Assessment Plan

Yuba Community College District

YC - Music Program Recommendations

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Program Description: The Music Department currently offers a wide variety of classes, both for music majors (AA and transfer) and the general population:

For Music Majors (AA and transfer):
Music 1A: Elementary Harmony (3.0)
Music 1B: Elementary Harmony (3.0)
Music 1C: Elementary Theory Skills (1.0)
Music 1D: Elementary Theory Skills (1.0)
Music 2A: Advanced Harmony (3.0)
Music 2B: Advanced Harmony (3.0)
Music 2C: Advanced Theory Skills (1.0)
Music 2D: Advanced Theory Skills (1.0)
Music 8A: Music History (3.0)
Music 8B: Music History (3.0)
Music 30AR: Applied Skills (Woodwinds) (1.0)
Music 30BR: Applied Skills (Brass Instruments) (1.0)
Music 30CR: Applied Skills (Composition) (1.0)
Music 30DR: Applied Skills (Percussion) (1.0)
Music 30ER: Applied Skills (Strings) (1.0)
Music 30GR: Applied Skills (Classical Guitar) (1.0)
Music 31R: Applied Skills (Piano) (1.0)
Music 32R: Applied Skills (Voice) (1.0)

For majors and non-music majors:
Music 1: Music Skills for Pre-Ed Majors (3.0)
Music 3: Music Appreciation (3.0)
Music 12: Jazz Appreciation (3.0)
Music 14A: Conducting (2.0)
Music 15: Popular Music in the United States (3.0)
Music 16: World Music (3.0)
Music 17: Music as Culture (3.0)
Music 18: Rock Music History and Culture (3.0)
Music 26R: Musical Theatre Workshop (3.0)
Music 28R: Community Jazz Ensemble (1.0)
Music 33R: Chamber Choir (3.0)
Music 34R: Symphony Chorus (1.0)
Music 35R: Beginning Guitar (1.0 or 2.0)
Music 36R: Intermediate Guitar (1.0)
Music 40A: Elementary Voice (1.0)
Music 40B: Elementary Voice (1.0)
Music 40C: Intermediate Voice (1.0)
Music 40D: Intermediate Voice (1.0)
Music 41AR: Elementary Piano (1.0)
Music 41BR: Elementary Piano (1.0)
Music 42R: Intermediate Piano (1.0)
Music 43R: Symphonic Band (2.0)
Music 44R: Instrumental Chamber Ensemble (2.0)
Music 54R: Community Chorus (1.0)

Year of Review: 2011-2012
Type of Review: Self-Study (4-year review)
Executive Summary: The music department has a strong curriculum; transfering music majors do well at the Universities. Other classes, such as Guitar, Voice, Piano, World Music, Rock Music and Culture, Popular Music in the United States, Music Appreciation, Jazz Appreciation and Music as Culture fill up within a few days of open registration.

The music department is in need of support in the areas of staffing, equipment, technology, facilities, and curriculum.

Future Goals and Program Direction: Rebuild the music faculty, program offerings and improve our equipment, technology and facilites. Revaluate the music major curriculum to further strengthen transferability and student success.

Recommendation: Fulltime Instrumental Faculty Position

Hire a fulltime faculty member to replace the position vacated by the retirement of Dr. Miller in 2010.

Year(s) Requested: 2011-2012
Request Date: 05/01/2010
Recommendation Priority: 3. High Priority
Supporting Evidence: YCCD data shows that without a fulltime Instrumental faculty, FTES dropped from an average of 102.23 in 2010 to 63.26 in 2011. WSCH/FTEF dropped from 430.54 in 2010 to 311.63 in 2011.
In addition, a fulltime replacement results in a more holistic department, with the faculty member here daily, counseling students, recruiting, and shaping the Instrumental program to compliment other offerings, such as music history and music theory. This cannot be done by an adjunct who is teaching one or two classes per week. Fulltime instrumental faculty also oversees the management of the instrumental music library holdings and the instrument inventory, which must be updated and actively maintained in an ongoing basis.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Hire fulltime Instrumental faculty as soon as possible. **Type:** Staffing - Faculty	fulltime faculty salary	Robert Mathews, Aya Ueda, Fine Arts Dean and Staffing Committee	Yes

Recommendation: Pianos

Buy or trade in one existing piano for a Steinway baby grand piano.

