

SET Department Key Recommendations	In Progress	Complete	Goal Date
<b>1. Improve Enrollment</b>			
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 <ul style="list-style-type: none"> <li>• Remove requirement for letters of reference</li> <li>• Remove requirement for information session attendance</li> <li>• Remove requirement for Prospective Student information form</li> </ul>			

Alter production schedule to allow for student employment		Ongoing	
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			03/2014
<b>3. Maintain Program Currency and Vibrancy</b>			
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)			


<b>THEATRE Program Key Recommendations</b>	<b>In Progress</b>	<b>Complete</b>	<b>Goal Date</b>
<b>1. Recruitment</b>			
Attend all secondary school career fairs	Ongoing		
Offer more secondary school workshops, including successful alumni ambassadors Create promotional video for online and info session use (in tandem with SET)	Ongoing		

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

## EXTERNAL ASSESSMENT:

