. Requires knowledge of theatrical makeup application, hair styling, wig and mask making, millinery and special effects makeup. Requires skill in the use of a variety of clothing manufacturing machinery and tools related to costume and wardrobe design and construction including but not limited to: sewing machines, industrial irons and presses. Requires in-depth knowledge of safety procedures with all machinery used in the course of work. Requires knowledge of computer database and software programs including MS Office (Word, Excel, Outlook,) Requires knowledge of social media outreach formats. Requires sufficient math skills to make detailed measurements. Requires sufficient language skills to convey technical concepts and prepare instruction manuals. Requires sufficient human relations skill to train student and hourly support, to give direction, and to provide instruction on a variety of aspects of theater and dance costume and wardrobe design/construction and organization.

Abilities:

Requires the ability to carry out the functions of the position. Requires the ability to create, acquire and/or construct theatrical costumes and develop wardrobe organizational plans with the knowledge that there are usually 4-6 plays and/or musical theater productions each season along with 1 - 2 concert dance productions each season requiring the supervision of hundreds of separate pieces of costumes, shoes, jewelry, hats, accessories and special effect costumes as required by cast size and production requirements. Requires the ability to meet all production deadlines. Requires the ability to observe safety rules. Requires the ability to operate a variety of equipment such as sewing machines, industrial irons, presses and other necessary equipment used in costume and wardrobe preparation and construction. Ability to understand, follow direction, and interpret costume and wardrobe design specifications, plans, and schematics. Requires the ability to fabricate and manufacture custom items to meet specialized needs and to advise and assist students in the construction process. Requires the ability to repair, and troubleshoot costume and wardrobe issues under pressure during rehearsals and live performances. Requires the ability to maintain accurate records. Ability to establish, update, and maintain inventory of costumes for archival purposes and for potential rental opportunities. Ability to coordinate and monitor multiple projects and work assignments/priorities. Ability to monitor and maintain assigned budget(s), in accordance with the District, college and department policies, processes and procedures.

Ability to communicate in a concise manner, both orally and in writing. Ability to establish and maintain effective working relationships with those contacted in the course of work. Ability to work flexible hours; must be present during theatrical rehearsals and live performances.

Education and Experience:

The position requires an Associate's degree in a theater-related discipline and three (3) to five (5) years experience, which may be concurrent with education, providing curriculum is in support of theater costume and wardrobe design. Or, any combination of education and experience which would meet the required qualifications for this position.

Since its founding in 1947, the Coast Community College District has enjoyed a reputation as one of the leading community college districts in the United States. Governed by a locally elected Board of Trustees, the Coast Community College District plays an important role in the community by responding to needs of a changing and increasingly diverse population.

What are the essential duties this position will fulfill?

- Designated duties would include building, sewing, altering and supplying of costumes under the supervision of the full-time classified costume designer/staff member. Each play and musical and dance concert requires an enormous amount of costume creation and wardrobe supervision in a highly compressed amount of time.
- Technician would be needed for seven (7) months per academic year.
- Technician would only work as needed.

JUSTIFICATION

What is the compelling need for the position? Please include any consequences if this position is not filled?

- To improve efficiency, safety, and sustainability of the Theater Arts program.

Due to the theater arts department and all its productions being shut down due to COVID beginning in March 2020, the department lost all of its few part-time workers in costume and wardrobe including all student workers and interns. As the department begins to again produce plays and musicals and classes resume under COVID restrictions, the need for a part-time costume technician and wardrobe assistant has become apparent. There will be few students and interns available for at least two seasons as classes and training resume and students remain far behind in training. This position is vital for the operation of our stage costume and wardrobe activities and should be filled by a skilled technician.

The goal of hiring one (1) part-time on-call costume technician and wardrobe assistant would be to provide another set of skilled hands to accomplish the monumental task of supplying costumes for all theater arts department plays and musicals, and dance department dance concerts. Our full-time classified costume designer/staff member is doing a tremendous volume of work unassisted and putting in monumental hours in a compressed amount of time including overtime.

If the full-time position is approved, will there be a request for funding for short-term temporary position during the hiring process?

- Yes
- No

Program Needs (50 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences on the program/department that will result. Please use information from program review. Click here to enter text.

- To improve efficiency, safety, and sustainability of the Theater Arts program.