Year(s) Requested: 2011-2012
Supporting Evidence: Faculty Ueda and Mathews have met with Steinway representatives and Vice President Trutna to discuss buying a Steinway piano and trading in existing poor-condition pianos. A plan to make Yuba College an "All-Steinway" school has been into effect for over a decade. We are one piano away from achieving the goal of being an "All-Steinway" school. Research by Steinway has shown that once it becomes know that a school is "All-Steinway," piano enrollment increases as the more serious piano students become aware of the school's commitment to excellence.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Information and background has been given to the dean (in 2011). **Type:** Equipment/Technology	$75-90,000 (not including trade in value)		Yes
Purchase a new Steinway Piano (with possible trade-in of existing non-Steinway piano(s))	$75,000-90,000	Robert Mathews	Yes
Set some money aside each year for a piano fund until enough is saved to purchase a piano. Steinway is also willing to work with us to bring the community in on donations. They've done this in many communities with great success. **Type:** Equipment/Technology	$75,000-90,000 depending on availability and trade-in value.	Timeline is flexible. Once we decide how much to put aside each year, we will have a better idea of the timeline.	Yes

Recommendation: Piano maintenance

Implement a plan for upgrading and maintaining the existing pianos.

Supporting Evidence: A piano tuning schedule exists at the current time, but no schedule for upgrading and maintaining the existing pianos. Such a schedule would keep the quality of the pianos high while preventing their resale value from dropping.

Plans of Action

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Budget money to maintain our existing pianos.	unknown	Robert Mathews	Yes

Recommendation: Piano faculty

Hire one fulltime piano faculty.

Supporting Evidence: For too many years the music department has tried to make do without a fulltime piano faculty member. As a result, the college is not attracting as many piano music majors as possible. In most schools, the piano program is the foundation upon which the rest of the music program is built. To have the piano program managed "on the side" by the Choral/Vocal faculty detracts from the Choral program and does not give justice to the piano program.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Hire fulltime piano faculty. **Type:** Staffing - Faculty	fulltime faculty salary	This position should not be hired until after the fulltime Instrumental faculty position is filled. Responsible Parties: Robert Mathews, Aya Ueda, Fine Arts Dean, Faculty Staffing Committee	Yes

Recommendation: Storage space

Add more storage space. If Measure J funds cannot accomodate this, perhaps a storage POD and movable library shelving unit should be purchased.

Request Date: 02/01/2012

Supporting Evidence: Storage space is at a minimum in building 200. Choral risers are stored outdoors in the quad because there is no other place to put them. The sound shell take up significant space in Room 200 when they cannot be stored in the Theatre. Items sit atop the music files in the piano lab, on top of the instrument cabinets in room 200, and on the floor in the computer lab. Donated books that cannot be stored in the College Library crowd the already small faculty offices. The choral and band music library has reached its capacity in the current filing system but there is no space to add filing cabinets. Overall, the clattering in Building 200 has reached a point that is not safe in emergency situations.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Request Measure J Funds for this. If this is not possible, research cost of storage POD **Type:** Facilities	unknown	Robert Mathews, Measure J	Yes

Recommendation: Practice Rooms

Add more practice rooms.

Supporting Evidence: As the music department becomes more successful at encouraging students to practice, there comes a time when there is not enough practice space available. We currently have 4 very small practice rooms. Only duets and trios could practice in them. We are in need of places for medium or larger ensembles (6-12 people) to practice. We currently use classrooms, the piano lab, the computer lab, and even office space as a stop-gap measure to find places for students to rehearse.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Request Measure J Funds. Request estimate from Wenger Music Corporation for stand-alone practice rooms. **Type:** Facilities	unknown	Robert Mathews	Yes

Recommendation: Sound improvement for the Jazz Band, musicals and concerts

Purchase three Bose L-1 Model 2 sound systems ($3,000 each).

