



Mt. San Antonio College Planning for Institutional Effectiveness (PIE) 2006-07



Department/Unit:	MUSIC	Division:	ARTS	
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Note: Departments with multiple disciplines and/or programs need to submit additional PIE packets as needed to represent planning in different disciplines.

Institutional Planning Framework

1. Institutional Mission

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

The Mission of the College is to

- provide accessible and affordable quality learning opportunities in response to the needs and interests of individuals and organizations;
- provide quality transfer, career, and lifelong learning programs that prepare students with the knowledge and skills needed for success in an interconnected world; and
- advance the State and region's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

2. College Goals

College goals allow the campus to focus on critical issues. Articulated by the President's Advisory Council, they guide all planning and assessment processes. Goals are listed below as current and ongoing goals, retaining the lettering used in the 2005-06 process. This division of goals may be useful in that the goals for current focus are more concrete than the ongoing goals and perhaps easier for us to document progress.

Current focus:

- B. The College will secure funding that supports exemplary programs and services.
- C. The College will prepare students to be critically thinking, socially, culturally, and politically responsible citizens through the development of exemplary programs
- D. The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
- E. The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
- H. The College will utilize technology to enhance teaching and learning and to provide support for educational programs.
- I. The College will provide an environment for consciousness of diversity while also providing opportunities for increased diversity and equity for all across campus.

Ongoing goals:

- A. The College will provide a risk-free environment for the measurement of SLOs under the umbrella of Planning for Institutional Effectiveness.
- F. The College will become a nationally recognized institution of higher education that embraces an atmosphere of self-reflective dialogue in making policies and plans and in communications.
- G. The College will provide a risk free environment for the measurement of AUOs related to Planning for Institutional Effectiveness.
- J. The College will embrace an environment of mutual respect and integrity that encourages the exchange of ideas and acknowledges and values contributions made by members of the College community.

3. Internal/External Conditions

Consideration of internal and external conditions is the basis of department/unit planning and assessment processes.

3a. Identify those external conditions that have influenced the department/unit goal-setting process:

Note: External conditions include disciplinary or regulatory changes, changes in technology or legislative changes, accreditation recommendations, enrollment issues, advisory committee input, etc.

High School outreach. The department wishes to create additional opportunities to help our students succeed, including:

1. Creating a high school 'bridge program' to facilitate a successful transition from high school into our music program
2. Develop coordinated efforts through faculty and counseling to ensure that music students get proper advisement and work towards transfer or industry
3. Identify *music majors* before they enter Mt. SAC, so that they can be properly advised for coursework

Advancement in Technology. Technology for lecture classes has gone far beyond what we now have. Just to use the materials that regularly come with new textbooks (CD-ROM, power point lecture notes, Internet sources for material, etc.) we need new computers with projection and sound systems and CD, DVD, video, and laser disc players.

Software Upgrades. We need music recording software, computer upgrades, and other equipment to allow for on campus recording of our performing groups. The music software in the music technology center needs upgrading to fit the new computer upgrades.

3b. Identify those internal conditions that have influenced the department/unit goal-setting process. Please include a periodic review of attached data [provided for academic departments only].

Note: Internal conditions include results of previous SLOs/AUOs assessment, IT data, changes in technology, changes in budget, staffing, resources, enrollment issues, facilities issues, etc.

Facility considerations.

1. Our lecture course offerings have expanded and the demand for more has continued to grow. We have only two (2) rooms for such classes and we need to equip our current band room (2-M109) to be useable as a rehearsal room, a recording studio, and a lecture room.
2. Completion and proper outfitting of the Music Department addition
3. Acoustic improvements to the Clarke Theater (finish the shell), Recital Hall (add additional/removable sound absorption material), M104 (improve lighting and acoustic environment), M108 (improved sound and video capabilities)

Faculty considerations.

1. We need a new full-time faculty member to lead the Jazz Instrumental Program and another new full-time faculty to lead our Theory/Technology Program.
2. We need a new full-time faculty member to develop and expand our Piano Program, a new full-time faculty member to create a String/Orchestral Program, a new full-time faculty member to expand our Guitar and develop a Popular Music program, and lastly a new full-time faculty member to oversee the solo voice and direct two additional choirs (Collegiate Chorale and Women's Ensemble.)

