2020 Instructional Program Reviews

Cañada College

CAN Program Review (Instructional) - Digital Art & Animation (Fall 2024)

STEP 1: Annual Updates

2020-2021
1. Changes & Updates: Added needed computer refresh for 13-211 Macs
2. Progress Reports: Only resource request update, full program review update delayed by COVID.
3. Rationale for New Goals: Continuing to provide excellent career education training to digital art students.
Annual Update Status: In Process

Goal Description: Develop UI/UX/Content Strategy certificate

Develop and offer a new certificate in User Interface/User Experience and Content Strategy for web development. Well-paying jobs are available to graduates with skills in these areas, and local companies are the prime employers of these individuals

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 01/14/2019
Estimated Completion Date: 04/15/2019
Please select the college goals with which your program goal aligns.: Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

Action Plans

2018-2019 - Confer with advisory board and subject matter experts to determine the number of classes and class content required for this certificate.

Write preliminary course outlines and seek input from advisory board and SMEs.

Incorporate feedback.

Create necessary new courses in Curricunet.

Create new certificate proposal incorporating courses into certificate offering.

Submit course and certificate proposals to the curriculum process. (Active)

Who's Responsible for Completing this Action Plan?: Paul Naas, Hyla Lacefield
Estimated Completion Date: Early Fall 2019

Goal Description: Upgrade presentation monitors in 22-113, 13-211, and 13-214

Replace existing projectors in three Digital Art & Animation studios with video monitors. Projector resolution is too low for detail work, and color presentation is not accurate for classes like Digital Painting, Digital Illustration, Color Theory, and Compositing. In 22-

113 specifically, the low projector resolution prevents use of the entire computer monitor, cramming details into a smaller space on screen, making it hard for students to see small details, menu calls, icons, etc.

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 12/18/2018
Estimated Completion Date: 01/10/2019
Please select the college goals with which your program goal aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Action Plans

2018-2019 - Meet with IT and Facilities to discuss installation locations, installation options, and monitor sizes (Active)
Who's Responsible for Completing this Action Plan?: Paul Naas   **Estimated Completion Date:** 11/2018

Resource Requests

Three 85" TV monitors at ~ $1,700 each. - Example: https://www.hdvisionmax.com/Samsung-85-LED-Smart-TV-4K-UltraHD-p/un85ju7100fxza.htm
Type of Resource: Equipment (Items Over $5000)   **Cost:** 5100

Three monitor mounts at ~ $105 each - Example: https://www.displays2go.com/P-28302/Swing-Out-TV-Mount-for-42-90-Screens?utm_source=google.pla&utm_medium=cpc&utm_campaign=GooglePLA&gclid=EAIaIQobChMI75i0muiz3gIVz2B-
Type of Resource: Supplies (Items less than $5000)   **Cost:** 315

Goal Description: Relocate Digital Art & Animation studios after new Science and Technology building opens

Relocating DA&A studios into vacated space in existing Science and Math classrooms so that studios occupy contiguous space and are not scattered all over camps as they are currently. Ideally, faculty offices will move as well, but priority is bringing all three studios together.

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 07/15/2019
Estimated Completion Date: 08/12/2019
Please select the college goals with which your program goal aligns.: Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures processes and practices that invest in a diverse student population and prioritize and promote equitable inclusive and transformative learning.

Action Plans

2018-2019 - Identify studio spaces and schedule relocation of existing studios into contiguous spaces located somewhere within existing Science and Math buildings (Active)
Who's Responsible for Completing this Action Plan?: Paul Naas, Hyla Lacefield, Leonor Cabrera, Jamillah Moore, Facilities, IT

Estimated Completion Date: Summer 2019

Resource Requests

Relocation of furniture and equipment from existing DA&A studios into vacated space in existing Science and Math buildings
Type of Resource: Facilities
Cost: 20000

Goal Description: New computer and scanner for 22-113

The computer and scanner combination in 22-113 is very old technology. The Mac that drives the scanner is at least 10 years old, and the scanner was donated by Professor Naas several years ago.

