

ACADEMIC YEAR 2020-21 / RESOURCE REQUESTS

Instructional Associate (PT) - Computer lab

This view always presents the most current state of the plan item.

Plan Item was last modified on 11/12/20, 2:52 PM

Your individual permission settings determine what fields and content are visible to you.

Template:

Staff, Non-FT Faculty, Administrator Hiring Request

Program/Unit:

Art

CHECK THIS BOX IF THIS IS A FAST TRACK REQUEST:

Name of Person Completing this Form:

Position Title:

Instructional Associate (PT) - Computer lab

Statement of Need:

The Art, Theater and Music programs have over 50 desktops computers and 25 laptops, each requiring maintenance on a regular basis, often multiple times per month due to operating system security patches, classroom specific software updates critical to instruction and peripheral driver management.

The main applications used by Art and Theater include the Adobe Creative Suite, which updates almost every 2-3 weeks one of its 15 applications (Photoshop, Illustrator, etc). The primary instructors who depend on the software functioning correctly have requested that the software update as often as possible, but prior staffing only allowed for once per semester and maybe once between semesters. With the addition of the interim Instructional Associate – Computer Lab, updating the software and drivers as requested by the lead instructors has become possible.

The main applications used by Music are the AVID products, ProTools and Sibelius, Aurelia and Musition. Other applications reinforce ear training, notation and sound recording, all critical to instruction within the room. Operating software patches, classroom specific software updates, plug ins and peripheral device drivers all require multiple upkeep, but prior staffing didn't allow for more than once per semester. With the addition of the interim Instructional Associate, updating the software and drivers as requested by the lead instructors has become possible.

The MAT program has over 75 computer stations requiring multiple maintenance cycles per semester, sometimes multiple times per month due to operating system security patches, classroom specific software updates critical to instruction and peripheral driver management. MAT needs is very similar to the Art department, which with the addition of the interim Instructional Associate – Computer Lab. updating the software and drivers as requested by the lead instructors has become possible.

Over 160 computers supported by the current interim Instructional Associate – Computer Lab which cover Art, Music, Theatre and MAT departments.

This is a joint request from AIS, Art, Music, Theatre and MAT department.

Linked Documents

There are no attachments.

Attached Files

There are no attachments.

Salary Funding Account Source:

22 Salaries - Classified Instr Permanent,

Amount Requested for Salary Only:

\$ 30880

Position Salary Range:

Hours Per Week:

Months Per Year:

Grant or Categorical Funded Position?:

Brief Grant Description:

Health Benefits and Retirement System:

Equipment:

Equipment Funding - Other:

Equipment Funding - Other - Amount Requested:

Responsible Users:

Start:

7/1/2020

End:

6/30/2021

Progress:

Related Items

Supports *(Connected Up):*

Instructional Associate (PT) - Computer lab
Art Action Plan

Instructional Associate (PT) - Computer lab / Ongoing Action Plan
Art Action Plan

Supported By *(Connected Down):*

Art - Instructional Associate - Computer Lab
Art BPC Use

ACADEMIC YEAR 2020-21 / GOALS/ACTION PLANNING

Instructional Associate (PT) - Computer lab / Ongoing Action Plan

This view always presents the most current state of the plan item.

Plan Item was last modified on 4/22/21, 1:42 PM

Your individual permission settings determine what fields and content are visible to you.

Template:

Action Plan

Program/Unit:

Art

Action Plan Title:

Instructional Associate (PT) - Computer lab / Ongoing Action Plan

Action Plan Objective/Synopsis:

