

Local Application Program Information by TOP Code (& Final Report)

2014-2015

District/College: Rancho Santiago Community College District **Agreement No.:** XX-C01-XX
Program Title: TV/Video Communications **TOP Code:** 0604.00

Title of Proposed Project/Activity		Field Production Equipment Upgrade	
Department/Division		TV/VIDEO COMMUNICATIONS/FINE AND PERFORMING ARTS	
Project Director		Randy Schultz	
Project Director's Phone #	241-5779	Email	schultz_randy@sac.edu
Division Dean	Eve Kikawa		
Dean's Phone #	564-5600	Email	Kikawa_eveA@sac.edu
TOP Code	0604.00	TOP Code Title	TV/Film/Video

Funding Rationale

Based upon a review of the Core Indicators Report for your program, which of the following core indicators will be addressed in this plan?

- 1P1 – Technical Skill Attainment – Successful course completion
- 2P1 – Credential, Certificate or Degree – Student program completion
- 3P1 – Student Persistence or Transfer – Higher Education
- 4P1 – Student Placement – Employment
- 5P1 – Nontraditional Participation – DISTRICT PRIORITY
- 5P2 – Nontraditional Completion – DISTRICT PRIORITY

Briefly describe program improvement issue(s) concerning this TOP code and include specific examples. (Limited to 2,000 characters, or approximately ½ page of text)

When the SAC TV department converted from analog to digital nearly 10 years ago, standard definition video was the norm, screens were 4:3 in size and videotape was the recording medium. Since that time, technology and industry standards have changed significantly. High definition (HD) is now the standard, screens are wider and solid state memory has replaced videotape. These advancements have made all of the department's cameras obsolete. We are no longer able to provide instruction that reflects industry standards and struggle to adequately prepare students for employment in the highly competitive television and film industries. Several high schools and students themselves now own better equipment than SAC's.

Our current video cameras and machines required for editing are also experiencing significant reliability problems. Despite our maintenance efforts, they frequently malfunction. This dramatically interferes with class sessions and impacts students' ability to complete assignments. New solid state recording would eliminate these issues.

In addition, our inventory of various support items required for field production is dismal. Lighting and audio equipment is grossly inadequate to support current and future instruction. Our current lights, which utilize quartz bulbs, consume tremendous power and get extremely hot. Some of the fixtures have even melted and bulbs have exploded, creating a serious hazard. This equipment needs to be upgraded to newer low wattage and energy efficient models.

Location work is the largest segment of production for both the television and film. Technological advancements in recent years have facilitated the convergence of the two industries. Consequently, our program has experienced a significant increase in students interested in digital cinema; We need to respond to that demand. Although HD is a widely accepted format, Ultra-HD (4K), is the emerging new standard and will eventually replace HD. Today, 4K video is replacing film in the production of many feature movies and TV shows. Students must possess knowledge and skills with this technology to be competitive in today's job market. In order to provide instruction, the department must invest in advanced production and post-production equipment and software, design new curriculum and train faculty and support staff.

What is your projected completion date?

June 2015

Briefly describe how the issue(s) will be addressed. *(Limited to 2,000 characters, or approximately ½ page of text)*

Project includes upgrading videotape based, standard definition video cameras with High Definition (HD) cameras that record on solid state memory cards. This will enable program to align instruction with current industry standards and eliminate the problems related to the department's obsolete and malfunctioning videotape recorders. The project also involves the replacement and augmentation of lighting and audio equipment required for field production. All these instructional resources are necessary for providing students with the essential knowledge and skills required to gain employment in the industry.

DSLR cameras, which are used for both digital still photography and video, have become a widely used production tool for both the TV and film industries. As part of this project, several of these cameras, along with related accessories, will be added to the department's inventory. This will enhance the program and provide students with additional skills needed to secure jobs or to start independent production service companies. It will also provide the TV Department with the opportunity to create new cross-discipline instruction with the Photography Department in the field of wedding video production.

