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

Planning for Institutional Effectiveness

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

unitPIE

Planning for Institutional Effectiveness

Introduction

UNIT	High School Outreach	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Tannia Robles, Supervisor	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	trobles@mtsac.edu/Ext. 5988	✓ 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 High School Outreach team helps local in district high school graduating Seniors' successfully transition into Mt. San Antonio College. Our team conducts general college presentations, application workshops, placement tests, specialized presentations, and more at local district high schools.

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: High School Outreach

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	College Theme
Identify (i.e. Seniors, non-tra ⊞	To identify local high schools and community services that will participate in HSO services, events, and activities; identify under-served populations including first-generation, low-income, undocumented, and ethnically under-served populations for specific Mt. SAC services and programs.	B: Access and Success
Inform (i.e. Incoming studen ⊞	Serve and inform 51 high schools, 11 school districts, and nearly 5,000 students about Mt. SAC services and programs; deliver information regarding Mt. SAC enrollment processes and procedures, financial aid, assessment overviews, transitional services (i.e. Bridge, EOPS), transfer/ degree requirement information, motivational presentations, and special population services.	B: Access and Success
Involve (i.e. community, sch ⊞	Provide services, events, activities, and workshops to students, staff, teachers, administrators, elected officials, and parents to promote and market Mt. SAC as a potential destination to incoming freshmen (i.e. high school students, non-traditional students); Also, involve them into special programs and services.	D: Cooperation/Collaboration
Invest (i.e. training, Resourc ⊞	Provide training services, events, activities, and workshops to students, staff, teachers, administrators, elected officials, and parents to promote and market Mt. SAC.	C: Secure Resources
Investigate	Collect qualitative and quantitative baseline data on HSO events, activities, and services related to Student Learning Outcomes and Goals/Objectives.	B: Access and Success
Accessible info utilizing Tec ⊞	Redesign of 411 Info Sessions (Mountie STARS) will include Student Ambassadors as co-facilitators and use of interactive technology.	B: Access and Success
Increase College Going Cult ⊞	Increase college going culture at area high schools by promoting higher education via physical presence, presentations, and involvement with the high school community.	D: Cooperation/Collaboration
Connect 4	Provide high school students services to secure successful registration/enrollment: (1) Apply; (2) Assessment; (3) Orientation; and (4) Register.	B: Access and Success

II. Notable Achievements for: High School Outreach

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
High	425 students from our local feeder high schools completed their Mt. SAC assessments during a Connect 4 Testing@Mt. SAC Fieldtrip. A total of 13 high schools participated.	Unit: Involve (i.e. community, schoo
		B. Access and Success
High	3, 420 of students completed assessment testing that was administered at the high school by HSO staff from February-April 2015.	Unit: Identify (i.e. Seniors, non-tradi
		B. Access and Success
High	The outcomes of the 2014 Connect 4 efforts was that 92% of seniors registered for fall of which 61% were full time. Staff will continue to work with counseling to review the scheduling and offering of orientations to students as a part of Connect 4 to enable the program to have greater continuity.	Unit: Involve (i.e. community, schoo
		B. Access and Success
High	HSO social media team was created. HSO now has a facebook, twitter, and instagram account. The team posts 3-5 new posts each week.	Unit: Inform (i.e. Incoming students
		D. Cooperation/Collaboration
Med	Chino Valley Unified is now also receiving services for their students through Connect 4.	Unit: Connect 4 (Steps to enrollmer
		B. Access and Success
High	Increased visibility of the college in the surrounding communities due to increased participation in out of district college fairs and K-8 events due to increased hiring of permanent full time staff and part time hourly support staff.	Unit: Invest (i.e. training, Resources
		C. Secure Resources
High	High School Outreach: Increased the attendance of high school counselors, teachers, and Special Education coordinators to 115, with survey results indicating that 100% felt the information would assist them in helping their students transition to college and 98% reported being more knowledgeable about resources available at Mt. SAC. The Principal's Breakfast was reactivated with 22 in attendance and 100% stating that the event was worth their time and that they would recommend participation to others.	Unit: Inform (i.e. Incoming students
		D. Cooperation/Collaboration
High	Increased Campus Partnerships: DREAM, Cash for College (Financial Aid), Bridge recruitment and participation in events, Financial Literacy, New Student Welcome, Planning for College Event (Disabled Students Programs & Services), EOPS recruitment, Marketing (web development), Counseling/Student Life (2015-16 Student Planner), IT, and Higher One.	Unit: Involve (i.e. community, schoo
		D. Cooperation/Collaboration