Supporting Evidence: When the jazz band performs in the Theatre or at other venues, it needs a portable sound system that would enable all of the solists to be heard. The most practical solution is the affordable, highly portable Bose L-1 Model 2 sound system, which is easily set up and torn down, and does not require someone to monitor and adjust the sound from the sound booth. In 2011 Yuba College put on their first musical in over a decade, "Sweeney Todd." Modern musicals use synthesisers and other electronic musical instruments, which require an amplification system. A Bose L-1 Model 2 system was borrowed for this musical and proved to be exactly what is needed for professional sound. The units are useful for all types of concerts and events where the amplification is necessary.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Purchase three Bose L-1 Model 2 sound systems ($3,000 each). **Type:** Equipment/Technology	$9,000 total, perhaps a little more with purchase of microphones and cables.	Timeline: It's possible we could stretch this out and get one unit a year for three years. Responsible Party: Robert Mathews	Yes

Recommendation: Electronic drumset

Purchase an electronic drumset, such as a Roland professional V-drums. ($6,000)

Supporting Evidence: Drums are very difficult to take "on the road" to community performances. They are also difficult to balance the sound with the rest of the group. An electronic drum is very easy to balance, as the volume can be adjusted to match the rest of the group electronically.

Electronic drums also come with sounds unavailable on a traditional trap set, such as sound effects and exotic instruments such as Indian Tabla Drums and the like.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Purchase a Roland professional V-drums drumset **Type:** Equipment/Technology	$6,000	Robert Mathews	Yes

Recommendation: Larger student locker (storage space)

Add larger lockers for student storage.

Supporting Evidence: Even our current largest lockers (located in the quad) can only store a very small guitar. We have upwards of 50+ guitar students, none of which have a place to store their guitar while they attend other classes.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Contact M & O to get advice on best way to go about this. Perhaps ask if any lockers not being used elseware exist. **Type:** Facilities	unknown	Robert Mathews	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**

Recommendation: Harpsichord

Purchase a harpsichord

Supporting Evidence: The harpsichord is a Baroque instrument. Currently our students who perform Baroque music at our recitals and concerts are accompanied by a piano. The piano did not exist at that time. A harpsichord would make the performance more historically accurate and result in a more realistic performance.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Purchase a harpsichord for use at rehearsals, concerts and recitals. **Type:** Equipment/Technology	$12,000-30,000 depending on the quality of the instrument.	Robert Mathews, Aya Ueda	Yes

Recommendation: Old instrument replacement

Set up a schedule to replace older, worn and/or useless instruments with new replacement instruments

Supporting Evidence: As instruments become old many become useless. These instruments should be replaced on the criteria that the instrument is needed (currently being used) in an ensemble.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
1. Look at instruments to see which need replacement. 2. Set up a hierarchy of which instruments need replacement first and which can wait. **Type:** Equipment/Technology	unknown	Instrumental Instructor	Yes

Recommendation: Instrument repair budget

An instrument repair budget should be maintained to keep our instruments in playable condition.

Supporting Evidence: If instruments are not kept in playable condition they will eventually become unplayable and useless to the program. This is a waste of valuable instruments.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
1. Look at the instruments to see which need repair. 2. Set up a hierarchy of which instruments are in most need of repair and which can wait.	unknown	Instrumental Instructor	Yes

Recommendation: Outreach

Expand our outreach by taking more students to perform for the schools and community.

Supporting Evidence: The more our music students perform for the community, the better reputation Yuba College has, the more students consider Yuba College a viable place to begin a college degree, and the more the community views Yuba College as an asset and point of pride.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Set up a schedule to take performing students to schools and community performances. **Type:**	Minimal	Robert Mathews and Aya Ueda	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Curriculum/SLO			

Recommendation: Building 200 aesthetics

Improve the aesthetics of the 200 building and its surroundings to make it more inviting to students.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Discuss with M&O to find inexpensive options.	minimal	Robert Mathews	Yes

Recommendation: Expand Curriculum to include World Music Performance

Offer classes in World Drumming, Tabla drums, drum circles, sitar, Indian Vocal Techniques or similar courses.