A dramatic step forward for the program will be into digital cinema with the purchase of a limited number of 4K (ultra HD) video cameras, accessories and software licenses. This, along with new curriculum, will provide students with training in the emerging new standard format for digital cinema and television. Educational partnership with RED, the world's leader in this technology, will enable department to acquire the equipment and resources at discounted prices. The company will also provide support for faculty as part of the arrangement. Students trained in 4K production and workflow will have a tremendous advantage over others in securing employment now and in the future. This will most certainly set SAC apart from programs at high schools, ROP centers and even other colleges.

Faculty and technical staff member will attend National Association of Broadcasters conference to research specific makes and models of equipment. They will also participate in training workshops to gain the knowledge and skills required to develop curriculum and provide instruction to students.

Final Report summary *(this yellow shaded sections are for Final Report)*

1. Was the program improvement issue(s) addressed and/or planned objectives met? *(Narratives limited to 1000 characters)*

If the response in Section 1 is **No** or **Partially** describe the barriers and/or lessons learned in Section 2.

If the response in Section 1 is **Yes** or **Partially** describe the accomplishment and/or effective practices derived from the project in Section 3.

Select **yes** **No** **Partially** *(Complete the following narrative section(s) as appropriate.)*

2. Describe any barriers encountered and lessons learned – Required if the response to Question 1 is **No** or **Partially**.

(Narratives limited to 1000 characters, or approximately one quarter page of text).

3. Describe accomplishments including effective practices derived from the project
 (Narratives limited to 1000 characters, or approximately one quarter page of text).

Final Report of Expenditures: \$_____ (Resource Development will have this amount for Final report)

Professional Dev. (including stipends)	Instructional Materials Purchase/Replacement (include software)
Instructional Equipment Purchase/Replacement	Programs/Services for Special Populations
Facility rental/lease (off-campus location)	Consultant or Other Contracted Services
Curriculum Development	Other (specify)
Program Marketing & Outreach	

Below are the nine §135(b) Requirements for Uses of Funds. Programs receiving these funds must meet these requirements. Indicate with a check mark those requirements that the program currently meets (met). Any remaining unmet requirement(s) must be addressed with completed or ongoing activities by June 30 for reporting in the final report. Note: All nine required uses of funds must be met by the end of the Act or each year until reauthorization. Funds may also be used for the permissive activities specified in number 10.

Indicate with a check mark which requirements have been met, below.

Requirements for Uses of Funds	MET	UNMET	For Final Report if the UNMET activity is now met
1. Strengthening the academic, and career and technical skills of students participating in CTE programs through the integration of academics with CTE programs. [§135(b)(1)]	X		
2. Link CTE at the secondary and the postsecondary levels, including by offering elements of not less than one program of study described in §122(c)(1)(A). [§135(b)(2)]	X		
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences. [§135(b)(3)]	X		
4. Develop, improve, or expand the use of technology in CTE, which may include training to use technology, providing students with the skills needed to enter technology fields, and encouraging schools to collaborate with technology industries to offer internships and mentoring programs. [§135(b)(4)]	X		
5. Provide in-service and pre-service professional development programs to faculty, administrators, and career guidance and academic counselors involved in integrated CTE programs, on topics including effective integration of academics and CTE, effective teaching skills based on research, effective practices to improve parental and community involvement, effective use of scientifically based research and data to improve instruction. Professional development should also ensure that faculty and personnel stay current with all aspects of an industry; involve internship programs that provide relevant business experience; and train faculty in the effective use and application of technology. [§135(b)(5)]	X		
6. Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met. [§135(b)(6)]	X		
7. Initiate, improve, expand and modernize quality CTE programs, including relevant technology. [§135(b)(7)]	X		
8. Provide services and activities that are of sufficient size, scope and quality to be effective. [§135(b)(8)]	X		
9. Provide activities to prepare special populations, including single parents and displaced homemakers enrolled in CTE programs, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency. [§135(b)(9)]	X		

