TEAM ACCOMPLISHMENTS SUMMARY

At Mt. SAC, teams are large administrative groups overseen by senior management. For the 2010-11 year, the teams were asked to identify major accomplishments and their alignment with team and college goals. The following areas submitted accomplishments:

Human Resources Team:
Human Resources

Administrative Services Team:
Facilities Planning and Management
Fiscal Services
Accounting
Bursar's Office
Payroll
Information Technology
Public Safety
Risk Management
Technical Services

Instruction Team:
Arts Division
Business Division
Continuing Education Division
Humanities and Social Sciences Division
Library and Learning Resources Division
Natural Sciences Division
Physical Education Division
Technology and Health Division
Center of Excellence
Grants Office
Basic Skills Coordinating Committee
Educational Design Committee
Writing Center
Professional and Organizational Development
Research and Institutional Effectiveness
Honors Program

Student Services Team:
Admissions and Records
Aspire
Assessment
Bridge
CalWorks
Career/Transfer
Counseling
DSPS
Financial Aid
Health Center
High School Outreach
Student Life
Upward Bound
In all, over 350 accomplishments were listed in the Vice Presidents' summaries. It should be noted that these summaries do not contain all the accomplishments submitted by individual units.

The sample accomplishments from Human Resources cover college goals 4, 5, 6, 8, 11, and 13. This is understandable, as Human Resources does not regularly secure funding (goal #1), prepare students (goal #2), help students maintain professional currency and achieve individual goals (goal #3), increase access for students (goal #7), provide facilities (goal #9), work with basic skills development (goal #10), or engage students in activities designed to increase persistence (goal #12). The sample accomplishments from Administrative Services cover goals 1, 2, 4, 5, 8, 9, 11, and 13. The absent goals here deal with helping students achieve their individual goals (goal #3), increase diversity and equity (goal #6), increase access for students (goal #7), work with basic skills development (goal #10), or engage students in activities designed to increase persistence (goal #12). Student Services aligned accomplishments to goals 2, 4, 5, 6, 7, 8, 11, and 12, and the Instruction team was able to align some accomplishments to every college goal. Therefore, every team was able to demonstrate action toward college goal #4 (improve the quality of its partnerships), goal #5 (utilize and support technology), goal #8 (participation in professional development), and goal #11 (improve effectiveness and consistency of dialogue between and among departments). Conversely, goal #3 (help students maintain professional currency and achieve individual goals) and goal #10 (work with basic skills development) were unique to the Instruction team this year.

Accomplishments generally can be organized into a few categories:
- completion of planned activities
- design and/or implementation of new activities
- curriculum and/or materials designed or reviewed
- reports of routine work completed
- awards earned
- presentations made
- conferences and meetings attended

While awards, presentations, and completion of tasks can all be referred to as “accomplishments,” a statement that recognition has been earned or that a given number of students have been served does not reveal how the unit has worked to identify and achieve its goals. Therefore, special attention should be given to actions that reflect the creation or implementation of a plan of some type. Many of
the provided accomplishments dealt with plans on a variety of levels ranging from individualized to campus-wide. A sample of these accomplishments are provided below, illustrating the considerable diversity amongst the coordinated successes of this past year:

College Goal #1 – The College will secure funding that support exemplary programs and services.

- Complied with Fiscal Accountability Plan (Fiscal Services)
- Programs in Graphic Design & Illustration, Radio-Television, Photography, 2D Animation & Gaming secured Perkins/VTEA funds to implement the use of student assistants and lab tutors, to update equipment, and provide guest speakers in an effort to increase student success (Arts Division)
- The Nursing Program received funding from the Song Brown Grant, totaling $100,000/year for two years. The award recognized the program's exemplary efforts to increase the success rates of its diverse population (Technology & Health Division)

College Goal #2 – The College will prepare students for success through the development of exemplary programs and services.

- The Paralegal Program eliminated its five specialty options and replaced them with a general Paralegal degree in response to an ABA recommendation (Technology and Health Division)
- The Writing Center developed directed learning activities targeting specific skills to support stronger student learning (Writing Center)
- Ag Sciences faculty developed a new A.S. Degree in Integrated Pest Management; the program prepares students to take the PCA exam (Natural Science Division)
- In collaboration with other S. California colleges, Mt. SAC supported the Workforce Initiative Transition Program for 2009-10 nursing graduates who have not found employment. Students are offered an opportunity to maintain professional currency in nursing (Technology and Health Division)
- Implemented a new student check in process for Counseling called “RUSH” which helped to bring the wait time to see counselors during peak times from one hour to approximately 10-15 minutes (Counseling)

College Goal #3 -- The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.

- The new Interior Design curriculum was introduced in the summer of 2010; it includes 23
new courses, four new certificates, and two new A.S. Degrees. (Business Division)

College Goal 4 -- The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.

• Sign language faculty continue to support articulation efforts with Ayala High School; students who pass the evaluation can earn immediate college credit for SIGN 101, 102, 103, and 104. Twenty earned credit, and fifteen entered our program (Humanities and Social Science Division)

• Electronics faculty have expanded ELEC 61 to three units to prepare for articulation with Cal Poly Pomona and also changed the emphasis of ELEC 74 in response to expectations of faculty at Cal Poly Pomona, strengthening articulation opportunities for our students (Technology and Health Division)

College Goal 5 -- The College will utilize and support appropriate technology to enhance educational programs and services.

