SET Department Key Recommendations	In Progress	Complete	Goal Date
1. Improve Enrollment			
Target increased publicity /direct recruiting efforts at secondary schools	√		
Create promotional video (in tandem with Theatre)	√		02/2014
Host an annual Open House (in tandem with Theatre)	√		11/2013
Streamline admissions process • Remove requirement for letters of reference			
Remove requirement for information session attendance		✓	
Remove requirement for Prospective Student information form		✓	
Allow Upgrading/ ESL students to take SET courses as "Early Academic"		✓	
2. Improve Retention			
Encourage January enrolment to compensate for attrition		Ongoing√	
Alter production schedule to allow for student employment			01/2014
Lobby to increase the number of student assistantships			05/2014
Hold midterm early-intervention meetings between students and Coord		Ongoing ✓	
Better connect/engage SET with THEA students(e.g., interdisciplinary events, social media, joint advertising and recruitment)	Ongoing √	✓	
Complete pathway into BPA with third-year courses		✓	
Strengthen program/course transferability to research universities			03/2014
3. Maintain Program Currency and Vibrancy			
Ensure faculty PD keeps up with new technologies/industry standards	Ongoing		
Ensure regular evaluation of all regular and contract faculty	√		
Contribute to evaluation of Theatre Techs (instructional staff)	✓		
4. Reduce Program Costs			
Implement effective recruitment and retention strategies (above)	Ongoing√	✓	
Ensure accurate charge-backs for internal Muir bookings, College-wide	√		
Ensure accurate parsing of Theatre Tech costs among PA programs		✓	
Over-enrol first-year (up to 30) to off-set second-year attrition			09/2014

THEATRE Program Key Recommendations	In Progress	Complete	Goal Date
1. Recruitment			
Attend all secondary school career fairs	Ongoing√		
Offer more secondary school workshops, including successful alumni ambassadors	Ongoing√		
Create promotional video for online and info session use (in tandem with SET)	√		03/2014
Host annual Fall term Open House (in tandem with SET)	√		11/2014
 With MCO, re-assert brand/highlight our unique position in BC theatre training: As leaders in experiential learning As gateway to professional excellence As foundational pathway to future training choices (showcase success of 			
students in degree-completion program in Wales and in NYC) Continue to host and present at annual Association of British Columbia Drama Educators' theatre festival and at ABCDE events and conferences	√		09/2014
 Develop audience for program productions: Attract larger Vancouver theatre community, essential to conveying to potential applicants that DC program is vital and positive option Build relationship with media and theatre reviewers, to draw serious critical attention to our productions Better promote productions with live Twitter feed and through web links 			12/2014
2. Student Engagement and Retention			
Incorporate in 1 st / 2 nd -year production classes promotional video and blog projects			09/2014
Increase student /program use of electronic media (Twitter, Instagram, YouTube) Create student-focused festival/theatre event, underscoring our role as incubator of creative activity			09/2014
Invite colleagues from destination programs to coach/audition students (as TSD)			09/2014
Develop closer relationship with MCO, and explore Theatre's (students') potential as a marketing resource while exploiting MCO's influence on recruiting			09/2014
3. Looking Forward			
Revise CGs in light of major trend, "actor as self-creating artist and entrepreneur"			04/2014
Create new third-year CGs for upper-level BPA-qualifying credit Help graduates create small, mobile productions for local festivals (Fringe, etc.),	✓		
possibly for third-year credit (Guided Study)			04/2015

With LLPA Dean, respond to/plan for space issues, particularly re: BPA in 2015			06/2014
--	--	--	---------

EXTERNAL ASSESSMENT:

DOUGLAS COLLEGE SET AND THEATRE PROGRAMS INTERNAL REVIEW REPORTS April 5, 2014

Robert Gardiner Professor and Acting Head Department of Theatre and Film The University of British Columbia

Recommendations:

The recommendations made by the SET and Theatre Departments are sensible and should be supported by the College. Strategies to keep enrolment at maximum capacity should continue and might expand. Part – time faculty awareness of the importance of stable full enrolment can be helpful. The recruitment and retention efforts proposed by the Departments should be supported and encouraged.

The SET, PEFA, and Theatre programs should investigate a merged Department if this would permit a wider range of strategies to raise enrolment and offset attrition.

The SET program might explore opportunities to collaborate with other regional institutions in developing online content for software-oriented instruction in computer-assisted design of lighting, sound, and stage scenery, and perhaps shared curriculum in other areas.

BC University transfer options for diploma students should continue to be updated and negotiated, and, when possible, students who expect to transfer should continue to be advised to investigate the non-specialization requirements at the University of their choice, and take transferable "breadth" courses outside the diploma programs to meet some of those requirements.

Options for additional faculty should be explored, particularly in the SET Department. More teachers may eventually be needed to support the new 3rd year programming for the BPA degree, provide more course-release for co-coordinators, and support the important additional courses in costume.

The Theatre Department concerns regarding room usage should be further investigated: the goal should be to find suitable rooms that can be dedicated to the SET and Theatre programs, and the BPA program, for rehearsal and project development. If at all possible, these rooms should not be included in the campus booking system; they need to be continually available for Theatre, BPA, and SET use.

Work with the College Marketing and Communication office could include increasing visibility of the theatre events as an attractor for potential students in many programs, since these events help define the campus as a vibrant centre of activity and community. This goal is suggested in the Theatre report, and should be pursued by the University administration.



DOUGLAS COLLEGE COMPREHENSIVE PROGRAM REVIEW (PR) FOLLOW-UP PLAN OFFICE OF THE VICE-PRESIDENT, ACADEMIC AND PROVOST

Douglas College policy A18.01.01 Program and Service Review requires a follow-up plan be developed by the Vice President, Academic as the final step in the PR process.

FACULTY (Lead Dean)	Language, Literature and Performing Arts (Meg Stainsby, Dean)
Department / Program	Stagecraft and Event Technology and Theatre (combined)
Date submitted	30 th October 2013
External Reviewer (ER)	Robert Gardiner, Head, Theatre and Film Department, UBC
Review triggered by	_x_ Policy (schedule) or Emergent concerns Changes in discipline/field/licensing New program development Demand/enrolment concerns Other (specify)
Date of last formal PR	Unknown for THEA; 2007 for SET
RESPONSE/RECOMMENDATIONS	自然的基础。1995年的1995年中国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国共和国
SUMMARY RESPONSE	These highly integrated and complementary programs have a long shared history of delivering quality and effective training for students interested in working in a variety of roles in the creative arts and entertainment industries. Faculty and staff remain active in their performance and professional careers, and maintain strong links to the industry, to the benefit of students. However, chronic vulnerability arising from recruitment challenges, and consequential high FTE costs, have been documented over many years; these need decisive action.
All PR recommendations accepted?	
All ER recommendations accepted?	√_Yes No
VPA's RECOMMENDATIONS In particular, THEA and SET should focus on the following:	 Under the direction of the Dean, and in conjunction with the PEFA department, develop a proposal by December 2019 for merging programs (see ER, pp. 14, 17) Complement merger plan with program re-structuring as of Fall 2020, addressing need to include high-enrolment, open enrolment and common courses across programs; to enable diploma students to complete breadth courses (to improve transferability); to update curriculum to better respond to industry and demographic trends (e.g., artist-as-entrepreneur, devised theatre; acting for film; working with new creative technologies and social media; diversity) Extend date for next review, to capture earlier results from the above
Next scheduled PR (5 – 7 years):	2022

Vice-President, Academic and Provost