The goal of hiring one (1) part-time on-call costume technician and wardrobe assistant would be to provide another set of skilled hands to accomplish the monumental task of supplying costumes for all theater arts department plays and musicals, and Dance department dance concerts. Our full-time classified costume designer/staff member is doing a tremendous volume of work unassisted and putting in monumental hours in a compressed amount of time including overtime.

College-Wide Priority (30 points):

How does this request align and directly support the Strategic Plan? How does this position address stated long-term college priorities identified by [Vision 2030](#).

- This request addresses the college goals of enrollment, and workforce preparation..

Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

- Due to the theater arts department and all its productions being shut down due to COVID beginning in March 2020, the department lost all of its few part-time workers in costume and wardrobe including all student workers and interns. As the department begins to again produce plays and musicals and classes resume under COVID restrictions, the need for a part-time costume technician and wardrobe assistant has become apparent. There will be few students and interns available for at least two seasons as classes and training resume and students remain far behind in training. This position is vital for the operation of our stage costume and wardrobe activities and should be filled by a skilled technician.

The goal of hiring one (1) part-time on-call costume technician and wardrobe assistant would be to provide another set of skilled hands to accomplish the monumental task of supplying costumes for all theater arts department plays and musicals, and dance department dance concerts. Our full-time classified costume designer/staff member is doing a tremendous volume of work unassisted and putting in monumental hours in a compressed amount of time including overtime.

You have more than 1 classified professional request.

Please rank this request against your others. For example, if you are requesting 3 classified professionals for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

- 3

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

- I support the request for prof experts to support during production time.



Program Review

One-Time Funding Request Equipment, Technology, and Professional Development

How many funding requests would you like to submit?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

1st Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

- Equipment (Technology)
- Equipment (Non-Technology)
- Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
- Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

Does this request address a clear health and safety issue?

- Yes
- No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

The acquisition of a new wireless backstage headset system would directly support students enrolled in the Scenic, Lighting and Projection design CTE Certificate of Achievement, THEA G170 Stage Crew, THEA G175 Stage Scenery, THEA G176 Stage Lighting, THEA G178 Introduction to Stage Costume and THEA G166 - THEA G169 Stagecraft by updating and replacing 25-30-year-old equipment used for every production in the Mainstage Theater. It must be noted that the frequencies of the existing headset system have now become restricted by the FCC and are currently the property of a cellular phone company.

There is no doubt that the acquisition of a new replacement wireless backstage headset system would directly support by updating and replacing 25-30-year-old equipment used for every production in the Mainstage Theater. Students working on stage crew and stage management use this wireless headset system for communication and direction before, during and after performances. There is no substitute for using this equipment.

The acquisition of a new wireless backstage headset system would create a professional working facility and expose technical theater students to the same professional level of work experience and environment.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

The acquisition of a new wireless backstage headset system would directly support students enrolled in the Scenic, Lighting and Projection design CTE Certificate of Achievement, THEA G170 Stage Crew, THEA G175 Stage Scenery, THEA G176 Stage Lighting, THEA G178 Introduction to Stage Costume and THEA G166 - THEA G169 Stagecraft by updating and replacing 25-30-year-old equipment used for every production in the Mainstage Theater. It must be noted that the frequencies of the existing headset system have now become restricted by the FCC and are currently the property of a cellular phone company.

As such, college goals for Enrollment, Workforce Preparation, Facilities and Communication would all be supported through the allocation of funds to purchase a new wireless backstage headset system

Students functioning as stage crew and stage management must have competency in communicating by wireless headsets in order for a production to operate in regards to lighting, scenery, sound, costume and musical cues. It is an area of technical theater that cannot be taught without the proper technical instruments. Having a new wireless backstage headset system available for classes and productions would generate a direct and immediate benefit by providing the necessary "hands-on" experience vital to the complete training of a Scenic, Lighting and Projection Design Technician and technical theater student.

