West Los Angeles College Arts and Performance Division Film/TV Production Crafts Advisory Board Meeting Saturday, April 27, 2024 1:00pm to 3:00pm Watson Sound Stage

Meeting Minutes

WLAC Faculty and Staff Present: Kimberly Manner, Javonne Wade, David Cannon, Imhotep Coleman, Kevin Considine, Gary Dagg, Laura Guichard, Charles McIntyre, Jennifer Penton, Eric Rigney

Advisory Board Members Present: Rhea-Anne Bautista, Evan Cervantes, Adriana De La Cruz, Karen Falkner, Autumn Hymes, Ashlee Hypolite, Hans Lau, David Mendez, Jeanette Moreno King, Brian Pohl, Natalie Robles, Malakhi Simmons, Scott Vickrey, Simone Perusse

Guests: Thom Davis, Leslie Rigney

- 1. Welcome and Introductions
 - a. K. Manner welcomed those present and asked them to introduce themselves.
 - b. L. Guichard explained the purpose and importance of the meeting for our students, program, and college.
- 2. WLAC College: State of the College and Projections
 - a. K. Manner delivered the State of the College and Projections
 - i. Enrollment at the College is down post-pandemic but enrollment in the Film/TV program is up
 - ii. Watson Sound Stage opened in May 2022
 - b. K. Manner shared demographics of the College and the program (attached)
 - c. Board members discuss Bond projects, including added sections and newly purchased equipment as well as several remodeling projects
- 3. Program Report
 - a. K. Manner delivered the Program Report
 - b. K. Manner gave description on the cohorts
 - i. Board Members discussed demographics and special populations including ethnicity, gender and DEI mission
 - c. Board members discussed enrollment, completion rates and retention
 - i. K. Manner noted that while enrollment in the program is high and course success rates are good, program completion rates are low

- K. Manner explained that to address completion issue we have added staff and a dedicated counselor and will be hiring a coordinator as well
- iii. K. Manner introduced eight proposed craft-specific certificates of achievement to address completion rates

4. Plans for the Program

- a. K. Manner asked attendees to break into craft specific groups to discuss the creation of new craft-specific certificates and integration of Cooperative Work Experience Education to replace Directed Studies.
 - i. Pathway: Camera / Faculty: Imhotep Coleman
 Board Members Present: Autumn Hymes, Rhea-Ann Bautista
 - Board members stated the qualities, and experiences that are required for entry-level employment in their craft.
 - o Setting up video village
 - Reloading Cameras
 - Loading/Unloading camera trucks
 - Shooting on iPhone for commercials
 - Safety Etiquette
 - o Timecard / Payroll
 - o Camera Report
 - Board members stated the minimum number of craftspecific work experience hours a student should have completed for entry-level employment in this craft is 640 hours. 512 hours on job + networking
 - Board members reviewed the proposed certificate of achievement in Camera. 3 voted to recommend the creation of the certificate.
 - ii. Pathway: Set Painting / Faculty: David Cannon Board Members Present: Karen Falkner
 - Board members stated the qualities, and experiences that are required for entry-level employment in their craft.
 - Prep/sand/prime scenery walls
 - Cut molding/trim/sash/mullions
 - Mix/Roll color
 - o Faux finish

- Board members stated the minimum number of craftspecific work experience hours a student should have completed for entry-level employment in this craft is between 350 to 500 hours.
- Proposal to create a certificate of achievement in Set Painting was tabled until next year.