FOR THOSE REQUIREMENT(S) LISTED ABOVE AS "UNMET:"
 Describe specific activity(ies) intended to address for each of the unmet requirement(s). (Limited to 2,000 characters, or approximately 1/2 page Perkins IV I-C application (& Final Report))

<i>of text.)</i>
FOR THOSE REQUIREMENT(S) LISTED ABOVE AS “UNMET:” Describe specific future activity(ies) intended to address for <u>each</u> remaining unmet requirement(s). (Limited to 4,000 characters)

10. Permissive Uses Per Section 135(c) (check activities to be funded with CTE funds)	
	1. Involve parents, businesses, and labor organizations, in the design, implementation and evaluation of CTE programs. [§135(c)(1)]
	2. Provide career guidance and academic counseling for students participating in CTE programs, that improves graduation rates and provides information on postsecondary and career options, and provides assistance for postsecondary students and adults, [§135(c)(2)]
	3. Local education and business partnerships, including work-related experiences for students, adjunct faculty arrangements for qualified industry professionals and industry experience for teachers and faculty. [§135(c)(3)]
	4. Provide programs for special populations. [§135(c)(4)]
	5. Assisting career and technical student organizations. [§135(c)(5)]
	6. Mentoring and support services. [§135(c)(6)]
X	7. Leasing, purchasing, upgrading or adapting equipment, including instructional aides and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement. [§135(c)(7)]
	8. Teacher preparation programs that address the integration of academic and CTE and that assist individuals who are interested in becoming CTE faculty, including individuals with experience in business and industry. [§135(c)(8)]
	9. Developing and expanding postsecondary program offerings at times and in formats that are accessible for all students, including through the use of distance education. [§135(c)(9)]
	10. Developing initiatives that facilitate the transition of sub-baccalaureate CTE students into baccalaureate degree programs, including articulation agreements, dual enrollment programs, academic and financial aid counseling and other initiatives to overcome barriers and encourage enrollment and completion. [§135(c)(10)]
	11. Providing activities to support entrepreneurship education and training. [§135(c)(11)]
X	12. Improving or developing new CTE courses, including the development of programs of study for consideration by the state and courses that prepare individuals academically and technically for high-skill, high-wage or high-demand occupations and dual or concurrent enrollment opportunities. [§135(c)(12)]
	13. Developing and supporting small, personalized career-themed learning communities. [§135(c)(13)]
	14. Providing support for family and consumer sciences programs. [§135(c)(14)]
	15. Providing CTE programs for adults and school dropouts to complete secondary education or dropouts to complete secondary education or upgrade technical skills. [§135(c)(15)]
	16. Providing assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job. [§135(c)(16)]
	17. Supporting training and activities (such as mentoring and outreach) in nontraditional fields. [§135(c)(17)]
	18. Providing support for training programs in automotive technologies. [§135(c)(18)]
	19. Pooling a portion of such funds with a portion of funds available to other recipients for innovative initiatives. [§135(c)(19)]
	20. Supporting other CTE activities consistent with the purposes of the Act. [§135(c)(20)]

NOTE: If you indicate CTE funds are being used for the specified activities below, then there must be funding for the activity(ies) indicated in the line item budget for that TOP Code program(s) funded.

Check all types of activities to be funded with CTE Funds:

<input checked="" type="checkbox"/>	Professional Dev. (including stipends)	<input checked="" type="checkbox"/>	Instructional Materials Purchase/Replacement (including software)
<input checked="" type="checkbox"/>	Instructional Equipment Purchase/Replacement	<input type="checkbox"/>	Programs/Services for Special Populations
<input type="checkbox"/>	Facility rental/lease (off-campus location)	<input type="checkbox"/>	Consultants or Other Contracted Services
<input checked="" type="checkbox"/>	Curriculum Development	<input type="checkbox"/>	Other (specify)self evaluation for improvement of the program
<input type="checkbox"/>	Program Marketing and Outreach	<input type="checkbox"/>	