The department needs at least one large-format scanner for students who work on paper larger than 8.5x11

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 05/20/2019
Estimated Completion Date: 08/05/2019
Please select the college goals with which your program goal aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Action Plans

2018-2019 - Source PC and large-format scanner from district-approved vendors. (Active)
Who's Responsible for Completing this Action Plan?: Paul Naas, Hyla Lacefield, IT department
Estimated Completion Date: Summer 2019

Resource Requests

Desktop PC - Example:
https://store.hp.com/us/en/pdp/hp-slimline-desktop-290-a0035z?&jumpid=cs_con_nc_ns&utm_medium=cs&utm_source=ga&utm_campaign=PSG_CONS_LGM_DESKTOPS_BR&utm_content=sp&adid=289683348674&addisttype=gpla&X6B99AA%23ABA&gclid=EAIaIQobChMI1P3rkeyz3gIVjvhkCh1RogM4EAQYAyABEgJzc_D_BwE&gclsrc=aw.ds
Type of Resource: Supplies (Items less than $5000)
Cost: 300

Large format scanner - Example:
https://www.bhphotovideo.com/c/product/1387810-REG/xerox_xdm47005m_wu_xerox_documate_4700_simplex.html?ap=y&gclid=EAIaIQobChMIlqKw_euz3gIVCo9-
Type of Resource: Supplies (Items less than $5000)
Cost: 600

PC monitor - Example:
https://express.google.com/u/0/product/10739257114293129918_1402125645040995609_125181302?utm_source=google_shopping&utm_medium=tu_prop&utm_content=eid-lsjeuxoeqt,eid-lcjybysgxm&gtim=CJy_ovrMwP_d6AEQ6ZPc-

pSV7obrARjwiMxaIgNVU0QooPeY3wUw9rrYOw&utm_campaign=125181302&gclid=CjwKCAjwyOreBRAYEiwAR2mSkrbdQ9oKEoW
VgDdG2c4XTvnnwO8Bf9ZNTuJYdBIvkW3pWlxKuzUf2BoCqKcQAvD_BwE

Type of Resource: Supplies (Items less than $5000)
Cost: 180

Goal Description: Replace computers in traditional animation studio 13-214

The computers in the traditional animation studio that are used by the instructor for demonstration and the students for filming are old and in need of replacement. The operating system cannot be upgraded anymore due to obsolete CPUs, and they were repurposed when the machines in 22-113 were upgraded four years ago. I estimate they've been in use for nearly 10 years, and it's time they were retired.

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 05/20/2019
Estimated Completion Date: 07/29/2019
Please select the college goals with which your program goal aligns.: Organizational Development - Focus institutional resources on the structures processes and practices that invest in a diverse student population and prioritize and promote equitable inclusive and transformative learning.

Action Plans

2018-2019 - Meet with IT to determine technology needs, create system specifications (Active)

Who's Responsible for Completing this Action Plan?: Paul Naas, IT department
Estimated Completion Date: Fall 2018

Resource Requests

Three PC monitors - Example:
https://www.bestbuy.com/site/acer-sa230-23-ips-led-fhd-monitor-black/6051020.p?skuId=6051020&ref=212&loc=1&extStoreId=140&ds_rl=1260666&ds_rl=1266837&ref=212&loc=1&ds_rl=1266837&gclid=EAIaIQobChMIhNHZ6_az3gIVEr3sCh3XqA7zEAkYAyABEgKZ9_D_BwE&gclsrc=aw.ds