As the program currently has state-of-the-art projection equipment and software along with all necessary scenic materials and supplies, the procurement of a new wireless backstage headset system would complete the acquisition of all equipment required and necessary for training students to achieve a successful completion of this certificate and required courses, would further the creation of a professional working facility and expose students to the same professional level of work experience currently being offered in other technical theater and departmental courses.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

The Golden West College Theater Arts department and Mainstage Theater is a center of activity for the entire campus as well as the community. Many departments, divisions, student, staff and faculty programs including DSPS, counseling, Veteran's Center, student government, outreach and the Foundation hold events in the Mainstage Theater. Community events are also held in the theater. Every event would benefit from the procurement a new wireless backstage headset system to replace existing aged equipment in the Mainstage Theater.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

It would be of great benefit for students in the CTE certificate program, technical theater students, faculty,

designers, audience members, the entire college and the community to acquire a new wireless backstage headset system replace some existing aged equipment in the Mainstage Theater. It must be noted that the frequencies of the existing headset system have now become restricted by the FCC and are currently the property of a cellular phone company. A working backstage headset system is considered basic equipment in a theater available for rental. Rental income benefits the college and various departments and divisions. The Mainstage Theater will be able to better serve their patrons with modern, technologically current equipment.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

* 2

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- * No concerns
- I have concerns

Comments:

* I support this request

2nd Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

- * Equipment (Technology)
- Equipment (Non-Technology)
- Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
- Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

* \$ 0

Does this request address a clear health and safety issue?

- * Yes
- No

What is the health and safety issue? How long has this condition existed? Have any work orders been submitted for this issue and when? What are the consequences if not funded?

* Renovation and remodel of Stage West/Communications 108

Facilities/VP Houlihan will have the complete and accurate price for this renovation as previously estimated.

The wall coverings in Stage West/Communications 108 should have been removed decades ago as they were removed from other campus buildings due to health concerns..

There is incomplete flooring, rotting curtains, questionable carpet, broken and worn theater seats, a big hole in a wall and other structural and cosmetic issues that need attention.

If not renovated and remodeled, students will continue to work in an unsafe and really unhealthy location. Outside rentals are virtually impossible due to the condition of this classroom.

How long has this condition existed?

* Since the building was completed and after a renovation decades ago.

Have any work orders been submitted for this issue and when?

* Renovation and remodel of Stage West/Communications 108

Facilities/VP Houlihan will have the complete and accurate price for this renovation as previously estimated.

As this remodel has been discussed, planned, priced and even scheduled to begin for several years by campus facilities/classroom improvements headed by VP Janet Houlihan, the theater arts faculty will continue to urge the start and completion of the remodel and continue to provide assistance as we have for several years and counting in the hopes of having a safe, renovated space for all acting, stage lighting and production courses.

What are the consequences if not funded?

* If not renovated and remodeled, students will continue to work in an unsafe and really unhealthy location. Outside rentals and college events are virtually impossible to book in this space due to the condition of this classroom.

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

* Stage West/Communications 108 currently has up-to-date lighting and sound systems but little else to offer as a performing and acting space for students or outside rentals. The theater arts department and its degree and certificate programs require a better and safer working space for students to create and perform..

The hope is that a renovated acting and production lab space will increase enrollment for all acting courses, some technical theater courses, production courses and other courses as applicable while increase audience attendance for productions.

Support of College Goals: How does this request align and directly support the [College's Goals](#)? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of [Key Performance Indicators](#) associated with the College goals.

* The Theater Arts Department provides opportunities to study the art and craft of theater. Students who enroll in degree or certificate programs prepare for transfer education and/or careers related to theatrical history and literature, performance, design/technology, and management. Theater Arts majors are introduced to theatrical

history and literature, scenic, costume, lighting, projection, sound, and make-up design and technology, acting, directing, and management through coursework and production opportunities. Critical thinking and problem-solving skills are acquired through production assignments. Students are encouraged to develop academic and artistic skills enabling them to be successful in further study or employment.

College goals of Workforce Preparation (GWC will support student success by developing and offering academic programs and student services that maximize career opportunities), Communication (GWC will effectively communicate and collaborate within the College and its communities) and Facilities (GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities) are all supported by this request.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

Stage West/Communication 108 is currently a 96-seat thrust black box theater where all acting courses, some technical theater courses and production courses are held. Due to the current deteriorating condition of this space, production courses have been curtailed in the space. Outside rentals and campus events are virtually impossible due to the condition of this classroom.

Renovation and remodel of Stage West/Communications 108 will benefit theater arts students and campus events and departments by having a usable space available for receptions, presentations, events and performances.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

Stage West/Communications 108 currently has up-to-date lighting and sound systems but little else to offer as a performing and acting space for students, campus events or outside rentals.

