![Mt. SAC - Mt. San Antonio College logo]

unitPIE

Planning for Institutional Effectiveness

NOTE: This PIE Form is optimized to be used in Acrobat or Adobe Reader 10 or later.

unitPIE 2014-15 2015-16 2016-17 2017-18

Planning for Institutional Effectiveness

Introduction

UNIT	Assessment and Matriculation	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Jim Ocampo	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	jocampo@mtsac.edu	☑ Summary	☑ Planning	☑ Planning	☑ Planning

Your Unit Program Review will be recorded on this form summarizing the current year and documenting planning for the next three-year cycle.
***Please remember** that all outcomes assessment work should be recorded in TracDat (http://tracdat.mtsac.edu/tracdat) in order for your assessment work to best contribute to institutional reports. Outcomes assessment work may include courses, programs, direct and indirect services, organizational structure, structural elements, and institutional outcomes. Respond to only the outcomes categories or types that apply to your unit.*

Institutional Planning Framework

The college is unified through its demonstrated connection to the mission. Driven by the California Master Plan for Higher Education, revised by the President's Advisory Council, and approved by the Board of Trustees, it informs all planning and assessment.

Institutional Mission

The mission of Mt. San Antonio College is to support students in achieving their full educational potential in an environment of academic excellence.

Unit Mission

The Mt. San Antonio College Assessment Center serves the college and its diverse student population by providing appropriate course placement services in an environment conducive to student success and the satisfaction of those we serve.

College Themes and Goals

College themes and goals allow the campus to focus on critical issues. Articulated by the President's Advisory Council and approved by the Board of Trustees, they guide institutional planning and assessment processes.

Theme A: To Advance Academic Excellence and Student Achievement

College Goal #1   The college will prepare students for success through the development and support of exemplary programs and services.

College Goal #2   The college will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.

College Goal #3   The college will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.

Theme B: To Support Student Access and Success

College Goal #4   The college will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.

College Goal #5   Students entering credit programs of study will be ready for college level academic achievement.

College Goal #6   The college will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.

Theme C: To Secure Human, Technological, and Financial Resources to Enhance Learning and Student Achievement

College Goal #7   The college will secure funding that supports exemplary programs and services.

College Goal #8   The college will utilize technology to improve operational efficiency and effectiveness and maintain state-of-the-art technology in instructional and support programs.

College Goal #9   The college will provide opportunities for increased diversity and equity for all across campus.

College Goal #10   The college will encourage and support participation in professional development to strengthen programs and services.

College Goal #11   The college will provide facilities and infrastructure that support exemplary programs and the health and safety of the campus community.

College Goal #12   The college will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.

Theme D: To Foster an Atmosphere of Cooperation and Collaboration

College Goal #13   The college will improve the quality of its partnerships with business and industry, the community, and other educational institutions.

College Goal #14   The college will improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.

SectionOne

Where We Are: A Summary and Analysis of the Current Year 2014-15

I. Summary Context - Unit Goals for: Assessment and Matriculation

Identify up to ten (10) over arching goals that guided your Unit's work for the 2014-15 year (from your 2013-14 PIE form) in the following table and connect those goals to the College Themes. *Add rows (+) as needed. Delete rows (X).*

Unit Goal Name	Unit Goal	College Theme
Multiple Measures	Automate multiple measures process.	B: Access and Success
Technology: Scoring Softwa	Upgrade scoring software.	C: Secure Resources
Technology: Website	Improve information provided in department website.	C: Secure Resources
SSSP Regulations	Assure implementation of SSSP regulations and Student Success Task Force recommendations.	B: Access and Success
Test Preparation	Coordinate with English, math and reading faculty, as well as High School Outreach, to develop a more cohesive approach to offering test informaion and preparation sessions.	B: Access and Success
AWE Research	Research the effectiveness of the new AWE rubric in relation to student placement and success in writing course placed in.	B: Access and Success
Multiple Measures Research	Research the success rates of students placed in courses with multiple measures.	B: Access and Success
Customer Service	Improve processes which will help us better serve students	C: Secure Resources

II. Notable Achievements for: Assessment and Matriculation

Enter your Unit's successes for the 2014-15 year in the table below. This provides opportunity for closing the loop on your Unit's activities completed this year. *Text boxes will expand as needed. Add rows (+), delete rows (X).*

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
Priority	Submitted request for Approval to use the Mt. SAC Math Placement Test to the Chancellors office and received full approval to use the test for math placement.	Unit: SSSP Regulations
		B. Access and Success
Priority	Submitted request for Approval to use the California Chemistry Diagnostic Test to the Chancellors office and received full approval to use the test for chemistry placement.	Unit: SSSP Regulations
		B. Access and Success
Priority	Working with IT, the Student Success Inventory (multiple measures) was made accessible to students through their portal.	Unit: Multiple Measures
		B. Access and Success
Priority	More students are affected by multiple measures due to the immediate evaluation of the Student Success Inventory.	Unit: Multiple Measures
		B. Access and Success
Priority	Improved the tracking of math and English Test Information Sessions utilizing SARS for appointments.	Unit: Test Preparation
		B. Access and Success
Priority	Improved the process to assure that students attend Test Information Sessions. Staff are trained to inform each student of the availability and importance of the Test Information Sessions. Appointments for sessions are now made using SARS and can be made in-person, by phone or on-line through the Assessment Center web page or through the student portal. Students are also notified of the need to attend information sessions in the schedule of classes. Numbers for both math and English sessions has increased significantly since the above were implemented. Session attendance has increased from 3 - 5 students to 25 - 35 students per session.	Unit: Test Preparation
		B. Access and Success
Priority	Expanded the information provided to students on the Assessment Center webpage.	Unit: Technology: Website
		B. Access and Success
Priority	Improved the check-in procedure for students on the wait list.	Unit: Customer Service
		B. Access and Success

III. External/Internal Conditions, Trends, Impacts, Retention & Success, Critical Decisions and Outcomes Assessment

The following table is intended to track conditions that influence planning over a multi-year period beginning with the 2014-15 year. Please include data. The "Link to Data Sources and Support Options" button will open a Mt. SAC webpage that offers suggestions and links for possible data sources for your Unit. Text boxes will expand. *Add (+) rows, delete (X) rows as needed.*

		Link to Data Sources and Support Options

Year	*Add item* — External Conditions, Trends, or Impacts	Data Sources
2014-15	Additional funding through SSSP has provided a more stable environment than in the past few years.	Allocation distribution provided by Chancellor's Office
2014-15	Changes in Chancellor's office staffing has often led to some confusion regarding processes regarding test approval.	*Cite Data Sources*
Year	*Add item* — **Internal Conditions, Trends, or Impacts**	**Data Sources**
2014-15	Addition of 2 new staff members has been instrumental in providing improved and more expedient services to students.	*Cite Data Sources*
2014-15	Increased staffing at front counter allows for improved customer service.	*Cite Data Sources*
Year	*Add item* — **Success Data**	**Data Sources**
2014-15	Student and faculty satisfaction with course placement based on test results.	Placement Satisfaction Survey results.
2014-15	Success rates of students placed based on use of the newly refined AWE rubric.	AWE Rubric Pilot Study Report from RIE
2014-15	Success rates of students placed after using multiple measures.	Multiple Measures Report provided by RIE.
Year	*Add item* — **Critical Decisions**	**Data Sources**
2014-15	Changing software used for scoring tests was needed to increase database capability as well as to expedite scoring of tests.	*Cite Data Sources*
2014-15	Placing Student Success Inventory on the web and making it accessible in the student portal.	*Cite Data Sources*
2014-15	Moved test information sessions away from the 411 workshops and developed a more comprehensive program in coordination with the math department, as well as with the Writing Center. Assessment Center staff members were instumental in developing the framework for the new sessions.	*Cite Data Sources*
Year	*Add item* — **Progress on Outcomes Assessment**	**Data Sources**

| 2014-15 | The Assessment and Matriculation office continually develops and assesses student outcomes. All permanent staff participate in the development of SLOs. | Assessment Center staff work with RIE to collect and report data on outcomes related to to placement satisfaction, test information session effectiveness and satisfaction, |

IV. Alignment and Progress on Unit and College Goals: Closing the Loop

This section serves as a "reporting" function. It shows how your Unit closes the loop and connects planning to budget allocation: How did the prioritized college resources connect to your Unit's outcomes? What progress has your Unit made with the resources provided? Include progress on plans that did not require new resources if applicable. You are also prioritizing your Unit's progress or outcome for inclusion in your manager's summary. The **Plan Status** drop-down offers a time-frame update on the progress of your plan.

Some information has been pre-loaded into this form by your manager. Add rows (+) as needed. Delete rows (X).

Priority for Manager Summary	Plan from Previous PIE (2013-14) and Resources Obtained *(if any)*		Resources Secured *(if any)*	Progress/Outcomes/Result/Impact (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
Priority	Increased budget for AWE Readers		$ $25,000.00	Complete	Unit: Customer Service
	Plan Status	Select	SSSP Source 2		B. Access and Success
Priority	Increase annual budget for maintenance agreements		$ $1,965.00	Modified the request and instead purchased a new scanner instead of maintaining 3 old scanners.	Unit: Technology: Scoring Soft
	Plan Status	Select	SSSP Source 2		C. Secure Resources
Priority	Reconfiguration of modular cubicle.		$ Source 1	Not funded, Not completed	Select Unit Goal
	Plan Status	Select	Source 2		Select College Theme
Priority	Various technology needs		$ $89,799.00	All technology requests were funded. Still waiting on IT installation. Also waiting on full automation of multiple measures,	Unit: Technology: Scoring Soft
	Plan Status	Select	SSSP Source 2		C. Secure Resources

Section Two

I. Planning Context - Unit Goals Assessed and Revised for: Assessment and Matriculation

This table contains your goals as noted in Section One for 2014-15. Review your Unit's goals and revise, add new goals or remove goals that are no longer relevant as appropriate for planning for 2015-16, 2016-17, and 2017-18. *Add rows (+) as needed. Delete rows (X).*

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Multiple Measures	Automate multiple measures process.	B: Access and Success
Technology: Scoring Software	Upgrade scoring software.	C: Secure Resources
Technology: Website	Improve information provided in department website.	C: Secure Resources
SSSP Regulations	Assure implementation of SSSP regulations and Student Success Task Force recommendations.	B: Access and Success
Test Preparation	Coordinate with English, math and reading faculty, as well as High School Outreach, to develop a more cohesive approach to offering test informaion and preparation sessions.	B: Access and Success
AWE Research	Research the effectiveness of the new AWE rubric in relation to student placement and success in writing course placed in.	B: Access and Success
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Customer Service	Improve processes which will help us better serve students	C: Secure Resources

II. Annual Implementation Plan for: Assessment and Matriculation

This section serves as a "planning" function. This is where you ask for resources and record new action plans, activities, or interventions necessary to achieve success. Use the Expected Outcomes section to describe how the plan and resources requested is supported by your Unit's to outcomes assessment plan. This section will also be used to record revisions to plans as needed across the three years of planning. *Add rows (+) as needed. Delete rows (X).*

Priority for Manager Summary	Plans, Activities, or Interventions	Resources Needed *(if any)*	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme

Priority for Manager Summary	Plans, Activities, or Interventions	Resources Needed *(if any)*		Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
Priority	Improve security in testing rooms with improved video monitoring system.	$ $15,000.00		Since the current monitor is inadequate, A new system is needed to fully monitor activity in the testing room.	Unit: Customer Service
		Source 1			
Status	Projected Completion 2015-16	Source 2	Person Responsible	James Ocampo	C. Secure Resources
Priority	At least 60% of students testing will have completed a test information session	$ 0.00		Students will be more informed on test requirements.	Unit: Test Preparation
		Source 1			
Status	Projected Completion 2015-16	Source 2	Person Responsible	James Ocampo	B. Access and Success
Priority	At least 90% of students will have completed the Student Success Inventory prior to testing.	$ 0.00		All students will be given an equal chance to be affected by multiple measures.	Unit: SSSP Regulations
		Source 1			
Status	Projected Completion 2015-16	Source 2	Person Responsible	James Ocampo	B. Access and Success
Priority	Upload (scan) AWE tests onto OnBase.	$ 0.00		Easier access for Assessment Center Staff and other departments such as Humanities when working with students regarding test placement.	Unit: AWE Research
		Source 1			
Status	Projected Completion Select	Source 2	Person Responsible	James Ocampo	D. Cooperation/Collaboration
Priority	Fully automate Student Success Inventory in Banner.	$		Will provide an immediate process for most appropriate placement.	Unit: Multiple Measures
		Source 1			
Status	Projected Completion Select	Source 2	Person Responsible	James Ocampo	D. Cooperation/Collaboration

III. Resources Identified in Relation to Planning

This section will serve the budget prioritization function in the Manager's PIE. Your manager will inform you when actual quotes are due.

Section**Three**

Recommendations for Improving the Planning Process

What additional information should the College provide to assist your Unit's planning?

Enter additional information suggestions here.

What suggestions do you have for improving the planning process for your Unit?

Enter your suggestions for improvement here.

Enter your name as contributing to and approving of this Unit PIE Plan below. *Add rows (+) as needed.*

Contributer		Contributer	
James Ocampo	☑ Approve	Nico Martinez	☑ Approve
Ana Uriarte	☑ Approve	Meng Lail	☑ Approve
Yvette Suarez	☑ Approve	*Add your name as contributing to this Unit PIE and check that you approve*	☐ Approve

Thank you for completing the Unit PIE form summarizing 2014-15, and initiating your Unit's planning for the 2015-16, 2016-17, and 2017-18 three-year cycle.

Please save this form and forward to your Unit's manager by 06/30/ 2015.
Questions regarding this form? Send an email to Don Sciore, Interim Associate Dean of Arts, member IEC, at dsciore@mtsac.edu