This Art Department requests a new position - Instructional Associate (PT) - Computer lab. 18 hours per week, 10 months per year (August through May), on the Oceanside Campus. It is created to respond to the demand of MAC-centered computer labs serving the Department of ART, Music, Theater, and MAT. These combined areas have computers running specialized programs for image editing, sound editing, architectural rendering, video production, and more. In the Art department, they are also running specialized peripheral machines like scanners and printers. The AIS department currently has one full-time employee to manage all MAC computers and their associated needs on campus, and demand has far outstripped ability to provide timely service, interfering with instruction and the operation of the facilities. The new position would report directly to AIS but would work in tandem with department leads in Art, Music, and other areas to address issues as they arise. A Interim position has been created for the 2019-2020 academic year. Additional information from the Dean of Arts & Languages: The Art, Theater and Music programs have over 50 desktops computers and 25 laptops, each requiring maintenance on a regular basis, often multiple times per month due to operating system security patches, classroom specific software updates critical to instruction and peripheral driver management. The main applications used by Art and Theater include the Adobe Creative Suite, which updates almost every 2-3 weeks one of its 15 applications (Photoshop, Illustrator, etc). The primary instructors who depend on the software functioning correctly have requested that the software update as often as possible, but prior staffing only allowed for once per semester and maybe once between semesters. With the addition of the interim Instructional Associate – Computer Lab, updating the software and drivers as requested by the lead instructors has become possible. The main applications used by Music are the AVID products, ProTools and Sibelius, Aurelia and Musition. Other applications reinforce ear training, notation and sound recording, all critical to instruction within the room. Operating software patches, classroom specific software updates, plug ins and peripheral device drivers all require multiple upkeep, but prior staffing didn’t allow for more than once per semester. With the addition of the interim Instructional Associate, updating the software and drivers as requested by the lead instructors has become possible. The MAT program has over 75 computer stations requiring multiple maintenance cycles per semester, sometimes multiple times per month due to operating system security patches, classroom specific software updates critical to instruction and peripheral driver management. MAT needs is very similar to the Art department, which with the addition of the interim Instructional Associate – Computer Lab. updating the software and drivers as requested by the lead instructors has become possible. Over 160 computers supported by the current interim Instructional Associate – Computer Lab which cover Art, Music, Theatre and MAT departments. This is a joint request from AIS, Art, Music, Theatre and MAT department.

Expected Plan Start Date:

1/1/2020

Projected Date Of Plan Completion:

5/20/2022

Resources Needed?:

Staffing,

Institutional Goals Alignment (current goals):

I. MiraCosta College will provide equitable access, enhance student success and close equity gaps., II. MiraCosta College will meet identified external community needs., III. MiraCosta College will foster academic excellence.,

Institutional Goals Alignment (previous goals):

Partnering Programs:

Music, Theatre, MAT

Steps and Timeline for Implementation:

- Fall 2019 Position Request
- Early Spring 2020 Advertise Position
- Mid Spring Read Applications
- Late Spring 2020 Interviews and Hire
- Fall 2020 New Hire Begins Working

Continue this plan until staff member is hired

Linked Documents
There are no attachments.

Attached Files
There are no attachments.

Assessment Plan:

RESOURCES NEEDED? If resources are needed to execute this action plan, check this box and complete the appropriate resource request form(s) in the fall.:

Progress:

Responsible Individuals:

Start:

7/1/2020

End:

6/30/2021

Related Items

Supports *(Connected Up):*

New Staff Hires / Ongoing Goal
Art Program/Unit Goal

Supported By *(Connected Down):*

Instructional Associate (PT) - Computer lab
Art Staff, Non-FT Faculty, Administrator Hiring Request

ACADEMIC YEAR 2020-21 / GOALS/ACTION PLANNING

Instructional Associate (PT) - Computer lab

This view always presents the most current state of the plan item.

Plan Item was last modified on 3/19/21, 2:07 PM

Your individual permission settings determine what fields and content are visible to you.

Template:

Action Plan

Program/Unit:

Art

Action Plan Title:

Instructional Associate (PT) - Computer lab

Action Plan Objective/Synopsis:

This Art Department requests a new position - Instructional Associate (PT) - Computer lab. 18 hours per week, 10 months per year (August through May), on the Oceanside Campus. It is created to respond to the demand of MAC-centered computer labs serving the Department of ART, Music, Theater, and MAT. These combined areas have computers running specialized programs for image editing, sound editing, architectural rendering, video production, and more. In the Art department, they are also running specialized peripheral machines like scanners and printers. The AIS department currently has one full-time employee to manage all MAC computers and their associated needs on campus, and demand has far outstripped ability to provide timely service, interfering with instruction and the operation of the facilities. The new position would report directly to AIS but would work in tandem with department leads in Art, Music, and other areas to address issues as they arise. A Interim position has been created for the 2019-2020 academic year. Additional information from the Dean of Arts & Languages: The Art, Theater and Music programs have over 50 desktops computers and 25 laptops, each requiring maintenance on a regular basis, often multiple times per month due to operating system security patches, classroom specific software updates critical to instruction and peripheral driver management. The main applications used by Art and Theater include the Adobe Creative Suite, which updates almost every 2-3 weeks one of its 15 applications (Photoshop, Illustrator, etc). The primary instructors who depend on the software functioning correctly have requested that the software update as often as possible, but prior staffing only allowed for once per semester and maybe once between semesters. With the addition of the interim Instructional Associate – Computer Lab, updating the software and drivers as requested by the lead instructors has become possible. The main applications used by Music are the AVID products, ProTools and Sibelius, Aurelia and Musition. Other applications reinforce ear training, notation and sound recording, all critical to instruction within the room. Operating software patches, classroom specific software updates, plug ins and peripheral device drivers all require multiple upkeep, but prior staffing didn’t allow for more than once per semester. With the addition of the interim Instructional Associate, updating the software and drivers as requested by the lead instructors has become possible. The MAT program has over 75 computer stations requiring multiple maintenance cycles per semester, sometimes multiple times per month due to operating system security patches, classroom specific software updates critical to instruction and peripheral driver management. MAT needs is very similar to the Art department, which with the addition of the interim Instructional Associate – Computer Lab. updating the software and drivers as requested by the lead instructors has become possible. Over 160 computers supported by the current interim Instructional Associate – Computer Lab which cover Art, Music, Theatre and MAT departments. This is a joint request from AIS, Art, Music, Theatre and MAT department.

Expected Plan Start Date:

1/1/2020

Projected Date Of Plan Completion:

5/22/2021

Resources Needed?:

Staffing,

Institutional Goals Alignment (current goals):

Institutional Goals Alignment (previous goals):

I. Vanguard Institution (Innovation, Best Practices, Broad Access, Environmental), II. Academic Success (Students have high probability of achieving academic success), III. Data-informed Planning and Decisions,

Partnering Programs:

Music, Theatre, MAT

Steps and Timeline for Implementation:

- Fall 2019 Position Request
- Early Spring 2020 Advertise Position
- Mid Spring Read Applications
- Late Spring 2020 Interviews and Hire
- Fall 2020 New Hire Begins Working

Continue this plan until staff member is hired

Linked Documents
There are no attachments.

Attached Files
There are no attachments.

Assessment Plan:
When the Instructional Associate is hired the plan will be considered complete

RESOURCES NEEDED? If resources are needed to execute this action plan, check this box and complete the appropriate resource request form(s) in the fall.:

Progress:

Responsible Individuals:
Lauren Greenwald (LGREENWALD) , Dean Ramos (DRAMOS)

Start:
7/1/2019

End:
6/30/2020

Related Items

Supports *(Connected Up)*:
New Staff Hires
Art Program/Unit Goal

Supported By *(Connected Down)*:
Instructional Associate (PT) - Computer lab
Art Staff, Non-FT Faculty, Administrator Hiring Request

Instructional Associate (PT) - Computer lab
Art Staff, Non-FT Faculty, Administrator Hiring Request

ACADEMIC YEAR 2020-21 / BPC USE

Art - Instructional Associate - Computer Lab

This view always presents the most current state of the plan item.

Plan Item was last modified on 7/12/21, 2:55 PM

Your individual permission settings determine what fields and content are visible to you.

Template:

BPC Use

Name:

Art - Instructional Associate - Computer Lab

Program/Unit:

Art

Request Number:

30/71

Late Add:

Off-Ramped:

Off-Ramped Notes:

Division Ranking:

st1

Division Notes:

Combined requests 30 and 71.

EMT Ranking:

H,

EMT Notes:

Split between this and #71

RCP Ranking:

2

RCP Notes:

Combined with #71

Budget RCP Ranking:

Yes

Budget RCP Notes:

BPC Ranking:

Yes

BPC Notes:

Health benefits costs added.

Funded:

true

One Time vs On-Going:

Funding Notes:

Ongoing

Amount Funded: \$103,455.63

Fund: 11

Designation: 1356_DG

Project: 190495_PJ Program Review On-Going

Cost Center: 109

Program: 6151

Ledger: 2 - Classified Salaries

3 -Employee Benefits

Designation:

Project:

Cost Center:

Program:

Fund:

Progress:

Completed

Start:

7/1/2020

End:

6/30/2021

Responsible Users:

Funded Plan Feedback:

Related Items

Supports (Connected Up):

Instructional Associate (PT) - Computer lab
Art Staff, Non-FT Faculty, Administrator Hiring Request

Supported By (Connected Down):

No supported by items currently associated