May 2008

To All Deans, Directors, and Vice-Presidents:

Attached please find the format for completing the annual PIE Summary for 2007-08 reflecting the analysis done by your departments/units. This same form will be used by deans/directors (in academic Divisions or other situations in which your Vice-President expects a mid-level summary) and by Vice-Presidents (who will summarize all reports submitted to them from the prior levels within their area.) Middle managers should confirm with your Vice-President whether or not a PIE summary is expected from your area. The PIE Summary format is also available as a Word document from the IEC website: http://inside.mtsac.edu/organization/committees/iec/ (click under “current PIE documents”). Although some or all of your units may have entered their PIE as “e-PIE” (formerly known as TracDat), your summaries will be completed in the traditional document format and should be submitted according to the timelines below:

- **May 2, 2008**  Department/unit PIE forms are due to division office or appropriate manager (OR are completely entered into e-PIE)
- **May 23, 2008**  Deans/manager PIE Summary forms are DUE to appropriate Vice President
- **June 13, 2008**  Vice-Presidents PIE Summary forms are DUE to IEC by June 13 (e-mail only: dboroch@mtsac.edu)

This year, departments were encouraged to use e-PIE to record their planning processes, but its use was not mandated. Your summary may therefore need to draw from both the e-PIE archive and from any paper copies submitted directly to you from units that did not use e-PIE. There are several standard reports from e-PIE (TracDat) that can pull together the information for the
various departments in your division to assist with completing the PIE Summary Form. The most helpful standard report is the Assessment Plan.

The Assessment Plan report shows the internal/external conditions, the resources requested, the program level SLO or SA (Strategic Action), the Assessment Method, the Criterion for Success, the related College Goal and Department Goal for each department/unit.

To access this report:

1) From a web browser go to http://tracdat.mtsac.edu/tracdat
2) Log in to e-PIE (TracDat)
3) Click on the blue 'Reports' tab
4) Choose the 'Assessment Plan' report by clicking 'run'
   4A) Under Selected Unit - select 'All' or only select one unit
   4B) UNcheck the boxes for ‘Include Course/Activities’ and ‘Include Tasks’
   4C) Check the boxes to ‘Include Reporting Unit Goals’ and ‘Include Assessment Unit Goals’
   4D) Click ‘Execute Report’

In addition to the standard reports available in e-PIE (TracDat) a custom e-PIE report created in Excel will be emailed to each Dean/Assoc Dean. It will look similar to section 7 of PIE and will include the units name, the unit goals, which College goal is it tied to, the SLO/AUO/Strategic Action, and the Resources Requested.

Additional reports Deans/Directors may want to review include the Course Assessment Report to see which courses have defined SLO's.

If you need any assistance with generating reports from e-PIE (TracDat) contact Kate Scott at kscott@mtsac.edu or at ext. 5562.
If you need any assistance with the PIE Summary form contact Debbie Boroch at dboroch@mtsac.edu or at ext. 5703.