Schedule considerations.

1. We will have to add performing classes to intercessions to have our performing groups ready for the types of competitions often held in the early spring.

DEPARTMENT/UNIT PLANNING PROCESS

Note: For assistance with the SLOs/AUOs process, please contact the SLOs/AUOs Team Coordinator, Jemma Blake-Judd X3934

4. Department/Unit Goals

Department/Unit goals allow the area to focus its priorities. Prompted in part by College goals and generated by faculty/staff, they guide area planning and assessment.

Goals:

4a. List a MINIMUM OF TWO GOALS to be addressed through the SLOs/AUOs process. Please do not list outcomes statements here. When appropriate, identify the connection of your goals to the College goals.

1. Provide a quality transfer program to prepare students to be successful as music majors in their upper division work at a four-year college or university.
2. Create a music major handbook that outlines the scale requirements and rhythm exercises for our SLOs. (College goal A)
- 3.

4b. List a MAXIMUM OF THREE goals that will not be assessed through the SLOs/AUOs process. When appropriate, identify the connection of your goals to the College goals.

1. Increase the number of full-time faculty members in the Music Department, to strengthen existing programs (piano, guitar, voice) and to develop new programs (orchestra and popular music). (College goal B)
2. Increase rehearsal, teaching, and office space in 2M. Upgrade classrooms with technology and create a technology center. Improve the acoustic properties in Clarke Theater, Recital Hall, 2-M104 (and lighting), and AV capabilities in 2-M108. (College goals B & H)
3. Increase outreach to high schools through a 'bridge program', parent meetings, and the like. Also, identify music majors before they start so that they can be properly placed in courses before they begin.

5. SLOs/AUOs

SLOs/AUOs are a means of evaluating and validating area/program effectiveness. Created and assessed by department /unit faculty/staff, they can inform planning.

Note: *Student Learning Outcomes* (SLOs) are expressed in statements of what students will be able to think, know, do, or feel because of a given educational experience. The purpose of this assessment process is to improve student learning.

5a.	Intended Outcomes (SLOs)	Means of Assessment and Criteria for Success	Summary of Data Collected	Use of Results
	Music 16 students will be able to 1. perform technical exercises with competence 1.1 perform the 12 major scales on their instrument	1.1 75% of students will perform all of the selected 6 (of the 12) major scales correctly in a maximum of two attempts. 75% of returning students will perform all of the selected major and minor scales in a maximum of two attempts. The scales will be evaluated by at least two full time faculty using a checklist as a pass or fail. The performance will be assessed at the end of the Fall 2006 semesters in the normal performance	1.1 We had 27 new students play 6 major scales (Eb, Bb, F, C, G, D) and here are the results: 13 students played all 6 scales correctly, 48% 5 students played 5 scales correctly, 19% 4 students played 4 scales correctly, 15%	(Possible directions for the use of these results: 1.It was suggested that we use the <i>harmonic</i> or <i>melodic form</i> instead of the natural minor scale 2.The department proposed adding rhythmic exercises to juries, which would also include vocal students

<p>Music 16 returning students will be able to</p> <p>1.2 perform the minor scales</p>	<p>evaluation process for the classes.</p> <p>1.2 75% of returning students will perform all of the selected minor scales in a maximum of two attempts. The scales will be evaluated by at least two full time faculty using a checklist as a pass or fail. The performance will be assessed at the end of the Fall 2006 semesters in the normal performance evaluation process for the classes.</p>	<p>4 students played 3 scales correctly, 15%</p> <p>1 student missed her jury, 3%</p> <p>1.2 Four our new SLO we had 23 returning students play their 6 minor scales (c, g, d, a, e, b) and here are the results:</p> <p>15 students played 6 scales correctly, 65%</p> <p>3 students played 5 scales correctly, 13%</p> <p>1 students played 4 scales correctly, 4%</p> <p>2 students played 3 scales correctly, 9%</p> <p>1 students played 2 scales correctly, 4%</p> <p>1 student played 0 scales correctly, 4%</p> <p>Key Findings:</p> <p>All students were below the expected level of 75%</p> <p>Returning students fared better than new members</p> <p>There are still inconsistencies in getting clear details to students and instructors</p> <p>This process is helpful in preparing future majors for experiences that they would be having at a four-year institution</p>	<p>3.We also discussed creating a new <i>music major book</i>, containing info on scale requirements, rhythmic exercises, and required courses)</p>
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OR *(Most areas will complete either 5a or 5b, but you may complete both if they apply to you.)*

Note: *Administrative Unit Objectives* (AUOs) are expressed as statements of what clients experience, receive, or understand as a result of a given

service. The purpose of this assessment process is to improve the unit's service.

