Program Review Report

Yuba Community College District

YC - Music Program Recommendations

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: 2012-2013
Type of Review: Annual Update
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.

Curriculum & SLO Assessment Summary : Music Department will create AA-T in Music according to the Transfer Model Curriculum. All courses seem to articulate well with the suggested curriculum. Music 1 will be revised, since ECE21 will be discontinued. Several courses which are activity-based need to be restructured, as they will no longer be repeatable.

All courses now have SLOs assigned. About 30% of courses were assessed last year. We need clearer communication from the administration regarding the needs of course assessment and ensure that the part-time adjunct faculty are on board with the process.

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC - Music Program Recommendations - 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 (SLO, WSCH, etc.):** YCCD data shows that without a fulltime	**Plan of Action:** Hire fulltime Instrumental faculty as soon as possible. **Type:** Staffing - Faculty **Budgetary Impact:** fulltime faculty salary	10/11/2012 - The music department again submitted a request for this position. As of yet, nothing has been done. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	

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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.			
YC - Music Program Recommendations - Pianos - Buy or trade in one existing piano for a Steinway baby grand piano. **Year(s) Requested:** 2011-2012 **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Information and background has been given to the dean (in 2011). **Type:** Equipment/Technology **Budgetary Impact:** $75-90,000 (not including trade in value)	10/15/2012 - No information received from budget or equipment concerning this matter. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
	Plan of Action: Purchase a new Steinway Piano (with possible trade-in of existing non-Steinway piano(s)) **Budgetary Impact:** $75,000-90,000		
	Plan of Action: 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:**		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
	Equipment/Technology **Budgetary Impact:** $75,000-90,000 depending on availability and trade-in value.		
YC - Music Program Recommendations - Piano maintenance - Implement a plan for upgrading and maintaining the existing pianos. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Budget money to maintain our existing pianos. **Budgetary Impact:** unknown	10/15/2012 - No money has been budgeted to date other than the existing tuning budget. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Music Program Recommendations - Piano faculty - Hire one fulltime piano faculty. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Hire fulltime piano faculty. **Type:** Staffing - Faculty **Budgetary Impact:** fulltime faculty salary	10/15/2012 - No headway made in this area. First we must hire a replacement full time instrumental faculty before we can move on to a full time piano faculty. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Music Program Recommendations - 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:**	**Plan of Action:** Request Measure J Funds for this. If this is not possible, research cost of storage POD **Type:** Facilities **Budgetary Impact:**	10/15/2012 - No progress made for this recommendation. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
02/01/2012 **Supporting Evidence (SLO, WSCH, etc.):** 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.	unknown		
YC - Music Program Recommendations - Practice Rooms - Add more practice rooms. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Request Measure J Funds. Request estimate from Wenger Music Corporation for stand-alone practice rooms. **Type:** Facilities **Budgetary Impact:** unknown	10/15/2012 - No progress on this recommendation because no Measure J funds have yet been authorized for improvement of the 200 building. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Music Program Recommendations - Sound improvement for the Jazz Band, musicals and concerts - Purchase three Bose L-1 Model 2 sound systems ($3,000	**Plan of Action:** Purchase three Bose L-1 Model 2 sound systems ($3,000 each). **Type:**	10/11/2012 - One bose sound system has been purchased. Two more are needed. **Recommendation Progress:** Recommendation Needs Improvement/Attention	

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
each). **Supporting Evidence (SLO, WSCH, etc.):** 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.	Equipment/Technology **Budgetary Impact:** $9,000 total, perhaps a little more with purchase of microphones and cables.	**Reporting Year:** 2012-2013	
YC - Music Program Recommendations - Electronic drumset - Purchase an electronic drumset, such as a Roland professional V-drums. ($6,000) **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Purchase a Roland professional V-drums drumset **Type:** Equipment/Technology **Budgetary Impact:** $6,000	10/15/2012 - There does not appear to be money for this item in this year's budget. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Music Program Recommendations -			