iii. Pathway: Grip / Faculty Gary Dagg Board member Present: David Mendez

Guest: Thom Davis

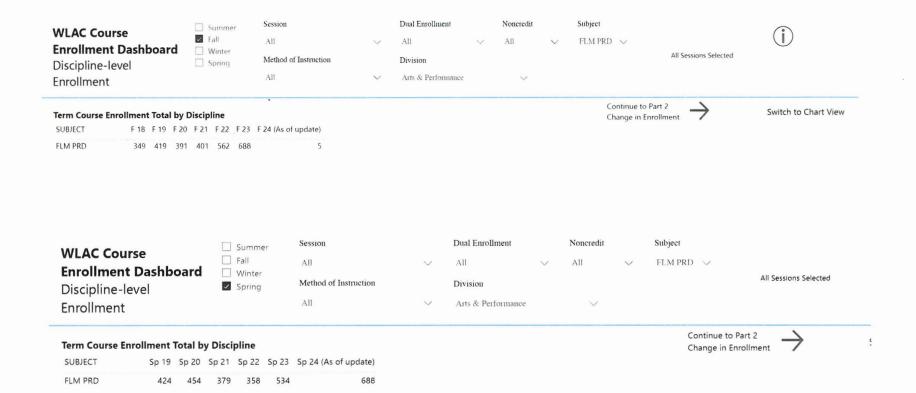
- D. Mendez approved the list of Grip materials purchased for the program (see attached list). He also recommended the program purchase:
 - Boxes for chain motors and appropriate cables to make the motors functional
 - Stage Chain
 - o Perm Hooks
- Board members stated the qualities, and experiences that are required for entry-level employment in their craft.
 - Soft skills
 - Work habits: timeliness, attitude, focus
 - David mentions ongoing need for grips proficient in sewing at studio level
- Board members stated the minimum number of craftspecific work experience hours a student should have completed for entry-level employment in this craft is 240 hours.
- D. Mendez approved the creation of the Certificate of Achievement in Grip crafts.
- iv. Pathway: Editing / Faculty: Laura GuichardBoard Members Present: Scott Vickrey, Natalie Robles
 - Board members stated the qualities, and experiences that are required for entry-level employment in their craft.
 - Students should have prior semi-professional experience in reality tv or other workflows.
 - Students should know Avid Media Composer and Adobe Premiere Pro well. They should know how to

- use the editing equipment in the editing bay like monitors, computers, speakers.
- o Adobe Premiere & Photoshop
- Must know how to behave and the hierarchy of the editing room/working with producers and show runners
- Board members discussed the minimum number of craftspecific work experience hours a student should have completed for entry-level employment in their craft.
 - The main thing is that students understand how to do all the steps in an editing workflow and have had experience doing them in real/professional situations
 - Perhaps Local 700 could facilitate some job shadowing and traineeships
 - Students should also know how to hustle, network and experience rejection via the directed study process
- Proposal to create a certificate of achievement in Editing was tabled until next year.
- v. Pathway: Animation / Faculty: Jennifer Penton Board Members Present: Evan Cervantes, Adriana De La Cruz, Jeanette Moreno King, Brian Pohl, Eric Rigney Guest: Leslie Rigney
 - Board members stated the qualities, and experiences that are required for entry-level employment in their craft.
 - Drawing skills
 - Composition
 - o Sketch-up
 - Shot Grid app
 - Toon Boom Story Board Pro
 - Maya/Blender
 - Photoshop/After Effects
 - Unreal Engine
 - Board members stated the minimum number of craftspecific work experience hours a student should have completed for entry-level employment in this craft is 300 hours.