Supporting Evidence: A World Music class exists. The next step would be to compliment this with a World Music Performance class.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Add experimental World Drumming class to fall 2012 schedule to explore student interest. **Type:** Curriculum/SLO	minimal	Robert Mathews and World Music Instructor	Yes

Recommendation: Advanced Guitar classes

Expand curriculum to include advanced guitar classes.

Supporting Evidence: The music department already offers classes in beginning and intermediate level guitar. An addition of advanced guitar would complete the class guitar curriculum.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
1. Make an advanced guitar course outline. 2. Offer advanced guitar in 2012 or 2013 to explore student interest. **Type:** Curriculum/SLO	minimal	Robert Mathews and Guitar Instructor	Yes

Recommendation: add a contemporary performing group

add to curriculum a contemporary performing group

Supporting Evidence: Yuba College currently has a performing Concert Band and Jazz Band. A Contemporary performing group would be group similar to Jazz Band, but perform a variety of rock and pop styles.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Purchase items needed for this group: 1. Electronic Drumset 2. Three Bose L-1 Model 2 sound systems **Type:** Curriculum/SLO	Electronic Drumset: $6,000 Three Bose L-1 Model 2 sound systems: $3,000 each	Mathews	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
1. Survey student interest in such a group. 2. Make a course outline (or experimental course number) for a course 3. Purchase equipment needed for performance (electronic drums and Bose sound system) 4. Offer the course in 2013 or 2014 to see if it's viable **Type:** Curriculum/SLO	Purchase of drums and sound systems (also to be used by Jazz Band and for Musicals in the Theatre) Drums: $6,000 Sound systems: $3,000 each (3 needed)	Robert Mathews	Yes

Recommendation: Bassoon

Purchase school bassoon

Supporting Evidence: The music department does not currently have a bassoon. There are bassoon performers interested in taking concert band, but they cannot because there is no bassoon for them to play.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Purchase bassoon for concert band performances. Bassoon should be of professional or concert quality.	approximately $8,000	Instrumental (concert band) instructor (or Robert Mathews)	Yes

Recommendation: Oboe

Purchase oboe to replace existing cracked oboe. New oboe should have full conservatory key system.

Supporting Evidence: The Oboe we currently have for the music department is cracked. Normally this would make an oboe unplayable. It is possible that the oboe can be repaired, but this would be a temporary measure. A new oboe is needed.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Purchase new oboe for concert band.	approximately $2,500-3,000	Timeline: within a few years Responsible party: Instrumental Instructor (or Robert Mathews)	Yes

Recommendation: Piano curriculum

Improve offerings of curriculum in piano studies

Supporting Evidence: As the piano curriculum is currently being taught by the Vocal/Choral professor, it cannot be expanded into a full piano curriculum. With addition of fulltime piano position, the curriculum can be expanded to include courses such as accompanying.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
First hire fulltime piano faculty, then the piano curriculum can be expanded to offer a normal amount of piano courses. **Type:** Curriculum/SLO	Fulltime piano position salary.	Timeline: This cannot be implimented until piano faculty is in place. Responsible Party: Piano faculty	Yes

Recommendation: Applied Music restructure

Restructure the applied music classes as to have less negative impact on faculty.

Supporting Evidence: Throughout California the applied music (private weekly lessons for Music Majors) has been a problem. It seems each college has a different system for applied music. The problem stems from the amount of time the instructor

must spend with each student individually. Because of this strain on the instructor's time, in most schools, 3 applied students constitutes one load unit for the instructor.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Restructure the schedule so that 3 one-hour (or 6 1/2 hour) lessons would constitute 1 load unit. This restructuring would be more in line for how other institutions treat applied music classes. (The current system involves overloading the instructor's schedules to the point of leaving little time for preparation and other duties.)	minimal	2012: Meet with supervisors to find best way to go about revision. 2012: Revise course outlines and send through Curriculum Committee Responsible parties: Robert Mathews and Aya Ueda	Yes

Recommendation: Musicals

Create a plan to make musicals a regular part of Yuba College Public Events.