Type of Resource: Supplies (Items less than $5000)
Cost: 160

Three PC towers - Example:
https://www.dell.com/en-us/shop/cty/pdp/spd/inspiron-3470-desktop/fdcwgmsfc313s?mkwid=skVx7wX5p&pcrid=166251983483&pkw=&pmt=&pdv=c&slid=&product=FDCWGMSFC313S&pgrid=36243867583&pgrid=36243867583&ptaid=pla-350369672290&ptaid=pla-350369672290&VEN1=skVx7wX5p,166251983483,901pdb6671,c,,FDCWGMSFC313S,36243867583,pla-350369672290&VEN1=skVx7wX5p,166251983483,901pdb6671,c,,FDCWGMSFC313S,36243867583,pla-350369672290&VEN2=,&VEN2=,&dgc=st&dgc=st&dgseg=dhs&dgseg=dhs&acd=1230980731501410&acd=1230980731501410&cid=308989&st=&gclid=EAIaIQobChMIsPvdxvaz3gIVDIB-

Type of Resource: Supplies (Items less than $5000)
Cost: 400

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Goal Description: 20 new Wacom Intuos Pro tablets to replace worn out tablets

We have Intuos tablets dating back several versions that have reached the end of their usable life. Need to replace at least 20

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 12/10/2018
Estimated Completion Date: 01/10/2019
Please select the college goals with which your program goal aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Action Plans

2018-2019 - IT to request quote and order 20 new Intuos Pro tablets (Active)
Who's Responsible for Completing this Action Plan?: Paul Naas, Hyla Lacefield, IT **Estimated Completion Date:** Winter 2018

Resource Requests

10 Intuos Pro tablets, Large size - Replacing worn out Intuos 2 and 3 model tablets
Type of Resource: Equipment (Items Over $5000) **Cost:** 5000

10 Intuos Pro tablets, Medium size - Replacing worn out Intuos 2 and 3 model tablets
Type of Resource: Supplies (Items less than $5000) **Cost:** 3500

Goal Description: Green screen stand for shooting compositing video

We have a green screen kit, but it didn't come with a stand to support the screen itself. Instructors have been pinning the green screen to the wall. A collapsible stand will make the kit easier to set up and take down.

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 12/18/2018
Estimated Completion Date: 01/31/2019
Please select the college goals with which your program goal aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Action Plans

2018-2019 - Source and request purchase of a support stand for our existing green screen. (Active)
Who's Responsible for Completing this Action Plan?: Paul Naas **Estimated Completion Date:** Winter 2018

Resource Requests

Support stand for green screen (used in Compositing class) - Example: https://www.walmart.com/ip/Limo-Studio-Photo-Video-Studio-Adjustable-Muslin-Background-Backdrop-Support-System-Stand-Cross-Bar-LIWA18/300973836?athcpid=300973836&athpgid=athenaItemPage&athcgid=null&athznid=PWVUB&athieid=v0&athstid=CS020&athguid=1493db92-aa0-166d12503f2edd&athena=true
Type of Resource: Supplies (Items less than $5000)   **Cost:** 45

Goal Description: VR rig for developing VR elements of 3D animation

VR is becoming a big part of gaming and 3D. Requesting a full VR system - headset, controllers, and computer - to allow for development of VR projects in the department.

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 01/14/2019
Estimated Completion Date: 08/12/2019
Please select the college goals with which your program goal aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Action Plans

2018-2019 - Identify, source, and request quotes on VR components. IT to purchase (Active)
Who's Responsible for Completing this Action Plan?: Paul Naas, IT department   **Estimated Completion Date:** End of Spring 2019

Resource Requests

HTC Vive headset and controllers - Example: https://www.neweggbusiness.com/Product/Product.aspx?Item=9B-26-918-011&ignorebbr=1&nm_mc=KNC-GoogleBiz-PC&cm_mmc=KNC-GoogleBiz-PC-_-pla-_-VR+Headsets-_-9B-26-918-011&gclid=CjwKCAjwyOreBRAYEiwAR2mSkgLS5beXMb6mMhjPPDj4SYiZVmoW_Cnxc1rykS0Zl90PjcfksCushBoCbGYQAvD_BwE&gclsrc=aw.ds
Type of Resource: Supplies (Items less than $5000)   **Cost:** 500