Check one: UNMET REQUIREMENTS WILL BE ADDRESSED:

<input checked="" type="checkbox"/>	Entirely with Perkins Funds
<input type="checkbox"/>	Entirely with Other Funding Sources
<input type="checkbox"/>	Using Both Perkins and Other Funding Sources

PROVIDE DETAILED BUDGET

Department Code: 15552

Budgeting Category/Description	Fund Requested		
	Instructional	Non-Instructional	TOTAL
1000 – Faculty salaries	\$2,500		\$2,500
2000 – Classified salaries (Instructional Assistant)		\$2,000	\$2,000
3000 – Benefits (based on 2013/14 benefits) Part-time faculty & beyond contract (13.15%) P/T short-term classified (6.2% of wages) P/T ongoing classified (22.542%) Full-time classified (22.542% of wages + health & life insurance (maximum \$22,374.12) & fringe ben.\$1,486.36)	\$329	\$451	\$780
4000 – Supplies & Materials Reference Books; Instructional Supplies; Supplies Technology – no promotional materials/favors	\$17,000		\$17,000
5000 – Other Operating Expenses & Services Conference, consultants, contracts, printing, software license & fees, maintenance contract	\$6,000		\$6,000
6000 – Capital Outlay Equipment, software over \$1,000 (no furniture)	\$195,000		\$195,000
Total Funding Requested			\$223,280

Note: Final Report of expenditures will be reported according to the following categories:

- a. Curriculum Development/Instruction
- b. Professional Development
- c. Counselling/Direct Services to Students
- d. Other: You must provide a description of programs/services funded
- e. Administration (not to exceed 5% - reserved for DO)

PLEASE NOTE CARL PERKINS IV FUNDS MAY ONLY SERVE CAREER-TECHNICAL STUDENTS

Budget Questions/Clarifications:

<u>Faculty:</u> Project administration & Curriculum Development	\$2,500 + \$329 benefits = \$2,829
<u>Classified:</u> Equipment assembly and inventory update	\$2,000 + \$451 benefits = \$2,451
<u>Supplies:</u> Items under \$200 each (batteries, memory cards, etc.)	\$17,000
<u>Other Operating Expenses & Services:</u>	
RED training for faculty and tech support staff	\$3,000
Post production software	\$3,000
<u>Capital Outlay:</u>	
HD Video Camcorders w/accessories	\$75,000
DSLR cameras w/accessories	\$40,000
RED digital cinema cameras w/accessories	\$45,000
Production support items (lighting & audio)	\$35,000
Total	\$223,280

Acceptance of requested funds entails a responsibility for developing a project plan and final report. All 9 mandated activities must be achieved. Each department must submit a copy of their Advisory Committee Minutes to the Career Education & Workforce Development Office.


Project Director

Date: 3/18/14


Division Dean

Date: 3/19/14

Section II Part B
Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)
Program Information by TOP Code