Supporting Evidence: In the Spring of 2011 the College produced "Sweeney Todd." In the Spring of 2012 it will produce "The Little Prince." However, the manner in which load units and time are allocated is very haphazard and needs to be defined more clearly for all involved.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Plan the curriculum and budget so that when a musical is done, it is done with a balance of load units and/or stipends so that the time commitment if fair for everyone involved. **Type:** Curriculum/SLO	minimal	Timeline: by Spring 2013 Responsible parties: Aya Ueda and Robert Mathews	Yes
Revise scheduling so that music director doesn't have to volunteer time to put on a musical. **Type:** Curriculum/SLO	minimal	2012: Research and restructuring of schedule 2013: Implimentation Responsible Party: Aya Ueda	Yes

Recommendation: Measure J

Improve facilities using Measure J funds.

Supporting Evidence: The masterplan calls for a new roof and other repairs for the 200 building. We also need a new heater/air system, more practice space, etc.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
As soon as funds become available, replace roof, heating unit, and other items approved by the building 200 committee. **Type:** Facilities	only Measure J funds	Timeline: unknown as Measure J seems to be in limbo right now Responsible parties: Robert Mathews and Aya Ueda	Yes

Recommendation: Cultural Events Series

Bring back the (successful) Cultural Events Series at Yuba College

Supporting Evidence: In the early 2000's Yuba College had a successful Cultural Events Series. It even made money. That alone would support its return.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Plan a 4-event evening cultural event series. **Type:** Staffing - Other	minimal--the previous series made a profit.	2012-13: planning 2013-13: impliment new cultural event series	Yes

Recommendation: Expand curriculum in area of humanities and ECE.

Offer more classes and sections in humanities and ECE.

Supporting Evidence: The humanities classes (World Music, History of Popular Music in the US, Music Appreciation, Jazz Appreciation, etc.) fill to capacity. This would indicate a need for more sections.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Plan best way to improve class offerings in humanities and ECE. **Type:** Curriculum/SLO	minimal	Robert Mathews and Aya Ueda	Yes

Recommendation: Technology upgrading room 200

Update the technology in room 200, for example, adding a document reader and a flat screen TV. Purchase an encased Rehearsal Resource Center or Stereo Workstation to house the equipment.

Supporting Evidence: A goal of the District is to upgrade classrooms to the status of "smart class rooms". Currently the computer, audio unit and DVD player are placed on an open cart, and collect chalk dust. The equipment are not secured.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
make room 200 a "smart classroom"	Unknown. This was supposed to have been done with Measure J. Perhaps the cost appears on the Measure J plans for building 200.	Responsible Party: Robert Mathews or Aya Ueda	Yes

Recommendation: Technology upgrade for room 201

Use more modern technology in room 201, for example, flat screen TVs and document reader.

Supporting Evidence: A goal of the district is to convert all classrooms to "smart classrooms". The computer and all the AV equipment are housed in a cabinet against the wall. The instructor must turn away from the students in order to operate them.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Make room 201 a "smart classroom" including high-grade sound for playing recorded examples for general music classes. **Type:** Equipment/Technology	Unknown. This was supposed to happen with Measure J. Perhaps the amount appears in the Measure J plans for building 200.	Responsible Party: Robert Mathews or Aya Ueda	Yes

Recommendation: Wi-fi

Make wi-fi available to the students from the 200 building.

Supporting Evidence: More and more of our music students are using computers and the Internet for their music studies. Many textbooks now come with links that can be used to play musical examples or view educational materials. Building 200 does not yet have access in the form of Wi-fi yet.

Plans of Action

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Ask IT to make wi-fi available to the students from the 200 building. **Type:** Equipment/Technology	Unknown--IT would know.	Timeline: ASAP Responsible Party: Robert Mathews or Aya Ueda	Yes

Recommendation: Posture chairs

Purchase 50 posture chairs (chairs designed specifically for musicians and long rehearsals) for use/storage in the theatre.