5b.

Intended Objectives (AUOs)	Means of Assessment and Criteria for Success	Summary of Data Collected	Use of Results

Everyone please complete 5c

5c. Goal Implementation

Goal implementation is a non-evaluative process necessary to achieve the area goals. Determined by faculty/staff, goal implementation facilitates planning.

Department/Unit Goal	Responsible Parties	Implementation Timeline	Status of Implementation		
			Planning	Implementing	Completed
Increase the number of full-time faculty members in Music Dept 1. Theory/Technology and Instrumental Jazz Program 2. Piano, Voice, Guitar, Orchestra	Academic Senate and Instruction Team	Annual Cycle	X		Hired 8/06
Facility considerations 1. Increase rehearsal, teaching, and office space in 2M. 2. Upgrade classrooms with technology and create a technology center. 3. Improve the acoustic properties in Clarke Theater, Recital Hall, 2-M104 (and lighting), and AV capabilities in 2-M108. (College goals B & H)	Contractor Budget Budget, Jason C., Bill Eastham, Sue Long	Fall 2007 Summer 2007 ASAP		Building in process Technology center is up and classroom M109 has been improved (M117 over summer)	

Create a music major handbook and work to establish a 'bridge program'	Dept, Counseling, Silver Calzada, Jeff Ellwood, Robert Bowen, Jason Chevalier	Fall '07 (handbook) Summer '08 (bridge)	X		
Increase classified support staff to include more clerical help and more accompanying time for performing groups.	Budget	ASAP	X		

6. Resources

Resources support achievement of goals. Requested by department/unit faculty/staff, they directly support plan implementation.

Note: Resources include: research support, budget allocation, training, instructional equipment, marketing, staffing (classified, faculty, and/or management positions), facilities, etc.

Department/Unit Goal	Resources Needed?		If yes, please list resources needed
	Yes	No	
Increase faculty in music dept	X		Amount dependent upon the number of faculty hired and their experience/education.
Proper outfitting of new building	X		We have been allotted an amount for furnishings. However, we believe that some extra costs will be incurred during the transition.
Acoustic improvements to the Clarke Theater (finish the shell), Recital Hall (add additional/removable sound absorption material), M104 (improve lighting and acoustic environment), M108 (improved sound and video capabilities)	X		We anticipate the following costs: Clarke Theater shell completion: \$25,000-35,000 Recital Hall absorption material: \$2,000-5,000 M104: \$3,000-10,000 M108: \$3,000-5,000 (All of these figures are rough approximations at the current time.)
Increase classified support staff to include more clerical help and more accompanying time for performing groups.	X		Proposals have been made, but the actual dollar amounts needed still need to be calculated.
Technology upgrades to technology center and classrooms.	X		We anticipate continued ongoing costs in this area, dependent upon our changing programs and required technology.

7. Signatures

Department Chair or Unit Manager: _____ Date: _____

Dean/Supervisor: _____ Date: _____

Thank you for your work in preparing this form. It will help us tremendously.

THIS REPORT IS DUE TO YOUR DEAN OR SUPERVISOR by Friday, March 16, 2007

Process Timeline:

October 2006	Departments and administrative units receive forms
March 16, 2007	Completed forms are due to division office or appropriate manager
April 12, 2007	Deans/managers prepare a summary of the PIE forms they received and submit to appropriate Vice President
May 10, 2007	Vice Presidents prepare a summary of reports they have received to take to budget allocation discussions.
End of May 2007	IEC reviews all submitted summaries to prepare a year-end report to PAC on progress made in meeting College goals.