PC monitor - Example: https://express.google.com/u/0/product/10739257114293129918_1402125645040995609_125181302?utm_source=google_shopping&utm_medium=tu_prop&utm_content=eid-lsjeuxoeqt,eid-lcjybysgxm&gtim=CJy_ovrMwP_d6AEQ6ZPc-pSV7obrARjwiMxaIgNVU0QooPeY3wUw9rrYOw&utm_campaign=125181302&gclid=CjwKCAjwyOreBRAYEiwAR2mSkrbdQ9oKEoWVgDdG2c4XTvnnwO8Bf9ZNTuJYdBIvkW3pWlxKuzUf2BoCqKcQAvD_BwE
Type of Resource: Supplies (Items less than $5000)   **Cost:** 200

VR- capable PC tower - Example:

https://www.dell.com/en-us/shop/cty/pdp/spd/alienware-aurora-r7-desktop/dpcwxtc01h?mkwid=sE4YKQaAT&pcrid=256712733275&pkw=&pmt=&pdv=c&slid=&product=DPCWXTC01H&pgrid=53981611158&pgrid=53981611158&ptaid=aud-537409439212:pla-424455544503&ptaid=aud-537409439212:pla-424455544503&VEN1=sE4YKQaAT,256712733275,901pdb6671,c,,DPCWXTC01H,53981611158,aud-537409439212:pla-424455544503&VEN1=sE4YKQaAT,256712733275,901pdb6671,c,,DPCWXTC01H,53981611158,aud-537409439212:pla-424455544503&VEN2=,&VEN2=,&dgc=st&dgc=st&dgseg=dhs&dgseg=dhs&acd=1230923830920560&acd=1230923830920560&cid=312465008&st=&gclid=CjwKCAjwyOreBRAYEiwAR2mSkmpF5jfkVKXC3bg047xRqKBV7zJPD_kRh0xotLOj095blnYfY7Gy0BoCG0wQAvD_BwE&lid=59673390032&VEN3=113904623016107910

Type of Resource: Supplies (Items less than $5000)

Cost: 800

Goal Description: Add 3D resin printer to our equipment

3D printing is an important part of working in animation and 3D development. We have two filament printers. Wish to add a DLP resin printer to the mix so students can learn to use both.

Goal Status: 1 - New (PR)

Relevant Program Review Cycle: 2019-2020

Estimated Start Date: 05/20/2019

Estimated Completion Date: 08/05/2019

Please select the college goals with which your program goal aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Action Plans

2018-2019 - Work with IT to identify and spec an appropriate printer, obtain quote, and order printer (Active)

Who's Responsible for Completing this Action Plan?: Paul Naas, IT department

Estimated Completion Date: Spring 2019

Resource Requests

3D resin printer, DLP type - Example: https://www.gearbest.com/3d-printers-3d-printer-kits/pp_1848041.html?wid=1433363#goodsDetail

Type of Resource: Supplies (Items less than $5000)

Cost: 560

Goal Description: Attend Game Developer's Conference

The annual Game Developer's Conference in San Francisco is a perfect opportunity for our full-time faculty to view the latest and greatest in game development and delivery, allowing us to adjust curriculum to meet the needs of the industry our students are training for.

Goal Status: 2 - Continuing (PR)

Relevant Program Review Cycle: 2019-2020

Estimated Start Date: 01/14/2019

Estimated Completion Date: 03/15/2019

Please select the college goals with which your program goal aligns.: Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

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Action Plans

2018-2019 - Attend Game Developer's Conference and use acquired information to make changes to curriculum to meet student needs. (Active)
Who's Responsible for Completing this Action Plan?: Paul Naas, Hyla Lacefield **Estimated Completion Date:** Spring 2019

Resource Requests

Registration fees for Game Developer's conference
Type of Resource: Professional Development **Cost:** 3000

Goal Description: Attend Infographics class at CCSF

Professor Hyla Lacefield has requested to attend an infographics class taught at City College of San Francisco. The class addresses conveying information through graphic elements, and is very much related what we teach our students.