Supporting Evidence: The blue chairs currently stored at the theatre are not ergonomic for the long rehearsals and performances required of the concert and stage band, as well as recital performers. Existing posture chairs are used for rehearsals and classes in room 200 and they prevent fatigue and backaches for performers.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
The Wenger company manufactures several varieties of posture chairs. They could be purchased all at once or, for budgetary purposes, 10 per year for 5 years. **Type:** Equipment/Technology	Posture chairs are $200 each. Single purchase date: $10,000 Purchasing 10 per year for 5 years: $2,000 per year	If budget is a problem, we could purchase 10 posture chairs a year for 5 years, although, because they are to be stored at the theatre, purchasing all 50 at once would be better. Responsible party: Instrumental conductor or Robert Mathews	Yes

Recommendation: Upgrade existing practice rooms

Put a computer (equiped with "Smartmusic" software) in each of 4 existing practice rooms.

Supporting Evidence: The "Smartmusic" software is used in room 200 and has proven to be an effective tool for band and applied music studies.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Ask IT for four computers. They could be new, but Smartmusic will work with newly retired computers. Each computer would probably need a small table it sit on.	None. Involves use of used computers not currently being operated on campus.	Timeline. This part could be done very quickly.	Yes
Have IT wire the four practice room (208, 209, 210, 211) for Internet use. This is required for the Smartmusic programs to access musical accompaniments.	minimal	Timeline: Could be done at same time used computers are requested from IT. Responsible Party: Instrumental Instructor or Robert Mathews	Yes
Once OK for used computers and Internet connections added to four practice rooms, purchase Smartmusic software.	$500	Timeline: Can be done as soon as the rooms are wired for the Internet. Responsible Party: Instrumental Instructor or Robert Mathews	Yes

Recommendation: Ensemble Music Folio Cabinet

Purchase a Wenger Band/Choral Music Folio Cabinet and Sorting Unit

Supporting Evidence: Sorting and collecting ensemble music is usually done in the music office. As the music is spread out, it makes the workspaces almost unusable for our adjunct faculty. This cabinet will be placed in Room 200. Students will leave their ensemble music folder in the assigned slot in the cabinet. This will reduce the number of sheet music

that are taken out by students and lost.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Purchase a Wenger Choral Music Library Cabinet	There are different styles and sizes for the Wenger cabinets. Cost would be approximately $1,500. The sorting unit costs approximately $900.	Timeline: ASAP Responsible Party: Aya Ueda	Yes

Recommendation: Upgrade instrument storage cabinets

Replace existing cabinets with Wenger "Individual bay cabinet system" to enable students to store and retrieve instruments without having to have an instructor open and close the storage door for them.

Supporting Evidence: The current instrumental storage cabinets are designed in a way to hold several instruments per cabinet. As a result, an instructor has to unlock and lock the cabinet each time. Wenger cabinets have smaller, individual doors (like school lockers) that individual students can use by themselves.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Step 1: Have Wenger estimate a cost for the new cabinets. Step 2: Have the cabinets installed in the summer, as not to impact instruction.	Unknown: Wenger has many models and styles. In addition, they would have to know exactly how many square feet we need to convert to the new cabinets. I'm estimating $10,000.	Responsible Party: Instrumental Instructor or Robert Mathews	Yes

Recommendation: Ensemble Music Library

Purchase moving library shelving unit and reorganize filing system for band, chamber and choral music.

Supporting Evidence: The choral, band, orchestra and chamber ensemble music are currently stored in envelopes in metal file cabinets in 202 and 211. They have reached capacity but we do not have any space to add more cabinets. The moving library sytem will save space while offering more filing capacity. The choral inventory is being entered into a database. The band and the chamber ensemble music also should be entered into the database. A student assistant will be helpful in moving and updating the envelopes into the new system.