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Larger student locker (storage space) - Add larger lockers for student storage. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** 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 **Budgetary Impact:** unknown		
YC - Music Program Recommendations - Harpsichord - Purchase a harpsichord **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Purchase a harpsichord for use at rehearsals, concerts and recitals. **Type:** Equipment/Technology **Budgetary Impact:** $12,000-30,000 depending on the quality of the instrument.		
YC - Music Program Recommendations - Old instrument replacement - Set up a schedule to replace older, worn and/or useless instruments with new replacement instruments **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** 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 **Budgetary Impact:** unknown		
YC - Music Program Recommendations - Instrument repair budget - An instrument repair budget should be maintained to keep our instruments in playable condition. **Supporting Evidence (SLO, WSCH, etc.):**	**Plan of Action:** 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.		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
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.	**Budgetary Impact:** unknown		
YC - Music Program Recommendations - Outreach - Expand our outreach by taking more students to perform for the schools and community. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Set up a schedule to take performing students to schools and community performances. **Type:** Curriculum/SLO **Budgetary Impact:** Minimal	10/15/2012 - The Music and Theatre Departments took the cast of the musical, 'The Little Prince' to Linda Elementary, Bridge Street Elementary, and the Yuba City Public Library for presentations of the excerpt from the show and promoted reading in March 2011. **Recommendation Progress:** Recommendation Addressed/Satisfactory Progress **Reporting Year:** 2011-2012	
		10/11/2012 - Two students were taken to perform at the Yuba City Rotary club in September of 2012. One classical guitar student will perform at the new Sutter Center in October of 2012. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Music Program Recommendations - Building 200 aesthetics - Improve the aesthetics of the 200 building and its surroundings to make it more inviting to students.	**Plan of Action:** Discuss with M&O to find inexpensive options. **Budgetary Impact:** minimal	10/15/2012 - Hammocks donated by Dr. Mathews are hung and used by many. Dr. Ueda donated some plants for the courtyard. Music students and faculty volunteered to clean up the classrooms and the public area in the Bldg 200 Quad on 10/12/12. Weekly drum circle adds to inviting atmosphere. More can be done. **Recommendation Progress:** Recommendation Addressed/Satisfactory Progress **Reporting Year:** 2012-2013	

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC - Music Program Recommendations - 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 (SLO, WSCH, etc.):** A World Music class exists. The next step would be to compliment this with a World Music Performance class.	**Plan of Action:** Add experimental World Drumming class to fall 2012 schedule to explore student interest. **Type:** Curriculum/SLO **Budgetary Impact:** minimal	10/15/2012 - Adjunct instructor, William Rossel drafted a course outline for Indian Music course that would involve singing and drumming. We planned to offer it in 2012-13 as an experimental course first, but the budget cuts and FTEF reduction did not allow for its realization. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Music Program Recommendations - Advanced Guitar classes - Expand curriculum to include advanced guitar classes. **Supporting Evidence (SLO, WSCH, etc.):** The music department already offers classes in beginning and intermediate level guitar. An addition of advanced guitar would complete the class guitar curriculum.	**Plan of Action:** 1. Make an advanced guitar course outline. 2. Offer advanced guitar in 2012 or 2013 to explore student interest. **Type:** Curriculum/SLO **Budgetary Impact:** minimal		
YC - Music Program Recommendations - add a contemporary performing group - add to curriculum a contemporary performing group **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Purchase items needed for this group: 1. Electronic Drumset 2. Three Bose L-1 Model 2 sound systems **Type:** Curriculum/SLO **Budgetary Impact:** Electronic Drumset: $6,000 Three Bose L-1 Model 2 sound systems: $3,000 each		
	Plan of Action: 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		