Renovation and remodel of Stage West/Communications 108 will benefit theater arts students and campus events and departments by having a usable space available for receptions, presentations, events and performances.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

1

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

I support this request

3rd Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

- Equipment (Technology)
- Equipment (Non-Technology)
- Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
- Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

\$ 18,500

Does this request address a clear health and safety issue?

- Yes
- No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

Four (4) Microsoft Surface Studio Computers with Warranty are needed for the Costume Production and Wardrobe Technician Certificate program and in THEA G178, G177 and G180 courses.

The Costume Production and Wardrobe Technician Certificate will provide a course of study leading to certification and employment and prepare the student for occupational competency as a Costume Production and Wardrobe Technician in educational, community and professional theater venues, theme parks, television and motion picture studios and special events. Student will learn the historical development and gain practical knowledge and experience necessary to work backstage preparing, changing and maintaining theatrical costumes before, during and after theatrical performances. Student will be trained in basic costume and sewing techniques as well as basic theatrical wardrobe production practices including wardrobe cleaning and storage techniques. In addition, the course of study will include creative considerations, viewing and discussions of classical and contemporary costume projects.

Costume Production and Wardrobe Technician Certificate students and students in THEA G178, G177 and G180 have one Microsoft Surface Studio Computer available on loan from the Scenic, Lighting and Projection Design CTE Certificate program for their use but that one will soon need to be returned for students in that program. This funding would enable the purchase of additional computers for the Costume Production and Wardrobe Technician Certificate students and students in THEA G178, G177 and G180 to use for design work and to utilize and realize the skills taught.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of [Key Performance Indicators](#) associated with the College goals.

The request for four (4) Microsoft Surface Studio Computers for Costume Production and Wardrobe Technician Certificate students and students in THEA G178, G177 and G180 will support college goals of Completion (GWC will ensure students' timely completion of degrees and certificates by providing high quality

academic programs and student services) and Workforce Preparation (GWC will support student success by developing and offering academic programs and student services that maximize career opportunities). Students require these computers for design work and to utilize and realize the skills taught.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

The funding of four (4) Microsoft Surface Studio Computers for Costume Production and Wardrobe Technician Certificate students and students in THEA G178, G177 and G180 will not directly benefit other college operations, departments, programs or plans.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

Funding for four (4) Microsoft Surface Studio Computers for Costume Production and Wardrobe Technician Certificate students and students in THEA G178, G177 and G180 will improve program efficiency and effectiveness by providing additional resources for students to complete design work. Students currently have access to one single Microsoft Surface Studio Computer which will soon be returned. Only through having access to computers designed solely for their use will these creative students be able to utilize and realize the skills taught.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

3

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

Could we check the quote on these computers? Seem quite high.

4th Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

- Equipment (Technology)
- Equipment (Non-Technology)
- Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
- Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

\$ 8,900

Does this request address a clear health and safety issue?

- Yes
- No

What is the health and safety issue? How long has this condition existed? Have any work orders been submitted for this issue and when? What are the consequences if not funded?

Apparently, the theater scene shop and stage has required a fall restraint system for box booms for over five years if not longer. This piece of equipment is designed to rig the user from falling when working on hanging lights and projectors. The price quoted includes harnesses and rigging equipment.

No work order had been submitted for this equipment. However, with the hiring of a new theater technical specialist comes a review of all existing equipment and requests (like this one) for equipment that should have been purchased some time ago have come to light. This equipment is needed for the safe operation of the theater scene shop and stage..

How long has this condition existed?

Apparently, the theater scene shop and stage has required a fall restraint system for box booms for over five years. This piece of equipment is designed to rig the user from falling when working on hanging lights and projectors. The price quoted includes harnesses and rigging equipment.

No work order had been submitted for this equipment. However, with the hiring of a new theater technical specialist comes a review of all existing equipment and requests (like this one) for equipment that should have been purchased some time ago have come to light. This equipment is needed for the safe operation of the theater scene shop and stage..

Have any work orders been submitted for this issue and when?

Apparently, the theater scene shop and stage has required a fall restraint system for over five years. This piece of equipment is designed to rig the user from falling when working on hanging lights and projectors. The price quoted includes harnesses and rigging equipment.