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
Room space, ceiling height and floor strength must be considered with the shelving unit specifications. Reorganizations of room arrangements will be necessary. Once the unit is purchased and installed, the music files must be moved back carefully according to a filing system. The Staff Accompanist is in the process of creating the choral music database. A database for other music must be created and maintained. Hire a student assistant to help with sorting, shelving, etc. **Type:** Facilities	Unknown. This was to be addressed with the Measure J renovation. Wenger does not list price for the unit online but will quote when specs are met. Database software has already been purchased. Student assistant maybe budgeted at approximately $2000 per year.	Finding additional storing space is urgent and must be addressed for 2012-13. Aya Ueda & Robert Mathews (Database maintained by Milena Hmeleva)	Yes

Recommendation: Upgrade Piano Lab in 202

Plan to repair and replace keyboard pianos gradually as they age. Find a better room arrangement to increase station numbers.

Supporting Evidence: The Lab has 16 student keyboard stations and 1 instructor station. This limits the size of the enrollment. If it can be moved to a larger classroom and additional keyboards purchased, the class size can be increased. The Elementary Piano class always fills up within few days of registration. As the keyboards age, they must be repaired and eventually replaced.

Plans of Action

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Consult Dean and VP regarding the possibility of moving the lab and purchasing additional keyboards and stations. Check wear annually and repair or replace as necessary. **Type:** Equipment/Technology	Unknown. The request was made for Measure J remodel.	Aya Ueda in consultation with the Admin.	Yes

Recommendation: Instrument rental budget

Secure budget to rent instruments.

Supporting Evidence: If students do not own their own instruments that are needed in the band, the department lend our instruments. If new instruments cannot be purchased or necessary repairs cannot be done under the current budget, the department needs to rent instruments.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Establish relationship with a local music store and obtain a rental fee schedule for various instruments. **Type:** Equipment/Technology	Flexible but minimal	As necessary. Band Director or Robert Mathews	Yes

Recommendation: Paint the facilities

Paint the classroom and facilities of the 200 building.

Supporting Evidence: All rooms and facilities are in need of new paint.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
The classrooms and facilities, including offices and practice rooms should be painted when scheduling allows. **Type:** Facilities	unknown	Timeline: as scheduling allows Responsible Party: Robert Mathews and M&O Director	Yes

Recommendation: new roof

replace the existing roof

Supporting Evidence: The YCCD facilities master plan lists the 200 building roof as "in poor condition and needs replacement."

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Replace the roof of the 200 building. **Type:** Facilities	unknown-this was supposed to have been done with Measure J funds	Responsible Party: Robert Mathews, M&O Director	Yes

Recommendation: replacement of glue-on ceiling tiles

replace glue-on ceiling tiles where they have come off

Supporting Evidence: The YCCD Facility Master Plan states that "the glue-on ceiling tiles are in need of replacement in some areas."

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Have M&O come out and assess cost and timeline. **Type:** Facilities	unknown-This was supposed to have been paid for with Measure J funds	Responsible Parties: Robert Mathews, M&O Director	Yes

Recommendation: replace 9x9 inch floor tiles in 200 building

9x9 floortiles should be replaced with tiles that do not have asbestos.

Supporting Evidence: The YCCD Facilities Master Plan states that "The 9x9 inch floor tile should be replaced in the building as they contain asbestos."

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Replace 9x9 floor tiles with tiles that do not have asbestos. **Type:** Facilities	unknown-this was supposed to have been paid for with Measure J funds	Responsible Parties: Robert Mathews/M&O Director	Yes

Recommendation: Emergency Lights

Install emergency lights in the classrooms in the 200 building.

Supporting Evidence: The YCCD Facilities Master Plan states "Emergency lights are not present."
200, 201 and 202 are windowless classrooms. When the power fails there is no light whatsoever in these rooms, not even a lighted "exit" sign.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Install emergency lights in the 200 building classrooms. **Type:** Facilities	unknown-this was supposed to have been paid for by Measure J funds	Responsible: Robert Mathews/M&O Director	Yes

Recommendation: Replace electrical panel boards, wires and receptacles in 200 building

Replace electrical panel boards, wires and receptacals in the 200 building

Supporting Evidence: The YCCD Facilities Master Plan states: "the electrical panel boards, wires and receptacles are original equipment and need to be replaced." "Original equipment" means from 1962 when the building was constructed.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Replace electrical panel boards, wires and receptacles in the 200 building. **Type:** Facilities	unknown-Measure J was supposed to have paid for this.	Responsible Parties: Robert Mathews and M&O Director	Yes

Recommendation: Emergency Generator

Install an emergency generator for building 200.

Supporting Evidence: The YCCD Facilities Master Plan states: "The building does not have an emergency generator."

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Install an emergency generator. **Type:** Facilities	unknown-measure J was supposed to have paid for this	Responsible: Robert Mathews and M&O Director	Yes

Recommendation: Fire Sprinklers

Install fire sprinklers in the 200 building (only storage areas and restrooms currently have fire sprinklers)

Supporting Evidence: The YCCD Facilities Master Plan states "The building only has a fire sprinkler system in storage areas and in restrooms."

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Install fire sprinklers in the 200 building. **Type:** Facilities	unknown-this was supposed to have been done with Measure J funds	Responsible: Robert Mathews and M&O Director	Yes

Recommendation: New Heating and Air-Conditioning system

replace old, unreliable heating/air system with newer model.

Supporting Evidence: We have had major problems with the heating and air system every semester. It's just a very old system.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Replace heating/air system **Type:** Facilities	unknown-we had asked for this from Measure J funds.	Responsible: Robert Mathews/M&O Director	Yes

Recommendation: carpet replacement

Replace all carpets in the 200 building

Supporting Evidence: All carpets are very worn and in need of replacement.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Replace all carpets in the 200 building. Begin with the most worn carpet, room 200.	unknown-it would be acceptable to replace the carpets one at a time, for example, one per semester, if that would help the budgeting.	Responsible: Robert Mathews/M&O Director	Yes

Recommendation: Replacement mirror for room 208

Replace missing mirror (removed when found broken several years ago) in room 208. The wall mirrors are used by voice students to check posture as they sing.

Supporting Evidence: Every practice room has a wall mirror for the vocal students except 208. That mirror broke several years ago and was never replaced.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Replace missing wall mirror in 208. **Type:** Facilities	The cost of the mirror.	Robert Mathews/M&O Director.	Yes

Recommendation: restroom mirror

Replace mirror in men's restroom of 200 building due to graffiti

Supporting Evidence: Graffiti has been scratched onto the men's room mirror in the 200 building.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Replace restroom mirror (men's room, building 200) **Type:** Facilities	the cost of the mirror	Robert Mathews/M&O Director	Yes

Recommendation: Add more picnic tables

Add more picnic tables in and around the 200 building.

Supporting Evidence: The (single) picnic table we have in the 200 building is very popular, but we have more students who want to sit and study outside than we have tables.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Add more picnic tables in and around the 200 building. Adding one at a time or many at once are both good options. **Type:** Facilities	The cost of the picnic tables	Robert Mathews/M&O Director	Yes

Recommendation: doorbar replacement

replace the missing doorbar on the glass door outside room 200.

Supporting Evidence: The doorbar is missing and it may be a code violation.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
replace the missing doorbar on the glass door outside room 200. **Type:** Facilities	unknown	See Robert Mathews if your not sure which door. Responsible: Robert Mathews/M&O Director.	Yes

Recommendation: Music Department sign

add a welcoming sign on the South side of building 200 that says "Music Department"

Supporting Evidence: The sign would instantly identify the building for new students.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
M&O meet with Robert Mathews to discuss the location and type of sign needed. **Type:** Facilities	minimal	Responsible: Robert Mathews and M&O Director.	Yes

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**

Recommendation: Music Park

Create a park-like atmosphere (similar to Olive Hill on the East side of the 100 building) by adding picnic tables and trash cans on the West side of building 200.

Supporting Evidence: The area would make a good place for students to sit and eat lunch or study and would make the campus look very welcoming, especially as it would be at the entrance of the College near the parking lot. Outdoor concerts and/or band performances could occur their, too.

Plans of Action			
Plan of Action	**Budgetary Impact**	**Timeline/Responsible Party**	**Active**
Have M&O meet with Robert Mathews to discuss the feasability and timeline for such a venture. **Type:** Facilities	unknown	Responsible: Robert Mathews and M&O Director	Yes