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Research and Institutional Effectiveness Seniors' Day Survey: 208 Seniors' Day high school student guests completed a survey. In the past, we would not survey our student guests because RIE was concerned about parent consent. The survey was redesigned to only capture responses and participation from guests that were 18 years or older. 95% were more aware of the Student Services Programs that can help them be successful while at Mt. SAC; 89% were more aware of the academic programs they can study at Mt. SAC; 88% had a better understanding of the high caliber facilities, classrooms, buildings, and technology available at Mt. SAC.	Unit: Involve (i.e. community, schoo D. Cooperation/Collaboration
High	For High School Outreach, there was a 30% increase in participation in Seniors Day due to changing the date and providing bus transportation. 95% of students reported being aware of services available to them at Mt. SAC, 89% reported being more aware of the college's academic programs of study.	Unit: Involve (i.e. community, schoo C. Secure Resources
High	Seniors' Day: Increased participation from all Pomona Unified School District high schools. An 75% increase when compared to 2013-14.	Unit: Involve (i.e. community, schoo D. Cooperation/Collaboration
High	Increased HSO presentations and support services at the high school site to students with disabilities	Unit: Identify (i.e. Seniors, non-tradi B. Access and Success
High	Increase HSO presentations and support services at the high school site and the college to undocumented students (Dreamers)	Unit: Identify (i.e. Seniors, non-tradi B. Access and Success
Med	HSO served Middle Schools addressing the K-12 pipeline, the Middle Schools included, Las Palmas, Vineyard STEM Magnet, South Point, Rancho, and Inglewood.	Unit: Increase College Going Cultur D. Cooperation/Collaboration

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	Add item	External Conditions, Trends, or Impacts	Data Sources
2014-15		High School classrooms have limited new technology or computer labs to accommodate the increase of online resources needed when assisting students with their transition to Mt. SAC (e.g. online application workshops, assessment multiple measures survey, mymtsac account claim, Assessment Test Info Sessions)	Staff observation, Scheduling Challenges
2014-15		Some high school administrators do not want to allocate class time for community college presentations/visits. They prefer lunch time or after school visits which are least preferred time/method of student interaction for HSO.	Staff observation, Scheduling Challenges
2014-15		Increased services/recruitement to our local in district schools by Rio Hondo and Chaffey College. Higher competition for classroom time and student interaction. Some schools are telling their students that they must pick which community college they will attend so that they can only participate in events or workshops for that particular college. For example, students are not allowed to do an early registration program/process for two community colleges simultaneusly at the high school.	Staff observation, Scheduling Challenges
2014-15		SSSP/SB1456: Completion of Ed. Plans (SSSP) affects early registration of Connect 4 students for the Fall semester. If students complete an on line orientation OR if they attend an in person orientation but do not get their Ed. Plan created and locked by the counselor, it shows on banner as if they did not get an Ed. Plan. This prevents Connect 4 students from getting an early registration date.	Staff observation, 2014 500 Connect 4 students' Early Registration was compromised due to human error of some counselors incorrectly entering Ed. Plans.
2014-15		Chaffey College is offering new student orientations at the high school site which is extremely attractive to students who are on the fence on which community college to attend.	Staff observation, High School staff self report
2014-15		Rio Hondo is offering an Intro to College course for units at the high school site. The course counts as a new student orientation. This is extremely attractive to students who are on the fence on which community college to attend.	Staff observation, High School staff self report
2014-15		Increase in need of student appointments due to more sensitive/personal student issues (e.g. deportation, death in the family, mental illness, housing issues, self esteem/self efficacy, lack of parent support, lack of finances for basic necessities)	*Cite Data Sources*
Year	Add item	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		Due to the new 3.5 hour format of the New Student Orientations that require 1 counselor per 10 students, their is an increase in limited availability of counseling support for Connect 4 New Student Orientations. The limited amount of Mt. SAC Counselors available to conduct these orientations in late June through early July are also due to counselor vacations, counseling appointments, probation workshops, etc.	Scheduling challenges, Dean of Counseling and Associate Dean of Counseling self report
2014-15		Open and Limited work space that makes it uncomfortable for students and/or families meeting with the specialists.	Staff observation and guests/appointment self report
2014-15		Marketing: Project time lines not met, need more community visibility through marketing materials, and the marketing budget needs to be increased to accommodate for printing of materials for college and community fairs.	Staff observation of participation in college fairs