College/District: RSCCD –

Agreement #: XX-C01-042

Retain in District Audit Files

TOP CODE(s): 0604.00
 Section 135(b) Requirements

Program Title: TV/Video Communications

Column A	Column B	Column C	Column D	Column E
<p>Refer to the District's 2008-2012 Local Plan for Title I, Part C, Section 132 Funds, Carl D. Perkins Career and Technical Education Act of 2006 (Perkins).</p> <p>Check the corresponding Section II Part A form for the Met/Unmet "Requirements for Use of Funds."</p> <p>Note: Each TOP Code identified for funding must meet each of the requirements by the end of the Act or each year until reauthorization.</p> <p>Section 135(b) Requirements</p>	<p>Describe activities to be conducted to address Perkins Section 135(b) requirements listed in Column A.</p> <ol style="list-style-type: none"> Under the appropriate requirement, describe activities to be funded by Perkins Title IC to improve or expand the identified 4- or 6-digit TOP Code career and technical education programs. For each Section 135(b) requirement listed in Column A, number each activity separately (i.e., 1.1, 1.2, etc.). If an activity meets more than one requirement, reference the number of the activity stated previously (i.e., same as 1.2). <p>PLEASE BE SPECIFIC SINCE THESE ACTIVITIES WILL BE AUDITED!</p>	<p>Enter applicable number in appropriate column below.</p> <p>Core Indicator addressed by the activity listed.</p> <ol style="list-style-type: none"> Tech. Skill Attainment Credential/Certificate/ Degree Transfer Student Persistence or Placement Nontrad. Participation Completion 	<p>Designate source of funds to be used by assigning a number as shown below:</p> <ol style="list-style-type: none"> Perkins IC Other funds Both No funds needed 	<p>Status of Activity:</p> <ol style="list-style-type: none"> Planned Started Continuing Completed
<p>1. Strengthening the academic and career and technical skills of students participating in CTE programs through the integration of academics with CTE programs.</p>	<p>Activities list in the application (local application)</p> <p>Outcome by the end of the fiscal year (final report) Upgrades equipment and technology required to align instruction with industry standards. Expands program into field of digital cinema and prepares students for careers in either the television or film industries.</p>	<p>1,4</p>	<p>1</p>	<p>Status of activity at the beginning (local application)</p> <p>1</p> <p>Status of activity at the end of the fiscal year (final report)</p>
<p>2. Link CTE at the secondary and the postsecondary levels, including by offering elements of not less than one program of study described in §122(c)(1)(A).</p>	<p>Host tours with students from area high schools and ROP programs that includes presentation of equipment, technologies and career opportunities. Promote transition to college's instructional program and explore pathways with instructors.</p>	<p>1,4</p>	<p>1</p>	<p>1</p>
<p>3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences.</p>	<p>Upgrade and expand current equipment, technologies and methodologies, which will provide the resources required for practical hands-on training in various aspects of television and digital cinema location production. Includes cameras, lighting, audio and post production workflow.</p>	<p>1,4</p>	<p>1</p>	<p>1</p>

Section II Part B
Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)
Program Information by TOP Code

College/District: RSCCD –

Agreement #: XX-C01-042

Retain in District Audit Files

Program Title: TV/Video Communications

TOP CODE(s): 0604.00
 Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(b) Requirements	Activities	Core Indicators	Source of funds	Status
4. Develop, improve, or expand the use of technology in CTE, which may include training to use technology, providing students with the skills needed to enter technology fields, and encouraging schools to collaborate with technology industries to offer internships and mentoring programs.	Upgrade of equipment and technology will provide the resources needed to conduct effective and practical career technical training. Will expose students to both current and emerging technologies, which will better prepare them for initial entry into the workforce and retaining those jobs in the future. Anticipate providing advance instruction to former students and individuals currently working in the field.	1,4	1	1
5. Provide in-service and pre-service professional development programs to faculty, administrators, and career guidance and academic counselors involved in integrated CTE programs, on topics including effective integration of academics and CTE, effective teaching skills based on research, effective practices to improve parental and community involvement, effective use of scientifically based research and data to improve instruction. Professional development should also ensure that faculty and personnel stay current with all aspects of an industry; involve internship programs that provide relevant business experience; and train faculty in the effective use and application of technology.	Faculty and technical staff will attend annual National Association of Broadcasters conference to research current and anticipated future industry standards for equipment and technologies. Will also participate in training workshops in order to enhance their knowledge and skill, which will enable them to update curriculum and provide effective and relevant instruction to students. Relationship with local equipment manufacturer, RED, will provide support for instructional program, and potential internship and employment opportunities for our students.	1,4	1	1
6. Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met.	Instructional program supports large population of Spanish speaking students. Prepares those students for jobs in segment of the industry that serves the Hispanic audience, which has dramatically increased locally and throughout the nation. Projections are that this audience will continue to grow in the future.	1,4	1	1

Section II Part B
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Program Information by TOP Code