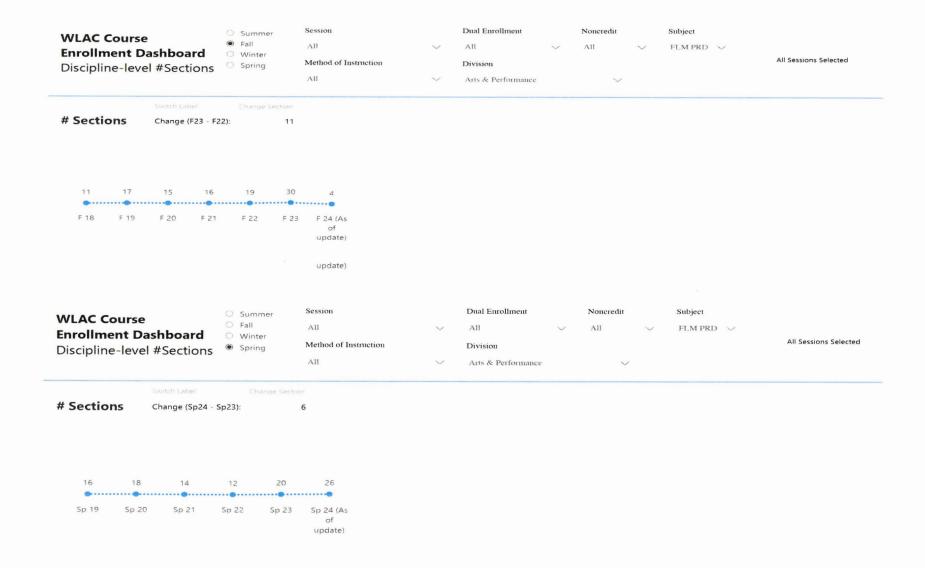
- Board members reviewed the proposed certificate of achievement in Animation. 5 voted to recommend creation of the certificate.
- vi. Pathway: Virtual Production / Faculty: Jennifer Penton Board Members Present: Evan Cervantes, Adriana De La Cruz, Jeanette Moreno King, Brian Pohl, Eric Rigney Guest: Leslie Rigney
 - Board members stated the qualities, and experiences that are required for entry-level employment in their craft.
 - Virtual production theory
 - Unreal Engine app
 - Signal Flow app
 - Emerging hardware and software
 - Board members stated the minimum number of craftspecific work experience hours a student should have completed for entry-level employment in this craft is 300 hours.
 - Board members reviewed the proposed certificate of achievement in Virtual Production. 5 voted to recommend creation of the certificate.
- vii. Pathway: Visual Effects / Faculty: Jennifer Penton Board Members Present: Evan Cervantes, Adriana De La Cruz, Jeanette Moreno King, Brian Pohl, Eric Rigney Guest: Leslie Rigney
 - Board members stated the qualities, and experiences that are required for entry-level employment in their craft.
 - Nuke
 - o Houdini
 - After Effects
 - Other Apps
 - Board members stated the minimum number of craft-specific work experience hours a student should have completed for entry-level employment in this craft is 300 hours.

- Board members reviewed the proposed certificate of achievement in Visual Effects. 5 voted to recommend creation of the certificate.
- viii. Pathway: Lighting / Faculty: Charles McIntyre
 Board Members Present: Simone Perusse, Hans Lau, Malakhi
 Simmons
 - Board members stated the qualities, and experiences that are required for entry-level employment in their craft.
 - Knots
 - Voltage color phasing
 - Basic electrical safety
 - Set protocols
 - o Etiquette
 - Board members stated the minimum number of craftspecific work experience hours a student should have completed for entry-level employment in this craft is 640 hours
 - Proposal to create a certificate of achievement in Lighting was tabled until next year.
- 5. Meeting Reconvened
 - The Board agreed that Saturdays are best for meeting dates and asked that next year's meeting be offered in a hybrid (in-person/teleconference) format to allow for greater participation
 - b. The date for next year's meeting is Saturday, April 26, 2025
- 6. Meeting Adjourned

Film Production Enrollment Fall/Spring



Film Production Section Count Fall/Spring



WLAC Student Factbook | All Enrolled at WLAC



TUTORIAL

Switch View: # Headcount | % Headcount

		19-20	20-21	2024-25	21-22	22-23	23-24 (As of update)
Overall Headcount	3	25,831	23,203	461	19,737	18,645	21,241

