

1. **Name of Off-Campus Site:** Florida State University at Asolo Conservatory for Actor Training, 5555 North Tamiami Trail, Sarasota, FL 34243
2. **Date Established:** 1973
3. **Program(s) Offered:** Theatre, MFA; 60 semester credit hours
4. **Fall 2013:** 33, students, unduplicated headcount, 24.75 FTE

Personnel – brief description of faculty, staff, and administrators at the off-campus site

The FSU at Asolo Conservatory for Actor Training is located in Sarasota, Florida, at the FSU Center for the Performing Arts. The three-year graduate program has four full-time faculty members responsible for the classroom component of the program and instruction in acting, voice and movement. The program is accredited by the National Association of Schools of Theatre (NAST). There are also four full-time staff members: Administrative Assistant to the Director, Student Services Coordinator, Stage Manager, and Technical Theatre Coordinator. These individuals are responsible for the administrative, student services, and production activities necessary to ensure student educational outcomes. The Director of the Conservatory oversees the daily and academic operations of the unit and reports to the Dean of the College of Visual Arts, Theatre and Dance (VATD).

Florida State University employees an additional 130 full-time staff and administrators to fulfill the operational requirements of the Ringling Center for the Cultural Arts located adjacent to the Asolo Theater and the Center for Performing Arts. An estimated 10 percent of these employees provide support for the Asolo Conservatory students in the form of administrative duties such as human resources, facilities, and security. FSU also contracts with the Asolo Repertory Theatre to provide mentoring support and performance opportunities in a professional environment for the students enrolled in the program along with costume construction and ticketing office services.

All faculty and staff hires for the FSU at Asolo Conservatory for Actor Training adhere to the practices and procedures of Florida State University. In fact, the faculty hires are transacted through the School of Theatre in Tallahassee. All faculty and staff hires are framed within the standards established by NAST.

Augmenting the residential faculty and staff is an active visiting artists program. The Conservatory is hosting seven sessions in 2013-14 that provide students at the Conservatory with singing tutorials, on-camera acting, musical theatre styles, the Roy Hart Workshop (internationally recognized voice production workshop), stage combat, and the Bill Bowers workshop (exploration of different movement and acting conventions). Additionally, the Conservatory supports specialized workshops such as a casting workshop, a clown workshop, and a professional agent workshop.

Guest artists direct at least one Conservatory production each season. These opportunities afford second-year students the chance to work closely with nationally prominent and diverse artists. Similarly, first-year students as understudies and third-

year students as company members work with and learn from professional directors as part of their affiliation with the Asolo Repertory Theatre.

Physical Facilities – brief description of facilities that support educational programs and services offered at the off-campus site and scope of safety/health measures taken at the off-campus site

The FSU at Asolo Conservatory for Actor Training is housed at the FSU Center for the Performing Arts adjacent to the Ringling Center for the Cultural Arts. The Ringling Center for the Cultural Arts, also maintained and operated for Florida State University, is a 66-acre estate and includes the Museum of Art, the Cà d'Zan Mansion, winter-residence of John and Mable Ringling, and the 18th-century Historic Asolo Theater. The Conservatory is located in a 97,000 square foot facility shared with the Asolo Repertory Theatre and the Sarasota Ballet.

Within the FSU Center for the Performing Arts, the Conservatory has sole access to the Cook Theatre (a 161-seat, fully functioning theatre), two studios/classrooms, a student/faculty lounge, a conference room, an exercise room, and eleven offices. Additionally, the unit shares the following with either the Asolo Repertory Theatre or the Sarasota Ballet: Center for the Performing Arts lobby, ticket office, the Historic Asolo Theatre, a dance studio, rehearsal halls, and dressing rooms. Students also utilize specialized facilities such as fitting rooms, costume construction facilities, and the wig/make-up spaces as part of their interactions with the Asolo Repertory Theatre. Finally, as part of their experience as understudies and company members, students gain experience during performances on the main theatre stage within the FSU Center for the Cultural Arts, the Mertz Theatre.

The Ringling has a full team of facilities maintenance, custodial and grounds staff, as well as safety and security staff members. The Facilities and Safety and Security department heads report directly to the Deputy Director of Finance and Administration at The Ringling. The Deputy Director reports directly to the Assistant Vice President for Administrative Services at FSU and coordinates regularly with the Tallahassee campus offices of Facilities and the FSUPD, who coordinate and facilitate safety and security for the main campus.

The Ringling Center for the Cultural Arts has its own Plant Operations and Maintenance staff, who are regular FSU employees. In addition, it has a long-range plan for the maintenance, development, and/or expansion of land and physical facilities.

Maintenance and development for the Ringling Center is included in the university's master plan. As a world-class museum facility, the Ringling provides 24-hour camera surveillance of the interior and exterior of all buildings and the parking lot. It deploys security staff members at the Center for Performing Arts. Students may contact Ringling Security if they are in need of assistance or to escort them to their cars, if needed/desired.

Library resources – brief description of library services and personnel that support educational programs offered at off-campus site

The FSU at Asolo Conservatory for Actor Training maintains a selection of texts and other theatrical materials for student use on site. With use of their FSU ID cards, all students and faculty have full access to over 3 million physical books, 800,000 e-books, and 80,000 journals. Online services also include live chat with librarians; access to a career center library; online or phone research assistance; access to request materials directly from all libraries within the State of Florida university system; interlibrary loan; online book search; and the ability to reserve an item that is currently checked out or request rushed cataloguing.