• Implemented the Banner Bank reconciliation module (Fiscal Services)

• Implemented ConnectED emergency notification system to notify students and employees (Instructional Technology)

• Continued to expand our wireless coverage around campus (Instructional Technology)

• Physics faculty have increased integration of technology into the classroom with increased use of web-based resources, video-capture technology, computational physics activities, student-written simulations, laptop-based data-capture, and online homework (Natural Sciences Division)

• Began to supplement traditional mailing account claim information to include an electronic email response so as to decrease the turnaround time for students to receive their student ID with a goal of eventually ceasing the mailing of a hardcopy letter of the account claim information (Admissions and Records)

College Goal 6 -- The College will provide opportunities for increased diversity and equity for all across campus.

• Added three advertising sources to reach out to (military) Veterans and four to reach out to underrepresented groups (Human Resources)

• Completed EEO Plan with the newly reconvened Campus Equity and Diversity committee (Human Resources)

• The Foreign Languages Department sponsored several clubs to strengthen opportunities for
student engagement (Humanities and Social Sciences Division)

• The (Military) Veterans Resource Center was established (Financial Aid)

College Goal 7 -- The College will increase access for students by strengthening recruitment and opportunities for full participation in College programs and services.

• The implementation of online tutoring showed growth in student participation from 34 to 92 sessions, an increase of 170% (Learning and Library Resources Division)

• A specially designed application packet was designed for International Students with the intent to increase awareness and to promote increased International admission applications (Admissions and Records)

• Worked jointly with faculty and developed a common method of implementing the use of multiple measures of assessment for all basic skills areas (Assessment)

College Goal 8 -- The College will encourage and support participation in professional development to strengthen programs and services.

• Provided professional development training for Banner modules, Luminis portal, and other third-party applications such as Argos (Information Technology)

• Professional and Organizational Development re-activated the Classified Professional Development Committee to strengthen dialogue for planning classified employee professional development activities (Professional and Organizational Development)

• Professional and Organizational Development worked with Student Services staff to advertise and organize the “Diversity Summit” held for the college community (Professional and Organizational Development)

• Biology faculty organized a successful Pre-health conference which included over 900 attendees, 67 booths at the health fair, and 85 sessions. (Natural Sciences Division)

College Goal 9 -- The College will provide facilities and infrastructure that support exemplary programs and consider the health and safety of the campus community.

• Added building emergency communication infrastructure to four new facilities (Facilities)

• Coordinated inventory, disposal, and written procedures for the Aircraft Technology Department (Risk Management)

• The infrastructure of academic library support was expanded despite losses in funding, to provide print and electronic materials for students in sixteen programs (Library and Learning Resources)
• CHEM 80 and 81 successfully piloted green chemistry experiments developed by Iraj Nejad (Natural Sciences Division)

College Goal 10 -- The College will ensure that basic skills development is a major focus in its planning efforts.

• Adult Basic Ed and ESL implemented and assessed several program improvements, including an ESL-structured, multi-faceted dialogue on the improvement of the VESL Career Paths Program so as to increase noncredit-to-credit transition rates (Continuing Education Division)
• Math 71X was developed as a result of collaboration of faculty in Math and Technology & Health (Natural Sciences Division)

College Goal 11 -- The College will improve effectiveness and consistency of dialogue between and among departments, committees, teams and employee groups across the campus.

• Successfully implemented monthly Payroll staff meetings as well as monthly meetings between Human Resources, Benefits, and Payroll (Fiscal Services)
• All IT staff members participated in the development of Cost Savings ideas for submission to the Chief Technology Officer (Instructional Technology)
• Continued development of Risk Management website (Risk Management)
• The Psychology Department communicated with the Counseling Department and the Articulation Office while preparing the new AA-T in Psychology; they also led campus workshops and facilitated statistical analysis projects (Humanities and Social Sciences Division)
• A division wide planning retreat for all faculty and staff in the Business Division was held to develop the division's mission and goals (Business Division)

College Goal 12 -- The College will engage students in activities and programs designed to increase their term-to-term enrollment (i.e. persistence).

• The English Department and Writing Center have collaborated to implement the Early Alert Program, which directs students with failing grades on their first assignment to tutoring (Humanities and Social Sciences Division)
• The Adult Basic Ed program created and implemented a student progress policy for adult high school diploma students (Continuing Education Division)

• A two week accelerated Counseling 1 class was offered in the summer (STEP) to accommodate students who were not able to enroll in the Bridge Program (Counseling)
• Developed an intervention project to combine efforts of counseling faculty/advisors,
academic faculty, and peer advisors so as to increase student persistence and retention (Counseling)

College Goal 13 -- The College will improve integration of campus-wide planning activities.

- Created the Facilities Advisory Council (Facilities)
- Completed the initial phase of the campus-wide Utility Master Plan (Facilities)
- Instruction Office administrators supported Educational Master Planning sessions that included department chairs from all academic departments as well as administrators from both the Instruction and Student Services teams (Instruction Office)
- Division administrators worked closely with department chairs and faculty within the departments to implement the Enrollment Management Plan for the reduction of FTES required as the result of a workload reduction instituted by the State for budget reductions (Instruction Office)

While the accomplishments noted above demonstrate implementation and execution of a plan, many of the accomplishments provided by the vice-presidents cannot be so connected to specific planning activities. Was it the intention of Accounting to process 5,000 requisitions or of the Business Division to begin renovation projects? If so, how did these actions fit into the College’s planning process? One way to further improve the college’s planning processes might be to ask the submitting entities to distinguish which plan (if any) guided the actions that led to the accomplishment.