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 01/07/2019
Estimated Completion Date: 06/03/2019
Please select the college goals with which your program goal aligns.: Organizational Development - Focus institutional resources on the structures processes and practices that invest in a diverse student population and prioritize and promote equitable inclusive and transformative learning.

Action Plans

2018-2019 - Register for and attend Infographics class at CCSF (Active)
Who's Responsible for Completing this Action Plan?: Hyla Lacefield **Estimated Completion Date:** Spring 2019

Resource Requests

Tuition reimbursement for Infographics class
Type of Resource: Professional Development **Cost:** 850

Goal Description: Subscribe to SyncSketch software

SyncSketch is a cloud-based tool that allows drawing over a .mov or .avi file. We want to add it to our teaching tools in order to give detailed, saveable feedback to the animation and motion graphics students.

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 05/20/2019
Estimated Completion Date: 08/12/2019
Please select the college goals with which your program goal aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique

educational goals and minimize logistical and financial barriers to success.

Action Plans

2018-2019 - Obtain educational pricing for SyncSketch and subscribe to service (Active)
Who's Responsible for Completing this Action Plan?: Paul Naas **Estimated Completion Date:** 8/2018

Resource Requests

SyncSketch software subscription
Type of Resource: Software **Cost:** 540

Goal Description: Attend Lightbox Expo

Lightbox Expo is a convention in Southern California oriented toward commercial visual arts: animation, games, film, illustration. Next year (2019) is the inaugural convention

As it is a new convention, costs are estimated (no ticket price has been published to date).

Goal Status: 1 - New (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 09/06/2019
Estimated Completion Date: 09/08/2019
Please select the college goals with which your program goal aligns.: Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of reflect and enrich our diverse and vibrant local community.

Action Plans

2019-2020 - Register for and attend Lightbox Expo convention (Active)
Who's Responsible for Completing this Action Plan?: Paul Naas **Estimated Completion Date:** September 8, 2019

Resource Requests

Registration and travel fees to attend Lightbox Expo convention
Type of Resource: Professional Development **Cost:** 1000

Goal Description: Providing outstanding career education to Digital Art students through up-to-date technology

Mac computers in 13-211 are breaking as they are over 7 years old. We need functional computers to teach students how to do computer art.

Goal Status: 2 - Continuing (PR)
Relevant Program Review Cycle: 2019-2020
Estimated Start Date: 11/01/2020

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Estimated Completion Date: 05/31/2021

Who's Responsible for this Goal?: Technology refresh used to be a separate process but without designated fund 1 funds, we have to look wherever we can to find the funding to keep the classes going.

Please select the college goals with which your program goal aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Please select the college strategic initiatives with which your program goal aligns.: Improve Student Completion

Resource Requests

Replacements for iMacs in 13-211 - The iMacs in 13-211 are old and need replacing. There is no longer a Fund 1 Technology fund to do this, so this request is coming through regular resource request process.

Status: New Request - Active

Type of Resource: Equipment (Items Over $5000)

Cost: 56000

One-Time or Recurring Cost?: One-Time Cost

Critical Question: How does this resource request support closing the equity gap?: Students in lower socio-economic strata are the least able to afford their own computers and rely entirely upon those provided in the computer labs. If we do not provide these high-quality graphic design computers, the students who will be most impacted are those who are already the most disadvantaged. It is imperative if we are to close the equity gap that we make both the training and the computers accessible to all.

Critical Question: How does this resource request support Latinx and AANAPISI students?: Latinx and AANAPISI students are the least likely to have access to the computers that are capable of running the graphic design software that is necessary for the training to get the living wage jobs in our area. It is part of our mission to make sure that those with the most need get the support they need to access these jobs in our area.