## I. Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
<th>Email</th>
<th>Contact Phone</th>
<th>Responsible for what part</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tara Flandreau</td>
<td>Primary Team Member</td>
<td><a href="mailto:tara.flandreau@marin.edu">tara.flandreau@marin.edu</a></td>
<td>485-9576</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Team Member</td>
<td><a href="mailto:michael.irvine@marin.edu">michael.irvine@marin.edu</a></td>
<td>485-9481</td>
<td>equipment and supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joanna Pinckney</td>
<td>Team Member</td>
<td><a href="mailto:joanna.pinckney@marin.edu">joanna.pinckney@marin.edu</a></td>
<td>485-9460</td>
<td>some of non-instructional supplies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td>Educational Planning Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V-Anne Chernock and Erik Dunmire</td>
<td>Facilities Committee Co-Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yolanda Bellisimo</td>
<td>Planning and Resource Allocation Committee Co-Chair/Academic Senate President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nick Chang</td>
<td>Planning and Resource Allocation Committee Co-Chair/Instructional Equipment Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon and Becky Brown</td>
<td>Program Review Committee Chair and SLO Coordinators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris Schulz</td>
<td>Student Access and Success Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Tech Committee Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## III. Vice President of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Chang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## IV. Board of Trustees President

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Long</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Instructional Equipment
Music-2010

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS..(Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>200 Students</td>
<td>Over $200 Each</td>
<td>Music</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Two piano benches: One Artist and one standard (pianobench.com)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$520.00</td>
<td>$46.80</td>
<td>$40.00</td>
<td>$606.80</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
N/A

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

Do you have space for this equipment?
Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • '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.

   Rated A
   The benches that these replace are broken and dangerous for the students and faculty that use them. We requested these replacement benches last year as well. Besides being dangerous, they squeak, and the current artist bench is almost impossible

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   The current benches are broken and unsafe and should be replaced.

3. 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?
   Improving the performances by removal of the distraction of squeaky and broken benches improve the instructional environment which exists in the classroom as well as in the concert environment. Having safe benches for use by both the students and faculty
4. 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 the piano, a large part of the piano student performer's classroom/concert requirements will be improved. An adjustable bench accommodates the many variations in height and arm length of the students (and faculty) so that they can be properly po

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

The student will be able to fulfill his/her musical performance requirements in safety and with proper position, hopefully resulting in a better performance.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Good equipment which allows the student to better fulfill classroom obligations will draw students who want to be in a safe supportive environment in classroom as well as on the concert stage.

Additional Justification for this item:

We don't want the safety of any students jeopardized and the distraction of a wobbly or noisy bench can be a major distraction in the student's work in the classroom or on stage.
## Technology Requests

### Part I : Software

**Music-2010**

### 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.

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>40 Students</td>
<td>Discipline-Related Software</td>
<td>Music</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**

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>$75.00</td>
<td>$6.00</td>
<td>$20.00</td>
<td>$2,126.00</td>
</tr>
</tbody>
</table>

**Type**

Upgrade

**How often?**

Every Two Years

**College-wide**

Open Lab

**Discipline-Specific**

Lab use

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

Possibly with Multimedia Studies or Community Ed

### Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   - ‘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?

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

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

N/A

3. 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.

4. 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.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
6. 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.

Additional Justification for this item:

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.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>all Classes</td>
<td>Online</td>
<td>Music</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
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>
<tbody>
<tr>
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<td>$800.00</td>
<td>$0.00</td>
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<td>$800.00</td>
</tr>
</tbody>
</table>

Type | How often? | College-wide | Discipline-Specific |
License | Annually | Library | Lab use |

Item to be shared with the following Department/Program: (Include any shared expenses)
This level of contract serves five simultaneous users.

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • '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?
Rated A

Because the music department must move out of our current building during modernization, it will be very difficult to have access to all of the needed music recordings. The Naxos online library would be a good source during this time.

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

N/A

3. 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. Without these listening materials,
4. 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 during the modernization for all music students. The assignment of listening assignments and performance repertoire pieces is not always known in advance. Faculty

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

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; in other theory and performance

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Music has a fairly comprehensive music library audio collection, which is slowly becoming outdated because we have not been given any money in our budget to purchase new CDs in the last 10 years or more. We have resisted converting our library to

Additional Justification for this item:
Technology Requests
Part II : Hardware for Lab and Classroom
Music-2010

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.

Priority: To Support: Category Discipline Area
01 400 Students Other Music/Multimedia/Film

Description and part number for ordering:
20 pairs AKG K240m headphones: 11 for FA225, 9 for Music Department

Qty. Unit Cost: Tax: Shipping: Total:
20 $115.00 $207.00 $20.00 $2,527.00

Type College-wide Discipline-Specific
Upgrade Open Lab Lab use

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:
Existing headphones are seven years or older. Many have become broken and not fixable.

Item to be shared with the following Department/Program: (Include any shared expenses)
FA225 shared with Film and Multimedia Studies
FA179 Music only

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • ‘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?
A.
Headphones need to be replaced every few years due to wear and tear and we do not have enough for each computer in FA225. This request also replaces some Music Department headphones. None

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

3. 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?
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.