Age Group	18-19	19-20	20-21	2024-25	21-22	22-23	23-24 (As of update)
19 or Less	5,624	5,840	5,060	73	4,644	5,031	5,189
20 to 24	7,542	7,894	6,813	94	5,591	4,795	5,010
25 to 29	4,546	4,642	4,347	70	3,380	2,828	3,032
30 to 34	2,497	2,676	2,607	75	2,290	2,109	2,648
35 to 39	1,580	1,617	1,543	55	1,317	1,252	1,987
40 to 49	1,774	1,770	1,636	67	1,421	1,458	1,841
50 and older	1,270	1,389	1,196	27	1,094	1,172	1,534
Unknown		*	*				
Gender	19	19-20	20-21	2024-25	21-22	2 22-2	23 23-24 (As of update)
Decline to state	135	137	170	*	20	3 2	47 363
Female	,138	15,901	14,585	312	12,24	1 11,2	96 12,273
Male	1,520	9,767	8,422	136	7,21	6 6,9	93 8,483
Non-binary	40	26	26	*	7	7 1	09 122
Ethnicity	19	19-20	20-21	2024-25	21-22	22-23	23-24 (As of update)
American Indian/Alaskan Native	51	46	43	*	33	25	49
Asian	,029	2,156	2,186	27	1,884	1,576	1,485
Black	,410	5,229	3,934	95	3,492	3,482	3,825
Hispanic	,329	12,176	11,398	235	9,661	9,260	9,384
Multiethnic	991	964	846	23	700	712	757
Pacific Islander	65	61	40	*	32	35	46
White	,917	4,054	3,945	69	3,374	3,157	5,246
Unknown	,041	1,145	811	*	561	398	449

Highest Education Level	18-19	19-20	20-21	2024-25	21-22	22-23	23-24 (As of update)
Not HS Graduate	362	377	459	*	489	425	385
K12 Concurrent	1,864	2,224	2,580	43	2,793	3,525	3,509
Adult School	110	121	142	*	99	88	90
HSD/USD	8,828	11,084	10,179	273	9,143	8,664	10,706
GED	578	709	645	30	611	627	833
California HS Proficiency	139	180	166	*	162	155	185
Diploma/certificate from a Foreign secondary	513	694	874	21	906	967	1,407
Associate Degree	1,267	1,373	1,248	32	1,098	928	1,127
Bachelor's Degree or Higher	2,775	2,935	2,789	28	2,148	1,870	1,995
Unknown	8,397	6,134	4,121	16	2,288	1,396	1,004
Non-Traditional Students (Age 25 or more)	18-19	19-20	20-21	2024-25	21-2	2 22-23	3 23-24 (As of update)
Non-traditional	11,667	12,094	11,329	294	9,50	02 8,819	11,042
Traditional	13,166	13,734	11,873	167	10,2	35 9,826	10,199
Unknown							

Note: Data from PeopleSoft subject to change. Data suppressed where N < 10 to protect student privacy. Counts reflect census enrollment including W/EW students.

