Broadcast Media Services

Program Review Report for Fall 2016 Broadcast Media Services

Review Year: 2015 - 2016
Review Type: Academic and Student Service Area Review
Service Area: Broadcast Media Services
Review Status: In Review

Review Questions

UNIT DIALOGUE: Program Review and Annual Planning is a process in which all members of a unit engage. Through what methods have you reached out to all members of your unit and engaged in that dialogue for this year's Annual Plan or Program Review?

Our entire Department, including BMS staff, was actively engaged in the College Wide Program Review Flex Day on October 18th. All Full Time instructors and one staff member facilitated reading groups. Between us we read and discussed 13 different program reviews from a diverse array of departments and services such as Contract Ed and Student Activities to Architecture and Physics. We discussed the plans in the department meeting and learning about challenges and triumphs of other departments help inform our discussion.

Broadcast Media Services and BEMA faculty met to discuss our specific Annual Plan on Friday October 21. Faculty and Staff discussed our areas of need and our successes. The Chair presented an overview of the various grants available. We set goals for the year and created a list of resource requests.

Tech staff is communicating with individual faculty members to flesh out the lists. Our plan is shared via Outlook in a Google Doc.

We meet regularly to insure the plans move forward. Our next meeting is scheduled for November 4th.

UNIT DESCRIPTION: Provide a description of your unit's programs and services and their locations. (*ANSWER ONLY FOR 3-YEAR PROGRAM REVIEW*)

DATA TRENDS - SELECTED: Provide an analysis of your unit's data trends for selected college-wide data-informed conversations. (*ANSWER ONLY FOR 3-YEAR PROGRAM REVIEW*)

DATA TRENDS - OTHER: Provide an analysis of any additional data or internal or external factors affecting your department since the last program review. (*ANSWER ONLY FOR 3-YEAR PROGRAM REVIEW*)

PROGRESS - RESOURCE LINKED: If your department received resources as a result of recent program reviews, summarize unit progress that resulted from these resources. (*ANSWER ONLY FOR 3-YEAR PROGRAM REVIEW*)

PROGRESS - OTHER: Summarize your department's progress to date on the major planning objectives identified in the last program review (excluding progress already cited in the resource-linked progress question). (*ANSWER ONLY FOR 3-YEAR PROGRAM REVIEW*)

Broadcast Media Services Video Productions 2015–2016

• In December 2015 recorded and edited a multi-camera shoot of the annual Choreographers Dance Concert. This concert is produced, choreographed and performed by students in the Dance Composition and Intermediate Dance Composition classes.
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=577

• Edited a highlights video of the 2015 fashion show for a new fashion department website.
  o https://vimeo.com/148955871

• Edited a sales video to recruit corporate sponsors for the 2016 Fashion Show
  o https://www.youtube.com/watch?v=RLvtj55QrGY

• Recorded college-wide professional development (Flex) event for airing on EATV and archiving on the Granicus on-demand streaming server.
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=566
• In Spring and Fall Semesters continued to videotape and edit lectures from the seminar series Photographers and Their Images (Photo 52.) These videos are aired on EATV and archived on Granicus for the instructor to use in future classes.
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=585
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=610

• Recorded panels for the Culinary Arts and Hospitality Studies department (co-sponsored by the San Francisco chapter of Les Dames d’Escoffier.) The panels were edited for airing on EATV and uploaded to the Granicus server for future use by the hospitality program.
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=575
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=595
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=599

• Recorded the December 18 Enrollment Management colloquy. This

• Recorded and archived enrollment management public forum (the last of five such forums in 2015) provided an opportunity to learn about the College’s enrollment management process and how it relates to budget, growth/restoration, research and outreach. The forum was archived on the Granicus server.
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=564

• Project SHINE: recorded students learning a line dance during their end of year celebration. Edited into a 5 minute video to be shown at future Project SHINE orientations.
  o https://www.youtube.com/watch?v=Foprtv7NOwA

• Recorded the "Accreditation Essentials” workshop held at Southeast Center. Created a video for Chancellor Lamb and ALO Kristin Charles to distribute to the college.
  o https://www.youtube.com/watch?v=Foprtv7NOwA

• Created a safety update video for the CCSF Public Safety Department
  o https://www.youtube.com/watch?v=4ic04HR8fQg

• Created a registration how-to video for new students
  o https://www.youtube.com/watch?v=QY0PqAZMrPM

• For Anna Asebedo of the Art Department, recorded a performance in the Diego Rivera Theater by performance artist/activist Guillermo Gomez-Pena.

• Created a series of six videos showing how to use the Ladibug Visualizer document camera that has been installed in the smart classrooms and uploaded them to Youtube as a resource for the faculty.
  o https://www.youtube.com/watch?v=tK2BZxKcnY8&list=PL_naGCW6r3dlbzoKIlFnNpCmL6R0AdBZR

• Created a series of four videos for Sharon Donovan of the Child Development and Family Studies department to support her students in the process of recording video and uploading it to a secure server. The students, an online cohort, were part of a pilot program placing them as interns in child development centers around San Francisco. The program was associated with a project based out of the University of Washington.
  o https://www.youtube.com/watch?v=cunz5Xvfxwk&list=PL_naGCW6r3dNIN4nCRuSztBXONn7Ykn8

• Recorded candidate statement videos for the City College Student Trustee candidates and uploaded them to Youtube for Student Activities to embed on its website.

• Consulted with Project Survive founder and coordinator Leslie Simon to create a documentary about Project Survive.

• In May 2016 recorded the Fashion Department’s yearly fashion show at Ruby Skye night club. Using that footage, and footage shot by students, a package will be edited for EATV’s Arts & Lectures program.

• Recorded the May 2016 Commencement Ceremony using a student crew. Edited the footage to create a package for airing on EATV and archiving on Granicus server.
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=624
Broadcast Media Services

• In October worked with EATV and the League Women Voters to create a multi-camera recording of the league’s SFCCD Board of Trustees candidates forum. The forum streamed live through Granicus then later aired on both EATV and SFGovTV.
  o http://ccsf.granicus.com/MediaPlayer.php?view_id=5&clip_id=620

• Recorded the Ocean Avenue Campus Associated Students’ SFCCD Board of Trustees candidates forum. The forum was edited and uploaded to Youtube for the students to distribute and promote.
  o https://www.youtube.com/watch?v=SsTrXsamPmw

• Continued videotaping the SFCCD Board of Trustees monthly regular meeting. This multi-camera, live-streamed event uses a crew of both students and staff.

PLANNING: After analyzing your data trends and evaluating the progress you've made over the last year and how well you are meeting your unit outcomes, indicate your department’s major planning objectives for next year (2016-17). (*ANSWER ONLY FOR 3-YEAR PROGRAM REVIEW*)

Assessment Currency

According to the CCSF Assessment Plan, outcomes are assessed for services and programs and courses at least once every 3 years. Please comment on how you are currently satisfying this 3-year benchmark.

BMS is current with assessments. BMS was assessed in 2013 (Spring) and again in the Fall of 2015 ahead of schedule.

Here is the link to the Fall 2015 Assessment: of the outcome: As a result of Broadcast Media Services equipment issue services, Broadcast Electronic Media Arts students will be able to practice and improve hands-on technical skills required for employment in the entertainment, media and communications industries. Link:
https://secure.curricunet.com/ccsf/reports/outcome_report.cfm?outcomes_id=6363

Here is a link to the assessment of the outcome: As a result of Broadcast Media Services delivery services, the entire City College community will be able to improve instruction in non-tech enhanced classrooms via provided media equipment as well as technical expertise and support for audio and video systems. Link:
https://secure.curricunet.com/ccsf/reports/outcome_report.cfm?outcomes_id=6361

BMS is working with Andrea Niosi the Academic Services SLO coordinator, to streamline our outcomes and make them more easier to assess. We have been struggling with proper outcomes for some time and Ms. Niosi has suggested some solutions. BMS staff and the coordinator are meeting to craft new and better outcomes.

Resource Requests

BMS Department Upgrades

Item Description

Furniture, Fixture, Equipment and cosmetic upgrades to BEMA department.

1. Smart Classroom upgrade to new standards plus new flooring for ARTX-170. This means new ADA chairs, projection, painting, ceiling cleaning, computer, DVD player, document camera, replace chalkboards with whiteboards. We could make a lot better use of this room with the upgrade. That monitor is not as effective as a projection screen. there could be more seating in there if we also got a narrower desk for the computers. Ax170 is BEMA's only proper classroom, so it should be a fully usable classroom.

2. New flooring and chairs for Ax170. Second Level request if #1 above does not get prioritized. Current carpet and chairs are dirty and unsanitary.

3. Fix broken tiles in the BEMA hallway floor.

4. Replace chalkboard in hallway with a whiteboard.

5. Acquire a large display monitor and mount to wall above master control lab aide phone desk for lab aide use of Schedule software and WebCheckout. This will allow data collection for services provided.

6. New chairs for hallway. They are dirty and unsanitary looking. This affects enrollment.

7. Strip wallpaper and paint hallway. It's dirty, dingy and unattractive. This affects enrollment.
8. Repair roof leaks. Each time it rains outside, the department has leaks in the hallway, student bathroom, and inside Studio B (ArtsX 165). This has contributed to the peeling wallpaper and unwelcoming atmosphere.

<table>
<thead>
<tr>
<th>Type of request</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate Costs</td>
<td>$15000.00</td>
</tr>
<tr>
<td>Type(s) of Funding</td>
<td>District (U)</td>
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This request is a high priority to ensure/meet Health and Safety requirements: No
This request is necessary to meet local, state, federal mandates, or to meet requirements for program-specific accreditation: No

Primary Board Priority
Fall 2016: [Accreditation]
Secondary Board Priority

Primary link to Approved college plan
Educational Master Plan Goal 2: Transform and sustain College infrastructure.
Secondary link to Approved college plan

Link to Institutional accreditation requirements
Standard III.B.1: The institution assures safe and sufficient physical resources... They are constructed and maintained to assure access, safety, security and healthful learning. Item 8-Leaky Roof and leaks, buckets in the department during rains.

Link to Your Unit Planning Objectives
6. Restore maintenance budget to 2013 levels
7. Upgrade BEMA classroom monitors that are nearing their end of life
Link to Learning, Service, and/or Program Outcomes (i.e. Outcome Statements)

Supplementary links to Outcome Assessments
None selected

Clear Plan for Evaluation after Implementation
Facilities will be enhanced and students, classified and faculty will study, learn and work in a more welcoming, and healthy environment.

Extent of Benefit
BEMA department central hallway and bathrooms are unattractive. The floors have broken tiles, the wallpaper is peeling and falling off, there are leaks in the ceiling whenever it rains, prompting buckets to be placed in rooms and in the hallway. These conditions make the department seem less professional when we have events such as the Candidates Forum we hosted in October 2016 and our Industry Advisory Panel which we hosted in February 2016.

Cosmetically, the stained and sagging hallway furniture, old fashioned chalkboards and obsolete classroom in room 170 place BEMA in the 1970's when we are suppose to be a cutting edge curriculum.

The vintage appearance of the department, which is also dirty and sometimes wet, detract from our state of the art equipment and studios inside the classrooms.

Operational Necessity

This resource request depends on the following other requests
OSHA Upgrades for BEMA Department

Item Description

BEMA is working with Risk Management to keep classified staff, students and faculty safe:

1. 1910.333(c)(7): "portable ladders must have non inductive side rails if they are used where the employees or the ladder could contact exposed energized parts.".
   REPLACE ALUMINUM LADDERS WITH FIBERGLASS: Broadcast Equipment Technicians use them near electric parts, including studio lights, headend, etc.

2. 1910.157(c): "If portable fire extinguishers are provided for employee use, the employer must MOUNT, locate, and IDENTIFY them so they are readily accessible to employees WITHOUT subjecting the employees to possible injury ...".
   REPLACE CURRENT FIRE EXTINGUISHERS WITH CODE COMPLAINT ONES.

Type of request

Facilities

Approximate Costs

$1000.00

Type(s) of Funding

• District (U)

This request is a high priority to ensure/meet Health and Safety requirements: Yes

1. 1910.333(c)(7): "portable ladders must have non inductive side rails if they are used where the employees or the ladder could contact exposed energized parts.".

2. 1910.157(c): "If portable fire extinguishers are provided for employee use, the employer must MOUNT, locate, and IDENTIFY them so they are readily accessible to employees WITHOUT subjecting the employees to possible injury ...".

This request is necessary to meet local, state, federal mandates, or to meet requirements for program-specific accreditation: No

Primary Board Priority

Fall 2016: [Accreditation]

Secondary Board Priority

Primary link to Approved college plan

Educational Master Plan Goal 2: Transform and sustain College infrastructure.

Secondary link to Approved college plan

Link to Institutional accreditation requirements

Standard III.B.1: The institution assures safe and sufficient physical resources... They are constructed and maintained to assure access, safety, security and healthful learning.

Link to Your Unit Planning Objectives

Link to Learning, Service, and/or Program Outcomes (i.e. Outcome Statements)

Supplementary links to Outcome Assessments

None selected

Clear Plan for Evaluation after Implementation

Approval by Risk Management Team

Extent of Benefit

Maintain code compliance

Operational Necessity
This resource request depends on the following other requests
None selected

Attached Files

None