Technology Requests
Part I : Software

Music-2011

I. Technology/Software Requests

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
- ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
- ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
- ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>02</td>
<td>60 Students</td>
<td>Discipline-Related Software</td>
<td>Music</td>
</tr>
</tbody>
</table>

Description and part number for ordering. Please include system requirement.

Pro Tools 9 educational upgrade

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>$249.00</td>
<td>$557.76</td>
<td>$0.00</td>
<td>$7,529.76</td>
</tr>
</tbody>
</table>

Type
- College-wide
- Discipline-Specific

Item to be shared with the following Department/Program: (Include any shared expenses)

Film, MMST

Justification for Item (See Rating Rubric)

1. Is this software required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this software required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This software is essential to Mus. 116 and 117. If we upgrade to Pro Tools 9, computers can startup the software without an M-box for editing purposes. In the current version, Pro Tools 8, the software requires a connected M-box whether one is recording or editing. With this change the existing 16 M-boxes would prove adequate for the 26 stations as the other 10 stations could be editing within the software without an M-box. The software also includes many additional useful improvements.
2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

It will allow all 26 stations to use Pro Tools simultaneously vastly improving student access and therefore student success in learning the software.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

It will allow all 26 stations to use Pro Tools simultaneously vastly improving student access.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

If the students are able to use the computers to do what they are required to do, then that will be a successful outcome.

5. Additional Justification for this item:

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I. Technology/Software Requests

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
- ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
- ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
- ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>03</td>
<td>all Classes</td>
<td>Online Subscription</td>
<td>Music</td>
</tr>
</tbody>
</table>

Description and part number for ordering. Please include system requirement.

Naxos Classical Music Library, an online library of classical music recordings

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
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<tr>
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<td>$850.00</td>
</tr>
</tbody>
</table>

http://programreview.marin.edu/2011MiniIEReportPart2.jsp
### Justification for Item (See Rating Rubric)

1. **Is this software required to meet Title 5 and/or Ed Code? If so, how? (Cite code)**
   - This subscription is a valuable tool for our students as it provides a vast musical listening library to be used to complete their course assignments.

2. **How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?**
   - Students are assigned required listening in most of our courses. The classes that have weekly required listening assignments are the general education humanities requirement courses, Music 101, 102, and 105. This library provides a vast database of musical examples to listen to in conjunction with their coursework.

3. **How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?**
   - This library will increase student access to required music course materials.

   The assignment of listening assignments and performance repertoire pieces is not always known in advance. Faculty often have to add additional listening examples relating to things brought up in classroom discussions. This library provides a vast database for such examples.

4. **What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?**
   - The educational goals for all these music students cannot be achieved without access to appropriate music library materials. This is a necessary resource without which several general education courses cannot function.

5. **Additional Justification for this item:**
Technology Requests
Part II: Hardware for Lab and Classroom

I. Technology Requests—Hardware for Lab and Classroom or other student use

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>0 None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Public address system for concerts in the Fine Arts Theater and occasionally in FA 72 (Fender Audio Passport 500 Pro portable PA is one such system)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
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<td>$0.00</td>
<td>$1,080.00</td>
</tr>
</tbody>
</table>

Type
Replace

Discipline-Specific

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

We currently have old donated component parts of PA’s with broken channels which sometimes work and are not dependable. We need an integrated compact system which will provide quality sound reinforcement for our concerts when necessary.

Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)
1. Is this hardware required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this software required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This equipment would be used to enhance our recitals and concerts in the Fine Arts
Theater and the Lefort Recital Hall. When sound reinforcement is necessary, we need a high quality PA to accurately and naturally reproduce the music played by our students in their performances and not distract from the performance.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

The musical performances of our students will be more accurately reinforced by the suggested equipment. The performer and the listener will be able to hear their performance more clearly so that the reinforcement does not distract from the performance.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Access will improve for all students who need sound reinforcement during their performances. This improvement in sound will be shared by the audience: supporting classmates, other supportive students and the general public.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Students who can hear themselves in performance will gain confidence and strive to improve their performance. In performance classes, this is the ultimate goal. If performance class enrollment increases, this is an accurate measure. Increased concert/recital attendance can lead to more students.

5. Additional Justification for this item:

To give a good performance, you need good equipment to lend support when necessary. A compact system does this easily and dependably while providing minimal auditory and well as visual distraction for the performer and audience.

I. Technology Requests-Hardware for Lab and Classroom or other student use

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
• ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
• ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
• ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
In addition, how many times have you requested this item, but you have not received it?
**Importance:** B  
**Priority:** 04  
**To Support Annually:** 400 Students  
**Category:** Other  
**Discipline Area:** Music

**Description and part number for ordering:**
Speakers, preamp/mixer and amplifier for PA72 (LeFort Recital Hall) (Priority 1 group – Modernization FF&E requests)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$200.00</td>
<td>$0.00</td>
<td>$2,700.00</td>
</tr>
</tbody>
</table>

**Type**  
Replace

**Discipline-Specific**  
Open Lab

**College-wide**  
Classroom use

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

We have PA speakers that were bought for FA72 during a remodel some years ago. These speakers are not adequate for the type of detailed listening that music students are required to do in this class room. The amplifier was obtained from a different area.

*Item to be shared with the following Department/Program: (Include any shared expenses)*

Film and other campus activities

**Justification for Item (See Rating Rubric)**

1. **Is this hardware required to meet Title 5 and/or Ed Code? If so, how? (Cite code)**

   **Is this software required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)**

   This is both a "smart" classroom and concert hall designed specifically for the purpose of listening to music. These speakers are not designed to deliver the high quality sound necessary for serious listening and analysis. Replacement of this equipment is long overdue!

2. **How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?**

   If students can hear better and more precisely the sounds in any given piece of music, they are better able to distinguish the finer points of musical analysis offered by the instructor in their presentations. When sound reinforcement is needed for classroom or performance needs, this equipment will provide the quality of sound necessary.

3. **How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?**

   Access to understanding will be improved with the added quality and definition of the suggested equipment.
4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Students will be better able to successfully perform the analysis required in the curriculum in their path to completing their goal to become better and more educated musicians. More students will be successful and enjoy the classes. Increased enrollment and concert attendance will be measures.

5. Additional Justification for this item:

I. Technology Requests-Hardware for Lab and Classroom or other student use

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
• ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
• ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
• ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
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<tbody>
<tr>
<td>B</td>
<td>05</td>
<td>200 Students</td>
<td>Other</td>
<td>Music</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Stereo equipment rack (locking) w/doors, Integrated Amp (preamp, mixer, amp) and CD player for FA177 (music classroom)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
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<td>$0.00</td>
<td>$1,420.20</td>
</tr>
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</table>

Type
- College-wide: Replace
- Discipline-Specific: Open Lab

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

The stereo equipment in FA 177 is from the 1960's. It is heavy and dangerous to the users. It has no lock. The components are old, some donated, and outdated. We need to update the equipment. The sound quality of the existing equipment is minimal.

Item to be shared with the following Department/Program: (Include any shared expenses)
Justification for Item (See Rating Rubric)

1. Is this hardware required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this software required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

   This equipment is inadequate for teaching music classes. The cabinet itself is dangerous to those who use it and not suited for today’s audio components. The audio components need to be updated to provide the quality of sound necessary for accurate monitoring of the musical examples used in the classroom. The current stereo cabinet has been in FA177 for almost 50 years. The cover is heavy and dangerous and could cause serious injury if it fell closed unexpectedly on a hand or someone’s head.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

   Improved sound equipment will improve the student's ability to more-correctly hear the music he must analyze to fulfill the requirements of the class.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

   Students hearing skills will improve with proper equipment. This room serves over 200 students a semester. All will benefit from this improvement. Providing good sound is an absolute necessity in today’s iPod world.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

   Students will be expected to fulfill the demands of the curriculum easier with these improvements. What better goal for the music student than learning to hear more precisely. This equipment will nurture that goal. Class enrollment student success in successive classes are measures.

5. Additional Justification for this item:
Instructional Operating Supplies

Music-2011

I. Consumable Instructional Operating Supplies

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.

Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.

Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

Importance:
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance:</th>
<th>Priority:</th>
<th>To Support Annually:</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>06</td>
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<td></td>
</tr>
</tbody>
</table>

Broad Category (for example in Chemistry - "Chemicals")
Music (Sheet music, Pre-recorded CDs)

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
<th>Amount of Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2972.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Type
Increasing Cost
How Long?
Ongoing/Recurring

Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)

1. Is it necessary for students to succeed in a series of courses?

The money that was in the previous years Prop. 20 (Lottery) fund budget needs to be added back to our regular instructional...

2. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

All of our existing students benefit from these supplies. Even if granted this request,
this amount of money is grossly insufficient to provide the needed materials and supplies. We have to beg borrow and steal to get by. This money is always greatly needed for these valuable instructional supplies to support the quality of our program.

3. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

A student cannot learn anything at all if they don't have music to work on, or headphones to listen with, or a piano bench to sit on to perform. These are funds always needed to maintain our program.

I. Consumable Instructional Operating Supplies

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.

Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.

Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

Importance:
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
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In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance:</th>
<th>Priority:</th>
<th>To Support Annually:</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>07</td>
<td>all Classes</td>
<td>Music</td>
</tr>
</tbody>
</table>

Broad Category (for example in Chemistry - "Chemicals")
media for audio and video recording. We record about 400 CDs annually, and approximately 200 DVDs, and about 60 mini DV HD video tapes.

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
<th>Amount of Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>780.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Type
New

How Long?
Ongoing/Recurring

Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)
1. Is it necessary for students to succeed in a series of courses?
We record all our performances, so that students can learn from them. In order to do that, we must have blank CDs, DVDs, HD video tape, etc. The cost of these items keeps increasing while our supplies budge.

2. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Over 230 students a semester will benefit from this request. Students need to evaluate their performance, and assess their progress. These are both essential to their success.

3. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Students need to evaluate their performance, and assess their progress. These are both essential to their success. The existence of blank tapes is the only thing that allows the students' performances to be recorded.
# Non-Instructional Requests

## Part I: Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair

### Music-2011

## I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, FRAC.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>09</td>
<td>400 Students</td>
<td>Office Computer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

iPAD for remote Data entry in PA music libraries (PA 179-182 and downstairs sheet-music libraries)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping and Handling:</th>
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</thead>
<tbody>
<tr>
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<td>500.00</td>
<td>40.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Item to be shared with the following Department/Program: (Include any shared expenses)

### Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

   This will be used by Lab Technician/Librarian Michael Irvine as a portable inventory tool to enter Music Department holdings into a central database. Many items are difficult to transport and therefore this eliminates entering the data twice (writing on paper with pen/pencil and then re-entering on computer)

2. How will access for students be improved?

   A more complete database of Music Department materials will allow the students, faculty and staff informational access to essential curriculum tools: Instruments, musical parts and scores and musical recordings.
Program Review for Budget Requests
2011/2012

Non-Instructional Requests

Part II : Other Non-Instructional Costs/Contract Services

This section will be filled out by the Department Chair

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Copy Machine purchase agreement. $200 mo. 10 years The copy machine is used by the Performing Arts Office, which covers the disciplines of Music, Drama and Dance.

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2400.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Justification

Please comment on request in terms of how it benefits your program, faculty and/or students:

The copy machine is used primarily by the music faculty and the Administrative Assistant for the Performing Arts Department.
Non-Instructional Support Staff

Music-2011

I. Current Support Staff
II. Request for additional support staff (clerical, lab tech, IS, comp tech, tutor, etc.)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Part-Time</td>
<td>20</td>
<td>24 Classes</td>
</tr>
</tbody>
</table>

Justification: Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

Re-open the position of Theatre Manager.

For every music event (as well as every event in dance and drama) there needs to be a person who is responsible for setting up the theatre, hanging and setting the lighting, putting up music shells, chairs, and risers, etc, including some duties during events themselves, such as running sound or lights, resetting the stage during performances, and supervising movement of large objects such as grand pianos. This person may also be responsible for hiring and training house managers, and dealing with any rentals of the theatre. Not to have a person responsible for such things is a potential safety hazard. Instructors cannot manage these duties while they are directing a performance or rehearsal. We have an hourly person doing some of these duties right now, but as these hours are a regular requirement, the position should be made permanent, but part-time.

Shared Resources: If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

The Theatre Manager position would serve all three disciplines in the Performing Arts Department.