December 2010

To All Departments and Administrative Units:

With this memo, we announce the Planning and Institutional Effectiveness (PIE) process for 2010-11 – an ongoing, true planning tool. Included here are the revised guidelines for documenting the ongoing planning and evaluation activities being conducted at the unit level. As all units are required to enter their information into ePIE, we have updated the planning guidelines with revisions to the ePIE manual, and have developed these guidelines into a “PIE Workbook” format. We hope that this “workbook” approach will facilitate the work at the unit level, to simultaneously generate materials that can be directly entered into ePIE’s corresponding fields. You may access the ePIE workbook electronically at http://inside.mtsac.edu/organization/committees/iec/forms.html

Please read all of the attached information carefully. It has been developed in response to the questions and feedback provided by units in previous cycles, and should assist you.

The dominant characteristics of the PIE process are as follows:

- The PIE process serves two primary functions:
  1. To document the accomplishments and progress of units, teams, and the college toward achieving their stated goals, and
  2. To coordinate and align unit planning with college-level planning. This is accomplished by the designation of college goals (unchanged from last year) developed by the President’s Advisory Council (PAC), and team goals developed by each of the four teams (Administrative Services, Human Resources, Instruction, and Student Services).

- At the unit level, ongoing planning is documented at any time as per a true planning tool through the creation of student learning outcomes (SLO), general education outcomes (GEO), administrative unit objectives (AUO), strategic actions (SAs) and unit goals. Departments and administrative units then engage in cycles of ongoing outcomes-based assessment that are documented at least annually in ePIE. It is expected that all departments/units have now completed multiple full assessment cycles, including ‘use of results’ from prior assessments. This
work builds on the goals, established outcomes, and assessment data collected over the past years, and acknowledges the need to see assessment efforts as ongoing and cyclical.

- While much work has been done on SLOs at various levels of programs and disciplines, we need to especially focus on efforts for **complete assessment and use of results at the course level and understand how course assessment can be used for program-level SLOs (i.e., degrees/certificates) and general education outcomes (GEOs)**. Moreover, outcome-based assessment of courses allows departments to examine effectiveness and make important changes that substantially affect student learning in each and every classroom, thus making it a meaningful process. PIE is only one piece of all the planning that is done at your unit so consider it a great place to showcase your past work (in accomplishments and SLO/AUO) and a great place to plan for the future (in the planning for the future area). It is important to create for and give all members of your unit the five-column and four-column ePIE reports as these are the ones that will be given to your managers for their review. If the reports don’t reflect the great work that your team is doing, please give Kate Scott a call for further clarification on the nuances of ePIE.

- Planning is intended to be **broadly inclusive** with as many individuals participating at the unit level as is possible (e.g., invited to meetings, provided opportunities for brainstorming, provided opportunities for collaborative contributions, etc.). We believe that the best planning takes place when we encourage and support appropriate input from all college constituencies, and this participation is most relevant and useful at the department or unit level. It is important to provide feedback to the unit/department members about what was submitted (i.e., ePIE reports) and to the division about what was submitted to the Vice Presidents.

- **Requests for resources must be tied to unit, program, and team goals, and should be supported by data analysis.** Types of resources include needed budget as well as other kinds of support the college can provide, e.g., research support, training, positions, and instructional equipment. Resources requested via categorical funding sources (e.g. VTEA, Basic Skills, etc) should also be connected to PIE. Given the unpredictable times when funding is made available by the State throughout the academic year, establishing a strong foundation of unit planning based on clearly articulated goals is imperative so that we can spend our money wisely and thoughtfully. Your resource requests can be provided in an MS Excel format by putting in a helpdesk ticket and asking for an MS Excel file for your unit/division on the resources requested. In the meantime, what was created based on last year’s resource requests can be found at [http://inside.mtsac.edu/organization/committees/iec/docs/index.html](http://inside.mtsac.edu/organization/committees/iec/docs/index.html) (see Resource Requests Database (MS Excel) & Resource Requests Report).

- **The timeline for the PIE process this year is as follows:**

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<tr>
<th>Date</th>
<th>Description</th>
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<tr>
<td>November 2010</td>
<td>Departments and administrative units receive notification of PIE process; planning/input to ePIE begins.</td>
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<tr>
<td>June 30, 2011</td>
<td>Unit-level documentation is completed in ePIE; units notify division office or appropriate manager of completion and share with units.</td>
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<tr>
<td>August 1, 2011</td>
<td>Deans/managers prepare a summary of PIE input, submit to appropriate VP, and share with units.</td>
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<tr>
<td>September 2, 2011</td>
<td>Vice Presidents prepare a summary of PIE input at the team level, submit to IEC, and share with units.</td>
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<tr>
<td>Fall 2011</td>
<td>IEC reviews the VP summaries and other documents to prepare a year-end report to President’s Advisory Council on progress made in meeting College goals, and communication is given to the campus that the relevant documents are placed on the web and the next cycle is to begin.</td>
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**What’s different in the PIE process for this year?**

- The deadlines for completing the work have changed substantially to better align with the closure of the academic year, the fiscal year, and budget assumptions as provided by the Budget Committee.
- Training sessions in the use of ePIE are scheduled through POD beginning in December ([http://olsc.mtsac.edu/sdev/Classes/cal.asp.](http://olsc.mtsac.edu/sdev/Classes/cal.asp.)) For technical assistance or to schedule other departmental training, please call Kate Scott, Computer Services Coordinator, x5562.
- To provide more information about the relative importance of the resources a unit requests, a drop down box has been added so a unit must assign a priority to the resources requested.
- There are a few more questions that ask the unit/department to reflect on its current and past work and to think into the future about its planning.
- A mechanism has been added in ePIE to identify basic skills projects and degrees/certificates were added to ePIE so that the unit/department responsible for it may report on its SLO process.
- Units.departments that report directly to the Vice President will be asked to also complete a managers’ summary thus allowing better alignment with what the Vice Presidents are required to accomplish in their synthesis/summary.

**What happens to our completed PIE reports?**

Your PIE documents are reviewed and summarized at the team level. Members of the IEC then work with these team-level summaries to create an overall summary of the year’s planning efforts for PAC. In reviewing these summaries, trends that emerge from various units, departments and teams may be translated by PAC into new or revised college goals and strategies for the next cycle. Additionally, survey input received from employees, units, managers, and VP summaries about the PIE process is used to evaluate and recommend changes for the following planning cycle. The IEC has established a website that contains documents related to current and past planning efforts, including examples of PIE reports from previous years. You may find these samples to be useful in the preparation of this year’s forms ([http://inside.mtsac.edu/organization/committees/iec/documents.html](http://inside.mtsac.edu/organization/committees/iec/documents.html)). The IEC website is [http://inside.mtsac.edu/organization/committees/iec/](http://inside.mtsac.edu/organization/committees/iec/).