Last Updated: 4/22/24

Film Production Student Demographics

WLAC Student Equity Dashboard

Course Success Rates Course Retention Rates Enrollment by Demographic Groups

ourse Enrollment Tota	al for S	Select	ed Filt	ers									Swi	tch to F	Percenta	age Vie	w	
	Su 19	F 19	W 20	Sp 20	Su 20	F 20	W 21	Sp 21	Su 21	F 21	W 22	Sp 22	Su 22	F 22	W 23	Sp 23	Su 23	F 23
	111	419	105	454	95	391	134	379	68	401	132	357	241	562	189	534	231	688
Group	Su 19	F 19	W 20	Sp 20	Su 20	F 20	W 21	Sp 21	Su 21	F 21	W 22	Sp 22	Su 22	F 22	W 23	Sp 23	Su 23	F 23
ss	38	38	*	50	*	38	15	60	*	55	14	51	19	63	19	53	16	72
	15 22	123 123	30 33	141 108	26 27	130 96	49 26	130 86	21 13	112 94	19 36	90 76	61 55	138 129	40 44	142 116	57 45	180 163
34	12	41	12	59	14	47	17	41	*	68	27	59	50	118	39	118	42	121
9	* 20	26 60	* 18	27 63	* 16	25 45	14 13	30 25	11	45 25	18 14	39 33	26 26	48 53	23 22	48 43	25 33	49 82
d older	*	*	*	*	*	10	*	*	*	*	*	*	*	13	*	14	13	21
wn	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
ty	Su 19	F 19	W 20	Sp 20	Su 20	F 20	W 21	Sp 21	Su 21	F 21	W 22	Sp 22	Su 22	F 22	W 23	Sp 23	Su 23	F 23
n Indian/Alaskan Native	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	*	15	*	23	*	19	11	22	*	26	13	33	20	35	*	16	*	43
	28	90	20	95	15	67	19	60	10	59	25	60	40	79	28	66	31	85
	49	184	51	216	42	176	63	181	36	205	62	171	105	286	102	257	117	362
nnic	*	19	*	19	*	18	*	19	*	14	*	10	*	14	*	22	*	13
slander				*		*		10				*	14			*	10	
wn	23	101	24		25	101		10	16	83	21	72	14	27	42	20	10	33
	23	101	24	91	25	101	32	87	16	03	21	73	51	117	43	148	56	150
er	Su 19	F 19	W 20	Sp 20	Su 20	F 20	W 21	Sp 21	Su 21	F 21	W 22	Sp 22	Su 22	F 22	W 23	Sp 23	Su 23	F 23
9	39	112	24	117	21	96	45	120	24	110	46	106	60	164	63	136	67	203
	72	305	81	336	74	294	89	259	44	282	82	245	171	368	115	374	154	451

Note: Data pulled from PeopleSoft subject to change. To protect student confidentiality, counts of fewer than 10 students are suppressed.

Last Updated: 1/16/24

1

Unknown

Current Certificate: Film/TV Production Crafts (Certificate of Achievement)—27 Units

In Development: Film/TV Production Crafts: Set Dressing (Certificate of Achievement)—26 Units

Required core	courses	.26
FLM PRD 100	Intro to Film, TV, and Video Production Craf	
FLM PRD 101	Production Skills	3
FLM PRD 101C	Production Skills (Safety)	4
FLM PRD 103A	Tools and Rigging for Production Craft	s.3
FLM PRD 110A	Set Dressing Crafts A	4
FLM PRD 110B	Set Dressing Crafts B	3
Cooperative World	k Experience Education	6

In Development: Film/TV Production Crafts: Set Lighting (Certificate of Achievement)—26 Units

Required core	courses26
FLM PRD 100	Intro to Film, TV, and Video Production Crafts 3
FLM PRD 101	Production Skills3
FLM PRD 101C	Production Skills (Safety)4
	Tools and Rigging for Production Crafts. 3
FLM PRD 140A	Set Lighting Crafts A4
FLM PRD 140B	Set Lighting Crafts B3
Cooperative Wor	k Experience Education6

In Development: Film/TV Production Crafts: Grip (Certificate of Achievement)—26 Units

Required core	courses	. 26
FLM PRD 100	Intro to Film, TV, and Video Production Cra	fts3
FLM PRD 101	Production Skills	3
FLM PRD 101C	Production Skills (Safety)	4
FLM PRD 103A	Tools and Rigging for Production Craft	s.3
FLM PRD 115A	Grip Crafts A	4
FLM PRD 115B	Grip Crafts B	3
Cooperative Wor	k Experience Education	6

In Development: Film/TV Production Crafts: Set Painting (Certificate of Achievement)—26 Units

Required core	e courses26
FLM PRD 100	Intro to Film, TV, and Video Production Crafts 3
FLM PRD 101	Production Skills3
FLM PRD 101C	Production Skills (Safety)4
FLM PRD 103A	Tools and Rigging for Production Crafts . 3
FLM PRD 145	Set Painting Crafts Level 14
FLM PRD 146	Set Painting Crafts Level 23
Cooperative Wor	k Experience Education6