Additionally, materials may be accessed quickly via the UBorrow program, which grants students and faculty walk-in privileges at any state community college or university library. Two such libraries are readily accessible to the Conservatory, the library at the State College of Florida at Bradenton, located just ten minutes away from the Conservatory and the library at the New College that is directly adjacent to the FSU at Asolo Conservatory for Actor Training. The distance-learning page on the Libraries' website outlines how students and faculty can utilize these resources remotely.

Technology – brief description of technology resources, services, and personnel that support educational programs offered at off-campus site

A full complement of technologies appropriate to the academic program is available at the Asolo. FSU provides a modern theatre equipped with lighting, sound and scenic technology. Additionally, through contractual services with the Asolo Repertory Theatre, the Conservatory provides the costumes, wigs and make-up technology needed to produce a full season of shows, a key component in the second year curriculum.

While the majority of students will utilize personal mobile devices, students have access to two computers located in the Conservatory Conference Room. WI-Fi capacity is available in the common spaces of the conference room and the student lounge.

Financial – annual operating budget (adequacy of budget) for the off-campus site

During the 2013 budget year, Florida State University spent \$1.64 million to support the operations of the FSU at Asolo Conservatory for Actor Training. Of that figure \$781,000 went to faculty, staff and student salaries; \$511,000 to operating expenses; and \$343,159 in graduate waivers to cover student tuition.

In addition to these enumerated funds, the Asolo Repertory Theatre provides funding to support the education experience of the students by annually underwriting the second year class' participation in the Graduate Theatre Experience in London sponsored by FSU's Office of International Programs. This support includes travel, board, tuition and a weekly stipend. The total cost for this program annually is \$119,000.

Access to student support programs, services, and activities that promote student learning and enhance the development of students at the off-campus site

One of the staff positions at the FSU at Asolo Conservatory for Actor Training is a Student Services Coordinator which services as the primary conduit for students for all matters related to student life and student services. The position reports to the Associate Dean of Academic and Student Services in the College of Visual Arts, Theatre and Dance as well as the Assistant Director of the Ringling Center for the Arts.

The primary responsibilities for the Student Services Coordinator are admission, orientation, registration and student ombudsperson. This staff position liaisons with a variety of offices on the Tallahassee campus such as admissions, financial aid, the Registrar's Office and Student Health Services. The staff member is empowered to contact appropriate entities to meet student needs and concerns. Furthermore, the Student Services Coordinator works closely with the Office of Academic and Student Services in the College of Visual Arts, Theatre and Dance to ensure that student matters are addressed expeditiously and completely.

Students on the Sarasota campus have full access to many of the same or equal services as students on the Tallahassee campus, including Victim Advocates, academic program information (calendars, policies etc.), Student Rights and Responsibilities, Dean of Students, Financial Aid, the Graduate School, International Programs, internships, graduate student orientation, myFSU Portal, graduate assistantships, exercise facility, and Student Disability Resource Center. Many of these resources are available via email, telephone or the Internet. Additionally, students have access to the Employee Assistance Program and related counseling services through Sarasota Memorial Hospital. Because all graduate students at FSU are required to purchase health insurance, students on the Sarasota campus have access to medical services in the community.

The Conservatory also offers career development. The academic and assistantship programs actively incorporate opportunities to understudy (first year) and to assume primary roles (second and third years). Additionally, each student is assigned a mentoring professional actor from the Asolo Repertory Theatre to provide professional and career guidance and advice during the third year. Students emerge from the Conservatory, Equity Card-eligible.

Student complaints and concerns follow procedures consistent with university policy. Students have multiple avenues through which they can raise concerns or issues. These avenues include conversations with the Student Services Coordinator, the Conservatory Director, the Associate Dean of VATD, the Dean of VATD or a Tallahassee campus-based student services staff member. Typically, concerns emerge through the first two avenues. The nature of the concern dictates how the complaint/concern moves through the system. Program specific matters usually remain at the local level and are addressed by the Conservatory Director and/or the faculty. More universal situations involve the Associate Dean in consultation with the Conservatory Director determining the appropriate University channels to the resolution of the matter. All student complaints adhere to the University's practices related to

Centralized Student Complaint Reporting. Appropriate student complaints are logged and reported, through the College of Visual Arts, Theatre and Dance, to the Dean of Students in Tallahassee.

Institutional effectiveness – brief description of IE efforts at the off-campus site

In concert with the Theatre Department on the main campus, student learning and program outcomes are developed, assessed and reviewed for improvement for the MFA in Theatre offered at the FSU at Asolo Conservatory for Actor Training. They are included within the College of Visual Arts, Theatre and Dance. The expected student learning outcomes mirror those on the main campus. The program outcome specifically relates to cooperation and collaboration between the Sarasota location and the main campus. Results are reviewed annually by the program faculty to develop and monitor improvements in student learning and program outcomes, as needed. The outcomes, standards, results, and planned improvements are entered in the university's institutional effectiveness (IE) system. Program faculty, the academic dean, and the Office of Planning and Programs review and approve entries in the IE system each year.