College/District: RSCCD –

Agreement #: XX-C01-042

Retain in District Audit Files

TOP CODE(s): 0604.00

Program Title: TV/Video Communications

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(b) Requirements	Activities	Core Indicators	Source of funds	Status
7. Initiate, improve, expand and modernize quality CTE programs, including relevant technology.	Project not only upgrades traditional equipment and technology, it significantly expands program into DSLR and ultra-HD digital cinema production, which is replacing film. Both areas impact current and emerging industry standards.	1,4	1	1
8. Provide services and activities that are of sufficient size, scope and quality to be effective.	Project impacts students enrolled in all of department's production and post production courses. Not only upgrades fundamental resources for majority of classes, but includes items that will significantly expand and enhance curriculum.	1,4	1	1
9. Provide activities to prepare special populations, including single parents and displaced homemakers enrolled in CTE programs, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency.	Knowledge and high-level skills acquired by students will enable them to secure employment with established production companies to become independent contractors for providing a variety of professional production services. This will provide job opportunities to segments of the population who would not otherwise be able to maintain a traditional job or schedule.	1,4	1	1

Section II Part B
Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)
Program Information by TOP Code

College/District: RSCCD – Agreement #: XX-C01-042

Retain in District Audit Files Program Title: TV/Video Communications

TOP CODE(s): 0604.00
 Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(c) Permissive Uses	Activities	Core Indicators	Source of funds	Status
10. Funds may be used to: (1) Involve parents, businesses, and labor organizations, in the design, implementation and evaluation of CTE programs. (2) Provide career guidance and academic counseling for students participating in CTE programs that improves graduation rates and provides information on postsecondary and career options, and provides assistance for postsecondary students and adults.				
(3) Local education and business partnerships, including work-related experiences for students, adjunct faculty arrangements for qualified industry professionals and industry experience for teachers and faculty. (4) Provide programs for special populations. (5) Assisting career and technical student organizations. (6) For mentoring and support services;				
(7) Leasing, purchasing, upgrading or adapting equipment, including instructional aides and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement. (8) Teacher preparation programs that address the integration of academic	Upgrades field video cameras to HD. Also upgrades and augments portable lighting, audio and misc. production gear. Expands technology and resources with acquisition of DSL and ultra-HD 4K cameras.	1,4	1	1

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Program Title: TV/Video Communications

TOP CODE(s): 0604.00

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
	Activities	Core Indicators	Source of funds	Status
Section 135(c) Permissive Uses and CTE and that assist individuals who are interested in becoming CTE faculty, including individuals with experience in business and industry.				
(9) Developing and expanding postsecondary program offerings at times and in formats that are accessible for all students, including through the use of distance education.				
(10) Developing initiatives that facilitate the transition of sub-baccalaureate CTE students into baccalaureate degree programs, including articulation agreements, dual enrollment programs, academic and financial aid counseling and other initiatives to overcome barriers and encourage enrollment and completion.				
(11) Providing activities to support entrepreneurship education and training.				
(12) Improving or developing new CTE courses, including the development of programs of study for consideration by the state and courses that prepare individuals academically and technically for high-skill, high-wage or high-demand occupations and dual or concurrent enrollment opportunities.	Update curriculum to include new equipment and technology. Aligns instructional program with current industry standards. Develops new courses in digital cinema and wedding videography.	1, 4	1	1
(13) Developing and supporting small, personalized career-themed learning communities.				
(14) Providing support for family and				

**Section II Part B
Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)
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Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(c) Permissive Uses	Activities	Core Indicators	Source of funds	Status
consumer sciences programs.				
(15) Providing CTE programs for adults and school dropouts to complete secondary education or dropouts to complete secondary education or upgrade technical skills.				
(16) Providing assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job.				
(17) Supporting training and activities (such as mentoring and outreach) in nontraditional fields.				
(18) Providing support for training programs in automotive technologies.				
(19) Pooling a portion of such funds with a portion of funds available to other recipients for innovative initiatives.				
(20) Supporting other CTE activities consistent with the purposes of the Act.				