In Development: Film/TV Production Crafts: Camera (Certificate of Achievement)—26 Units

Required core	courses	.26
FLM PRD 100	Intro to Film, TV, and Video Production Craf	ts3
FLM PRD 101	Production Skills	3
FLM PRD 101C	Production Skills (Safety)	4
FLM PRD 106	Tech Literacy for Production & Post	3
FLM PRD 120	Camera/Digital Utility Crafts Level 1	4
FLM PRD 121	Camera/Digital Utility Crafts Level 2	3
Cooperative Work	Experience Education	6

In Development: Film/TV Production Crafts: Editing 1 (Certificate of Achievement)—27 Units

Required core	courses27
FLM PRD 100	Intro to Film, TV, and Video Production Crafts 3
FLM PRD 101	Production Skills3
FLM PRD 106	Tech Literacy for Production & Post 3
FLM PRD 125	Editing Crafts in Film, TV, and Video6
FLM PRD 126	Introduction to Editing Crafts3
FLM PRD 129	Intermediate Editing Crafts3
Cooperative Work	Experience Education6

In Development: Film/TV Production Crafts: Editing 2 (Certificate of Achievement)—39 Units (Note, this certificate stacks on top of Editing 1; students will earn the Editing 1 certificate on the way to earning Editing 2)

Required core	courses39
FLM PRD 100	Intro to Film, TV, and Video Production Crafts 3
FLM PRD 101	Production Skills3
FLM PRD 106	Tech Literacy for Production & Post 3
FLM PRD 125	Editing Crafts in Film, TV, and Video6
FLM PRD 126	Introduction to Editing Crafts3
FLM PRD 129	Intermediate Editing Crafts3
FLM PRD 200	Introduction to Photoshop & Illustrator3
FLM PRD 202	Visual Effects and Motion Graphics3
To be developed	Workflow3
To be developed	Reel3
Cooperative World	Experience Education6

In Development: Film/TV Production Crafts: Stagecraft (Certificate of Achievement)—20 Units

Required core courses20	
FLM PRD 100 Intro to Film, TV, and Video Production Crafts 3	
FLM PRD 101C Production Skills (Safety)4	
FLM PRD 103A Tools and Rigging for Production Crafts . 3	
FLM PRD 105 Stagecraft4	
Cooperative Work Experience Education 6	

West Los Angeles College Film/TV Production Advisory Board Meeting 4/27/2024

Guest Sign In

Name	Signature
Bautista, Rhea-Anne	Rhand works for
Brehm, Dane	
Cervantes, Evan	
Davis, Thom	The second
DeChellis, Bobby	9
De La Cruz, Adriana	a. Doxila
DiTullio, Wilbur	Q. Well of
Falkner, Karen	Pack
Galler, Philip	
Hynes, Autumn	AAA 10
Hypolite, Ashlee	
Lau, Hans	Lan
McGrath, Frank	
Mendez, David	
Moreno King, Jeanette	
Oliver, Andrew	
Pohl, Brian	B of Pro
Robles, Natalie	Moterna
Rouhier, Doug	710000
Rowe, Alan	
Ruelas, Robert	
Simmons, Malakhi	Maletti Succes
Vickrey, Scott	RSIANTIA
SIMONE PERUSSE	The state of the s

West Los Angeles College Film/TV Production Advisory Board Meeting 4/27/2024

Faculty Sign In

Name	Signature
Cannon, David	la Can
Coleman, Imhotep	
Considine, Kevin	Jan Dan Mar
Dagg, Gary	Day Call
Guichard, Laura	
Klanfer, Rina	
Manner, Kimberly	Kyname
McIntyre, Charles	
Penton, Jennifer	Jel X Ru
Rigney, Eric	
Wade, Javonne	Ofen Wil