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>all Classes</td>
<td>Music</td>
</tr>
</tbody>
</table>

Broad Category (for example in Chemistry - "Chemicals")
Music

<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 | How Long?         |
None | Ongoing/Recurring |

Item to be shared with the following Department/Program: (Include any shared expenses)
This money is used only by the Music department.

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • '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?

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

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

   Yes. Our music classes cannot function without proper music, recordings of student performances and projects, proper small equipment needs, software upgrades, etc. etc.

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?

   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. There is no chance of this

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

   This question is ridiculous. Without this money, no outcomes are possible. 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.

5. How will these outcomes be measured for future planning? What data or evidence supports
The college seems to think that severe cuts can continue to be made, while simultaneously demanding that more and more students be served, and additional services be provided.

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.

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</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 use 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>400.0</td>
<td>380.0</td>
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</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>How Long?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increasing Cost</td>
<td>Ongoing/Recurring</td>
</tr>
</tbody>
</table>

Item to be shared with the following Department/Program: (Include any shared expenses)
These are consumables, used only by music.

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   ● '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?
These items are rated 'A'
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. Is it necessary for students to succeed in a series of courses?
Yes, all performance courses, voice classes, strings classes, theory classes require recording media.

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?
Over 230 students a semester will benefit from this request.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
 Students need to evaluate their performance, and assess their progress. These are both essential to their success.
5. How will these outcomes be measured for future planning? What data or evidence supports your request?

They will not be measured. 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-2010

I. Non-Instructional Equipment and Supplies

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

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>400 Students</td>
<td>Other</td>
</tr>
</tbody>
</table>

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

Description and part number for ordering:

27” iMac, 8GbRAM/1TbHD and 5 year Applecare maintenance for Michael Irvine, Lab Technician and Music Librarian - FA180

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</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:

existing 6 year old eMac is underpowered, does not perform necessary multitasking. Grinds to a halt quite frequently. Michael needs a larger screen which supports views of multiple windows simultaneously and adequate speed, memory and storage to support his multitudinous tasks.

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

used for Music Department work as well as for FA315 Digital Arts Lab which additionally supports Photography, Architecture and Film.

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

This is where Michael Irvine does all of his testing of lab software, video and audio editing of department concerts, departmental database design/editing, creation of inner department flyers, posters, documents, as well as general office work. Also to be used in the future for remote desktop control of the Digital Arts Lab, currently housed in FA225, which will move to the new Fine Arts building. Current computer is underpowered and can not perform to the demands of his work.

2. How will access for students be improved?

Michael spends much of his time waiting for the current computer to respond. This holds the departmental work up on many levels. He has less time to spend personally assisting students and the necessary databases can not be effectively maintained to better serve the students in searching for recordings, sheet music and reference materials in the music library. The new computer would additionally provide remote access maintenance capabilities to better assist and support student work in the Digital Arts Lab.
I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>all Classes</td>
<td>Faculty Computer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**
21.5-inch: 3.06GHz iMac, 4GbRAM/500gbHD for Tara Flandreau, Performing Arts Department co-chair, and music coordinator, FA73

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,200.00</td>
<td>$110.00</td>
<td>$0.00</td>
<td>$1,310.00</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:
I need a Mac computer and monitor with LCD screen. I currently have an 17" E-mac all-in-one monitor/computer. I have vision problems and cannot use the CRT monitor I have now. Also the screen is too small to enlarge email big enough for me to read it without scrolling right to left on every line. I have had a long history of vision problems which have become a problem again since I had to trade out my old PC for a Mac. The old PC had a great LCD screen, which had been bought for me for these same vision reasons, but the used MAC they gave me has a CRT. I am having a lot of eye pain and need a new monitor, and with this all-in-one unit, I cannot just replace the monitor.

**Item to be shared with the following Department/Program:** (Include any shared expenses)
Not a shared computer - this is in Tara Flandreau's faculty office, the department chair, which has letters and files on it which should not be able to be accessed by students or other programs.

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

1. **Who will use these supplies or equipment?**
Tara Flandreau will use the computer. I am an instructor, Performing Arts co-chair, and Music Department coordinator. I have vision problems and cannot use the CRT monitor I have now. Also the screen is too small to enlarge email big enough for me to read it without scrolling right to left on every line. I need to have a MAC which will work with our music software, and will also be able to access the college's systems.

2. **How will access for students be improved?**
This is a faculty office computer. I need it to do all my jobs at the college. The current computer is a health hazard for me and I cannot function well with it. It is a private computer in the office of the department chair, and will not be used by students or anyone else, except perhaps occasionally by the administrative assistant for performing arts. It will help me get my job done more efficiently, with fewer misreading mistakes, and less eye damage and pain.

---

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>60 Classes</td>
<td>Other Office Equipment</td>
</tr>
</tbody>
</table>
Type | Status
--- | ---
Not Applicable | Previously funded ongoing expense

**Description and part number for ordering:**

Copy Machine maintenance agreement

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$475.00</td>
</tr>
</tbody>
</table>

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

The copy machine is used by the Performing Arts Office, which covers the disciplines of Music, Drama and Dance.