No work order had been submitted for this equipment. However, with the hiring of a new theater technical specialist comes a review of all existing equipment and requests (like this one) for equipment that should have been purchased some time ago have come to light. This equipment is needed for the safe operation of the theater scene shop and stage..

What are the consequences if not funded?

If not funded, the ability to rig someone from falling when working on hanging lights will be non-existent. This is a safety issue.

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

The technical theater program and the Scenic, Lighting and Projection design Technician CTE Certificate program will benefit from the purchase of a fall restraint system. There might be limited use of this equipment by students and only under heavy supervision. .

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

The college goals of Workforce Preparation and Facilities will be supported by the acquisition of a fall restraint system.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

The purchase of a fall restraint system will serve the Music, Dance and Theater Arts department, all college events held in the theater, and all outside rentals of the Mainstage Theater.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

The purchase of a fall restraint system will greatly improve efficiency for technical theater classes and students in the Scenic, Lighting and Projection design Technician CTE Certificate program by enabling students and faculty to install hanging lights and other equipment in a safe manner.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

4

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

I agree this is a safety concern that needs to be addressed

General Information

You have finished your Program Review! Your supervisor, IEC, and (possibly) CCD will review your submission and provide feedback.

Please note, you will only be able to edit this form again if it is returned to you from your supervisor or your VP. Please stay in touch with your supervisor, if you receive feedback that you wish to incorporate.

...3033303934

Martie Ramon Engle

Signature

11/03/2021, 5:59 PM

Date

Review Feedback

Dean/Supervisor: Please provide feedback on this Program Review

Overall no concerns. Department addressed previous comments.

IEC: Please provide feedback on this Program Review

All areas are satisfactory.

Dean's Second Review

Empty text box for Dean's Second Review with scroll arrows.

Superuser final check

CCD Reviewer

- 1. Once you click the checkbox button below, scroll to the bottom and
2. Click on "Return for Revision" to send the document to the originator. DO NOT CLICK NEXT. When you click on Return for Revision, you will be given a page to provide your feedback.

I have completed the CCD Review

Vice Presidents - If you would like to return this document to the originator, prior to the Dean's 2nd review, please DO NOT CLICK NEXT here. Instead, please click on "Return for Revision" to send the document to the originator. If you want to see the document again, please remove any comments from this page and add your comments on the email page that appears after you return the document.

If you sign the document, it will go back to the dean for a final review. If the dean forwards the document without returning it, the document will be locked, and the originator will not be able to incorporate the feedback from the reviewers.

Please provide feedback here. When finished, click on "Return for Revision" at the bottom of this page.

Vice President: Please provide feedback on this Program Review

Empty text box for Vice President feedback with scroll arrows.

DEAN'S ASSESSMENT OF POTENTIAL FUNDING METRICS

Which of the following might be a potential funding source for any of your requests? (Mark all that apply - or skip if not applicable)

- Equity: Help disproportionately impacted students outside the classroom to either come to the college (access), stay in college (retention), complete transfer-level math or English, complete their degree/certificate, or transfer to a 4-year institution.
Higher Education Emergency Relief Fund (HEERF II): Assist students impacted by the COVID-19 pandemic
Lottery: Purchase of instructional materials to be used by students in the classroom.

State Funded Equipment:

Any equipment considered that will last more than a year and costs more than \$5,000 that is used within the classroom.

Workforce Development:

Improve the access, retention, or degree/certificate/career attainment for students in non-credit, Career Education, or career development

Deans/Supervisors - If there are any comments above that have not been incorporated into the document, please DO NOT CLICK NEXT here.

Instead, please click on "Return for Revision" (bottom of page) to send the document to the originator. You will get another chance to review the document after the originator makes the requested changes.

If you sign the document (by clicking "Next"), it will be locked and be sent to Planning and Budget.

Dean / Supervisor
Signature

Electronically signed by Kay NGUYEN on 11/15/2021 1:23:45 PM

IEC Signature

Electronically signed by Robyn Brammer on 11/15/2021 7:10:32 PM

CCD Signature

Electronically signed by Robyn Brammer on 11/22/2021 6:10:50 PM

Vice President Signature

Electronically signed by Meridith Randall on 02/07/2022 12:28:29 PM

Superuser Signature

Electronically signed by Kay NGUYEN on 02/07/2022 12:48:49 PM