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	sound system) 4. Offer the course in 2013 or 2014 to see if it's viable **Type:** Curriculum/SLO **Budgetary Impact:** 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)		
YC - Music Program Recommendations - Bassoon - Purchase school bassoon **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Purchase bassoon for concert band performances. Bassoon should be of professional or concert quality. **Budgetary Impact:** approximately $8,000		
YC - Music Program Recommendations - Oboe - Purchase oboe to replace existing cracked oboe. New oboe should have full conservatory key system. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Purchase new oboe for concert band. **Budgetary Impact:** approximately $2,500-3,000		
YC - Music Program Recommendations - Piano curriculum - Improve offerings of curriculum in piano studies **Supporting Evidence (SLO, WSCH, etc.):** As the piano curriculum is currently being	**Plan of Action:** First hire fulltime piano faculty, then the piano curriculum can be expanded to offer a normal amount of piano courses. **Type:** Curriculum/SLO		

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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.	**Budgetary Impact:** Fulltime piano position salary.		
YC - Music Program Recommendations - Applied Music restructure - Restructure the applied music classes as to have less negative impact on faculty. **Year(s) Requested:** 2012-2013 **Request Date:** 11/01/2012 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** 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. TMC requires Music Transfer students to take 4 semester of applied music instruction. Currently the instructor load unit is 1.5 regardless of number of students enrolled, though the contact hours multiply by the number of students. There is an added problem when reduction in FTEF is demanded. We need a creative solution to balance these issues.	**Plan of Action:** 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.) **Budgetary Impact:** minimal	10/15/2012 - Since TMC for AA-T in Music require 4 semesters of applied music instruction, the review of how these courses are structured need to be done ASAP with the Dean and the Academic VP. Budgetary impact also must be assessed. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Music Program Recommendations - Musicals - Create a plan to make musicals a regular part of Yuba College Public Events.	**Plan of Action:** 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		

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Supporting Evidence (SLO, WSCH, etc.): 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.	commitment if fair for everyone involved. **Type:** Curriculum/SLO **Budgetary Impact:** minimal		
	Plan of Action: Revise scheduling so that music director doesn't have to volunteer time to put on a musical. **Type:** Curriculum/SLO **Budgetary Impact:** minimal		
YC - Music Program Recommendations - Measure J - Improve facilities using Measure J funds. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** As soon as funds become available, replace roof, heating unit, and other items approved by the building 200 committee. **Type:** Facilities **Budgetary Impact:** only Measure J funds		
YC - Music Program Recommendations - Cultural Events Series - Bring back the (successful) Cultural Events Series at Yuba College **Supporting Evidence (SLO, WSCH, etc.):** In the early 2000's Yuba College had a successful Cultural Events Series. It even made money. That alone would support its return.	**Plan of Action:** Plan a 4-event evening cultural event series. **Type:** Staffing - Other **Budgetary Impact:** minimal--the previous series made a profit.	10/11/2012 - A classical guitar concert series is offered on an experimental basis consisting of one classical guitar concert in September, October and November. If the concert attendance is satisfactory, a full concert series could be developed. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Music Program Recommendations - Expand curriculum in area of humanities and ECE. - Offer more classes and sections in humanities and ECE.	**Plan of Action:** Plan best way to improve class offerings in humanities and ECE. **Type:**		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Supporting Evidence (SLO, WSCH, etc.): 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.	Curriculum/SLO **Budgetary Impact:** minimal		
YC - Music Program Recommendations - 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 (SLO, WSCH, etc.):** 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.	**Plan of Action:** make room 200 a "smart classroom" **Budgetary Impact:** Unknown. This was supposed to have been done with Measure J. Perhaps the cost appears on the Measure J plans for building 200.		
YC - Music Program Recommendations - Technology upgrade for room 201 - Use more modern technology in room 201, for example, flat screen TVs and document reader. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Make room 201 a "smart classroom" including high-grade sound for playing recorded examples for general music classes. **Type:** Equipment/Technology **Budgetary Impact:** Unknown. This was supposed to happen with Measure J. Perhaps the amount appears in the Measure J plans for building 200.		
YC - Music Program Recommendations - Wi-fi - Make wi-fi available to the students from the 200 building.	**Plan of Action:** Ask IT to make wi-fi available to the students from the 200 building. **Type:**		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Supporting Evidence (SLO, WSCH, etc.): 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.	Equipment/Technology **Budgetary Impact:** Unknown--IT would know.		
YC - Music Program Recommendations - Posture chairs - Purchase 50 posture chairs (chairs designed specifically for musicians and long rehearsals) for use/storage in the theatre. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** 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 **Budgetary Impact:** Posture chairs are $200 each. Single purchase date: $10,000 Purchasing 10 per year for 5 years: $2,000 per year		
YC - Music Program Recommendations - Upgrade existing practice rooms - Put a computer (equiped with "Smartmusic" software) in each of 4 existing practice rooms. **Supporting Evidence (SLO, WSCH, etc.):** The "Smartmusic" software is used in room 200 and has proven to be an effective tool for band and applied music studies.	**Plan of Action:** 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. **Budgetary Impact:** None. Involves use of used computers not currently being operated on campus.		
	Plan of Action: 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. **Budgetary Impact:** minimal		

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	Plan of Action: Once OK for used computers and Internet connections added to four practice rooms, purchase Smartmusic software. **Budgetary Impact:** $500		
YC - Music Program Recommendations - Ensemble Music Folio Cabinet - Purchase a Wenger Band/Choral Music Folio Cabinet and Sorting Unit **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Purchase a Wenger Choral Music Library Cabinet **Budgetary Impact:** There are different styles and sizes for the Wenger cabinets. Cost would be approximately $1,500. The sorting unit costs approximately $900.		
YC - Music Program Recommendations - 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 (SLO, WSCH, etc.):** 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.	**Plan of Action:** 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. **Budgetary Impact:** 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.		

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YC - Music Program Recommendations - Ensemble Music Library - Purchase moving library shelving unit and reorganize filing system for band, chamber and choral music. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** 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 **Budgetary Impact:** 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.		
YC - Music Program Recommendations - 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 (SLO, WSCH, etc.):** 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.	**Plan of Action:** 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 **Budgetary Impact:** Unknown. The request was made for Measure J remodel.		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC - Music Program Recommendations - Instrument rental budget - Secure budget to rent instruments. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Establish relationship with a local music store and obtain a rental fee schedule for various instruments. **Type:** Equipment/Technology **Budgetary Impact:** Flexible but minimal		
YC - Music Program Recommendations - Paint the facilities - Paint the classroom and facilities of the 200 building. **Supporting Evidence (SLO, WSCH, etc.):** All rooms and facilities are in need of new paint.	**Plan of Action:** The classrooms and facilities, including offices and practice rooms should be painted when scheduling allows. **Type:** Facilities **Budgetary Impact:** unknown		
YC - Music Program Recommendations - new roof - replace the existing roof **Supporting Evidence (SLO, WSCH, etc.):** The YCCD facilities master plan lists the 200 building roof as "in poor condition and needs replacement."	**Plan of Action:** Replace the roof of the 200 building. **Type:** Facilities **Budgetary Impact:** unknown-this was supposed to have been done with Measure J funds		
YC - Music Program Recommendations - replacement of glue-on ceiling tiles - replace glue-on ceiling tiles where they have come off **Supporting Evidence (SLO, WSCH, etc.):** The YCCD Facility Master Plan states that "the glue-on ceiling tiles are in need of replacement in some areas."	**Plan of Action:** Have M&O come out and assess cost and timeline. **Type:** Facilities **Budgetary Impact:** unknown-This was supposed to have been paid for with Measure J funds		
YC - Music Program Recommendations -			