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

1. **Who will use these supplies or equipment?**

   The copy machine is used primarily by the music faculty and the Administrative Assistant for the Performing Arts Department. This is an annual maintenance agreement for $475.00.

2. **How will access for students be improved?**

   The copy machine supports all student classes in the Performing Arts.

---

### I. Non-Instructional Equipment and Supplies

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

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>48 Classes</td>
<td>Office Supply Budget</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**

General office supplies: pens, paper, printer ink cartridges, note pads, file folders, etc.; supplies for copy machine: ink, toner, etc.; Our general supplies budget is $1,151.00 per year, but our Copy machine expenses take up that entire budget, leaving

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$2,300.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

This office supply budget needs to be doubled from last year's budget of $1,151. Due to increased expenses with our copy machine, our expenses are twice that of our budget, which left us $1,150.00 short last year.

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

The office supplies and copy machine are used by all disciplines in the Performing Arts - Music, Dance & Drama, but primarily Music. The Music office is also the Performing Arts office, run by the same person, and doing office work for all three disciplines.
1. Who will use these supplies or equipment?
The office supplies and copy machine are used by all disciplines in the Performing Arts - Music, Drama & Dance, but primarily Music. The Music Office is also

2. How will access for students be improved?
The office supports all the students in all the disciplines of Performing Arts -- Music, Drama & Dance.

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>500 Students</td>
<td>Office Software</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description and part number for ordering:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple Remote Desktop Software for remote control of Music Department and new FA315 computer labs - Unlimited Managed Systems edition: administrator (MC172Z/A)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$499.00</td>
<td>$44.91</td>
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<td>$543.91</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)
Photography, Architecture, Multimedia Studies and Dance

Justification for Item (See Rating Rubric)
1. Who will use these supplies or equipment?
This will be used by Lab Technician Michael Irvine to remotely control the computers of the Music Department and the new Digital Arts Lab FA315. This will allow remote ghosting of computers, installation of software, maintenance and troubleshooting, esp

2. How will access for students be improved?
Ghosting, maintenance and troubleshooting issues will be more easily and rapidly accomplished.

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>400 Students</td>
<td>Office Computer</td>
</tr>
</tbody>
</table>

| Description and part number for ordering: |
Apple 13” MacBook Pro laptop with 5 year Applecare

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,400.00</td>
<td>$126.00</td>
<td>$0.00</td>
<td>$1,526.00</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)

N/A

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 (paper and th

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.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

It is really important for the two main office functions (music library/lab tech & the department chair) to have computers which can handle the jobs required to run the department. Since the Fine Arts Computer Lab is moving to the new building in Spring 2011 and new computers are being purchased now for that space, there may be an opportunity to fulfill our two computer requests by replacing our machines with ones "recycled" from that lab. These needs are of prime importance.

The PA used for sound reinforcement during music performances is vitally important as well. Since we have waited for over approximately 15 years for this request to be filled, we have been using a donated PA system which has passed its useful life. In other words, we do not really have district support for this ongoing need.

A smaller item, headphones for the lab, is also needed. These are used daily, and are subject to a great amount of wear and tear, so that we need to replace a few every so often. Replacing any number of headphones (less than the 25 requested) would be very helpful.

3. Please comment on the faculty and staff sections.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

Comments from division dean (David Snyder):

I support all requests with a couple changes. Mike Irvine received a new computer, so that non-instructional equipment request is no longer necessary (confirmed with Mike on 2/3/11). In addition, a replacement for Tara's computer, a lower priority non-instructional equipment request, may also be in the works via IT.

As noted in the Software request for Pro Tools 9 upgrade, this software is also essential for MMST courses, and they support college-wide SLOs. MMST courses have not been offered on the Kentfield campus in part because of insufficient lab facilities. However the new FA 315 lab classroom now offers high quality Mac computers & screens. In addition, the new Communication transfer degree (to be linked with CSU curriculum, & allowing accelerated transfer of our students to CSUs under SB 1440) will require at least one MMST course of our students which should be provided on the Kentfield campus. Finally as mentioned, Information Literacy is now a college-wide SLO. It is therefore essential that we keep software suited for students not just in our Music program (as requested here), but also for introductory MMST courses on the Kentfield campus, and hopefully for other courses on campus that will encourage greater information literacy. These Software requests for the new FA 315 lab serve that need.

Backfill of lost Prop 20 funds with General Fund revenue was promised when this money was first being cut from department budgets - that is necessary for all Performing Arts programs as well as others that have received Prop 20 funds in the past.

Otherwise all priority #1 requests are important & valid. If full requests cannot be granted because of budget limits, phase-ins of some requests are better than nothing. (E.g. it would be better to receive 10 of the 20 headphones asked for than to receive nothing - we will simply submit a request for the remainder needed next year.)

3. Please comment on the faculty and staff sections.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments