



unit **PIE**

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

Planning for Institutional Effectiveness

Introduction

- I. Unit Information
- II. Institutional Mission
- III. Unit Mission
- IV. College Themes and Goals

Section One

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

- I. Summary Context: Unit Goals
- II. Notable Achievements
- III. Tracking External/Internal Conditions, Trends, Impacts, Success, Critical Decisions and Outcomes Assessment
- IV. Alignment and Progress on Unit and College Goals: Closing the Loop

Section Two

Where We Are Going: Planning for the Next Three Years, 2015-16, 2016-17, 2017-18

- I. Planning Context: Unit Goals Assessed and Revised
- II. Annual Implementation Plan
- III. Resources Identified in Relation to Planning

Section Three

Recommendations for Improving the Planning Process

NOTE: This PIE Form is optimized to be used in Acrobat or [Adobe Reader 10 or later](#).



unit PIE

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

Planning for Institutional Effectiveness

Introduction

UNIT	Career & Transfer Services	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Ivan Pena	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	ipena@mtsac.edu /5940	<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> 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 mission of Career and Transfer Services is to provide students and alumni with opportunities to achieve rewarding academic and career experiences through collaboration with Mt. SAC administration, faculty, staff, university and industry partners.

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: Career & Transfer Services

Identify the 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	<u>College Theme</u>
Employer Connection	Continue to further increase communication and collaboration with employers to determine employment trends, and identify/facilitate student employment opportunities.	D: Cooperation/Collaboration
Program Awareness	Ensure student, faculty, and staff awareness of our Career and Transfer Services, activities, and events.	B: Access and Success
Up-to-date Transfer Info	Provide accurate and current information regarding transfer admission requirements	B: Access and Success
Workforce Readiness	Through one-on-one appointments and workshops with Career Specialist, students will develop professional employment acquisition skills including resume building, interviewing skills, and/or connections with employers.	A: Academic Excellence
Dedicated Career Month	Develop, implement, and assess Center activities and events such as Career Awareness Month each spring with various workshops and events highlighting career choices and career decision making. Career & Transfer Services will continue to offer similar workshops year around for specific academic and student support services. programs.	B: Access and Success
Incorporate New Technology 	Explore new technology and continue to effectively utilize existing technology such as Mountie CareerSource, Student Portal, Campus Listservs, Mobile Apps, MAP, UC Transfer Admissions Planner, Social Media and program website to improve services to further assist students in their employment and transfer needs.	D: Cooperation/Collaboration
Strengthen Faculty Partnerships 	Continue to strengthen faculty and respective department partnerships/collaborations.	D: Cooperation/Collaboration
Data Tracking	Continue to improve tracking and reporting of Career and Transfer Services' student contacts, activities, & events in order to measure and assess student use of service, satisfaction, and learning outcomes.	C: Secure Resources

II. Notable Achievements for: Career & Transfer Services

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	With the help of Mountie CareerSource, we, again, increased employer participation by 12% via Career Fair and Employer Panels.	Unit: Employer Connection
		D. Cooperation/Collaboration
High	Increased visibility via Social Media. Hired Student Workers to be dedicated to posting weekly events, career information, major and transfer information. A priority has been set to foster creative marketing strategies to reach all students.	Unit: Incorporate New Technology
		B. Access and Success
High	Facilitated 323 work-study orientations for new students prior to Fall semester to educate them on work study procedures, guidelines, and soft skills.	Unit: Workforce Readiness
		A. Academic Excellence
High	Developed a "Work Etiquette" Workshop and brochure describing soft skills and characteristics.	Unit: Program Awareness
		A. Academic Excellence
High	Facilitated a Workforce Readiness Conference for Cal Works/CARE participants (included soft skills training, resume writing, interview prep, and speed interviewing sessions).	Unit: Special Programs Collaboratic
		A. Academic Excellence
High	Increased counselor and educational advisor participation in the Transfer Admission Guarantee (TAG) review and approval process of 64 TAG's to include 2 counselors and 1 educational advisor.	Unit: Strengthen Faculty Partnershi
		B. Access and Success
High	Career and Transfer Services hosted another successful Transfer Achievement Ceremony. A total of 1130 attended this event. Out of the 1130 attendees, 410 transfer students RSVP'd to receive their medallions.	Unit: Program Awareness
		B. Access and Success

III. Tracking External/Internal Conditions, Trends, Impacts, 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	<i>Add item</i>	External Conditions, Trends, or Impacts	Data Sources
2014-15		Demand for in depth Transfer Assistance (hire additional specialist and include counseling faculty and advisors to facilitate workshops and provide appoints via transfer center.	Refer to 13-14 PIE request. 13-14 Transfer Stats Report
2014-15		Emerging Technology is forcing career centers to change service practices. Employers are using software applications to market job leads , recruit employees, and events. Funding is needed to bring in consultants to train staff on how to effectively incorporate and use new technology.	<i>Cite Data Sources</i>
Year	<i>Add item</i>	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		Disney College program workshop attendance has been challenging. Once Career Specialists get adequate training on how to use social media effectively, student awareness will increase. Hence, student will be informed of the Disney College Program.	14-15 CTS Report
2014-15		Lack of adequate staffing at the Career & Transfer Services Center.	Refer to 13-14 PIE request
2014-15		Temporary loss of Career Specialist. Remaining Career Specialist are spread thin in respect to serving individual instructional departments.	<i>Cite Data Sources</i>
Year	<i>Add item</i>	Success Data	Data Sources
2014-15		Hosted a very successful Transfer Achievement Ceremony. A total of 1130 composed of students, faculty, staff, admin, families, and friends were in attendance. Positive feedback on surveys.	2015 TAC Survey
Year	<i>Add item</i>	Critical Decisions	Data Sources
2014-15		CTS will need to find another venue for the 2016 Transfer Achievement Ceremony. Associated Student Org has earmarked \$8500 for the event. In addition, CTS Director has recently resigned. Will need to conduct a new search to fill position.	<i>Cite Data Sources</i>
Year	<i>Add item</i>	Progress on Outcomes Assessment	Data Sources
2014-15		There was a set back on assessing SLOs due to not having Director for most of the academic year. Assessment instruments have been developed and will be administered in June.	<i>Cite Data Sources</i>

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	Restore on-campus recruitment, interviewing, panels by employers. Provide on demand assistance at front counter with Mountie CareerSource	\$ 8,360.00	During 14-15, approximately 6,248 students have used Mountie CareerSource to upload resumes and research job leads. Plus, a total of 2,613 have created new accounts this year. Our front counter staff have assisted in orienting our students regarding the basics of Mountie CareerSource. Moreover, a total of 657 employers have also registered to post job listings. This tool has made it so much easier for students and employers to interact. Currently, we are relying on grants to subscribe to this tool, but it would be wise to have the district provide permanent funding for this valuable resource.	Unit: Employer Connection
		Perkins Grant		B. Access and Success
	Plan Status	2015-16 Complete		

SectionTwo

Where We Are Going: Planning for the Next Three Years: 2015-16, 2016-17, 2017-18

I. Planning Context - Unit Goals Assessed and Revised for: Career & Transfer Services

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).*

Unit Goal Name	Unit Goal	College Theme
Employer Connection	Continue to further increase communication and collaboration with employers to determine employment trends, and identify/facilitate student employment opportunities.	D: Cooperation/Collaboration
Program Awareness	Ensure student, faculty, and staff awareness of our Career and Transfer Services, activities, and events.	B: Access and Success
Up-to-date Transfer Info	Provide accurate and current information regarding transfer admission requirements	B: Access and Success
Workforce Readiness	Through one-on-one appointments and workshops with Career Specialist, students will develop professional employment acquisition skills including resume building, interviewing skills, and/or connections with employers.	A: Academic Excellence
Dedicated Career Month	Develop, implement, and assess Center activities and events such as Career Awareness Month each spring with various workshops and events highlighting career choices and career decision making. Career & Transfer Services will continue to offer similar workshops year around for specific academic and student support services. programs.	B: Access and Success
Incorporate New Technology +	Explore new technology and continue to effectively utilize existing technology such as Mountie CareerSource, Student Portal, Campus Listservs, Mobile Apps, MAP, UC Transfer Admissions Planner, Social Media and program website to improve services to further assist students in their employment and transfer needs.	D: Cooperation/Collaboration
Strengthen Faculty Partnerships +	Continue to strengthen faculty and respective department partnerships/collaborations.	D: Cooperation/Collaboration
Data Tracking	Continue to improve tracking and reporting of Career and Transfer Services' student contacts, activities, & events in order to measure and assess student use of service, satisfaction, and learning outcomes.	C: Secure Resources
Campus wide communication +	Career and Transfer Services will increase communication regarding employment/salary trends, job opportunities, and transfer information to respective student services and instructional departments	D: Cooperation/Collaboration
Student Equity Employment +	With the support of Student Equity Funds, Career Services will develop a comprehensive "Student Employment Training Program." Once participants receive soft skills and procedural training, they will be placed to work on specific campus departments that are relevant to their major/career goal.	B: Access and Success

II. Annual Implementation Plan for: Career & Transfer Services

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	Currently, we rely on external funding (i.e., Title V) to sustain the Mountie CareerSource (aka Simplicity) online resource to manage & screen employer job postings, student resume uploads, and career fair coordination. We have grown to rely on this tool to conduct our day to day operations. We need permanent funding base to cover the cost of subscription to simplicity.	\$ <input type="text" value="\$3,200.00"/>	On average, we have close to 10,000 students, alumni, and employers annually using Mt. SAC's Mountie CareerSource site to upload resumes, research job leads, and to keep updated on Career Services updates. Our Career Specialists use this tool to review and approve/deny student resume uploads before it is seen by an employer. Students are receiving critiques and additional career services by our Career Specialists because of this interactive tool. The probability of a student/alumni obtaining a position is much higher all due to this tool. We anticipate an increase of 500 students signing up for Mountie Career Source next academic year.	Unit: Employer Connection
Status		Source 1		B. Access and Success
		Source 2		
		Projected Completion <input type="text" value="Other - Add"/>		
			Person Responsible <input type="text" value="Director, Career & Transfer Services"/>	

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	
Ivan Pena	<input checked="" type="checkbox"/> Approve	Rosa Asencio	<input checked="" type="checkbox"/> Approve
Zelda Bolden	<input type="checkbox"/> Approve	Krystle Bybee	<input type="checkbox"/> Approve
Michele Smith	<input type="checkbox"/> Approve	Darma Paden	<input type="checkbox"/> 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