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
replace 9x9 inch floor tiles in 200 building - 9x9 floortiles should be replaced with tiles that do not have asbestos. **Supporting Evidence (SLO, WSCH, etc.):** The YCCD Facilities Master Plan states that "The 9x9 inch floor tile should be replaced in the building as they contain asbestos."	**Plan of Action:** Replace 9x9 floor tiles with tiles that do not have asbestos. **Type:** Facilities **Budgetary Impact:** unknown-this was supposed to have been paid for with Measure J funds		
YC - Music Program Recommendations - Emergency Lights - Install emergency lights in the classrooms in the 200 building. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Install emergency lights in the 200 building classrooms. **Type:** Facilities **Budgetary Impact:** unknown-this was supposed to have been paid for by Measure J funds		
YC - Music Program Recommendations - Replace electrical panel boards, wires and receptacles in 200 building - Replace electrical panel boards, wires and receptacals in the 200 building **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** Replace electrical panel boards, wires and receptacles in the 200 building. **Type:** Facilities **Budgetary Impact:** unknown-Measure J was supposed to have paid for this.		
YC - Music Program Recommendations - Emergency Generator - Install an emergency generator for building 200. **Supporting Evidence (SLO, WSCH, etc.):** The YCCD Facilities Master Plan states:	**Plan of Action:** Install an emergency generator. **Type:** Facilities **Budgetary Impact:** unknown-measure J was supposed to have		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
	paid for this		
"The building does not have an emergency generator."			
YC - Music Program Recommendations - Fire Sprinklers - Install fire sprinklers in the 200 building (only storage areas and restrooms currently have fire sprinklers) **Supporting Evidence (SLO, WSCH, etc.):** The YCCD Facilities Master Plan states "The building only has a fire sprinkler system in storage areas and in restrooms."	**Plan of Action:** Install fire sprinklers in the 200 building. **Type:** Facilities **Budgetary Impact:** unknown-this was supposed to have been done with Measure J funds		
YC - Music Program Recommendations - New Heating and Air-Conditioning system - replace old, unreliable heating/air system with newer model. **Supporting Evidence (SLO, WSCH, etc.):** We have had major problems with the heating and air system every semester. It's just a very old system.	**Plan of Action:** Replace heating/air system **Type:** Facilities **Budgetary Impact:** unknown-we had asked for this from Measure J funds.		
YC - Music Program Recommendations - carpet replacement - Replace all carpets in the 200 building **Supporting Evidence (SLO, WSCH, etc.):** All carpets are very worn and in need of replacement.	**Plan of Action:** Replace all carpets in the 200 building. Begin with the most worn carpet, room 200. **Budgetary Impact:** unknown-it would be acceptable to replace the carpets one at a time, for example, one per semester, if that would help the budgeting.		
YC - Music Program Recommendations - 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 (SLO, WSCH, etc.):**	**Plan of Action:** Replace missing wall mirror in 208. **Type:** Facilities **Budgetary Impact:** The cost of the mirror.		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Every practice room has a wall mirror for the vocal students except 208. That mirror broke several years ago and was never replaced.			
YC - Music Program Recommendations - restroom mirror - Replace mirror in men's restroom of 200 building due to graffiti **Supporting Evidence (SLO, WSCH, etc.):** Graffiti has been scratched onto the men's room mirror in the 200 building.	**Plan of Action:** Replace restroom mirror (men's room, building 200) **Type:** Facilities **Budgetary Impact:** the cost of the mirror		
YC - Music Program Recommendations - Add more picnic tables - Add more picnic tables in and around the 200 building. **Supporting Evidence (SLO, WSCH, etc.):** 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.	**Plan of Action:** 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 **Budgetary Impact:** The cost of the picnic tables		
YC - Music Program Recommendations - doorbar replacement - replace the missing doorbar on the glass door outside room 200. **Supporting Evidence (SLO, WSCH, etc.):** The doorbar is missing and it may be a code violation.	**Plan of Action:** replace the missing doorbar on the glass door outside room 200. **Type:** Facilities **Budgetary Impact:** unknown	10/11/2012 - No replacement for the doorbar yet. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Music Program Recommendations - Music Department sign - add a welcoming sign on the South side of building 200 that says "Music Department" **Supporting Evidence (SLO, WSCH, etc.):** The sign would instantly identify the building for new students.	**Plan of Action:** M&O meet with Robert Mathews to discuss the location and type of sign needed. **Type:** Facilities **Budgetary Impact:** minimal		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC - Music Program Recommendations - 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 (SLO, WSCH, etc.):** 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.	**Plan of Action:** Have M&O meet with Robert Mathews to discuss the feasability and timeline for such a venture. **Type:** Facilities **Budgetary Impact:** unknown		