Year		Success Data	Data Sources
2014-15		HSO Marketing Budget: HSO creates its own Connect 4 specific marketing materials to provide a consistent message to the schools about HSO specific services. We do not have a the financial budget in our HSO accounts to print brochures.	Staff observation of participation in college fairs
2014-15		Student Services Information Sign is much larger than the High School Outreach sign. Students and/or families, high school partners wanting to meet with the outreach staff experience difficulty finding our department.	Guests/Appointment self report
Year	Add item	Success Data	Data Sources
2014-15		605 students participate in Seniors' Day 2015, compared to 224 in 2014. This was due to moving Seniors' Day from a Saturday to a Thursday and Friday and providing bus funding to the high schools interested in participating.	Event Check-In lists
2014-15		Research and Institutional Effectiveness Seniors' Day Survey: 208 Seniors' Day high school student guests completed a survey. In the past, we would not survey our student guests because RIE was concerned about parent consent. The survey was redesigned to only capture responses and participation from guests that were 18 years or older. 95% were more aware of the Student Services Programs that can help them be successful while at Mt. SAC; 89% were more aware of the academic programs they can study at Mt. SAC; 88% had a better understanding of the high caliber facilities, classrooms, buildings, and technology available at Mt. SAC.	Research and Institutional Effectiveness (Survey)
2014-15		Connect 4 2014: 1,730 local service area high school seniors completed all Connect 4 Steps (Fall college application, assessments, new student orientation+Ed. Plan, and registration). This is a 1% increase from 2013 (1, 725). 92% of registered for Fall, 61% registered full time, and 92% registered on their assigned early registration date.	Research and Institutional Effectiveness Annual HSO Report
2014-15		High School Educators' Conference: 115 high school counselors, career techs, instructors, and special education coordinators. 98% of attendees surveyed indicated "the information presented in this conference will help me as I help students transition to Mt. SAC". 100% felt the information presented was applicable to the issues they faced in helping students transition to college; 98% were more aware of resources and programs available to students at Mt. SAC	Survey developed by HSO Staff
2014-15		Seniors' Day: Increased participation from all Pomona Unified School District high schools. An 75% increase when compared to 2013-14.	Event Check-In lists
2014-15		Seniors' Day: 605 Students/19 High Schools participated. An 39% increase when compared to 2013-14.	Event Check-In Lists
Year	Add item	Critical Decisions	Data Sources

Year		Data Sources
2014-15	The third step of Connect 4 (New Student Orientation+Ed. Plan) time line was pushed up from late June-early July, to March through June to address the limited amount of counselors available in the Summer and to give more time for Ed. Plan entries.	Scheduling Calendar
2014-15	Changing the New Student Orientation time line to March through June created some confusion for students due to the large gap between the New Student Orientation completion and registration (for some students it is a 4 month gap).	Increase in Phone calls/ Appointments/Student Self Reports
2014-15	Verification of SSSP completion for each Connect 4 student completing a New Student Orientation so that we could add the Connect 4 early registration attribute on banner (approximately 1,700 student records were manually/indivVerification resulted in the following: over 100 students that completed an orientation did not have an abbreviated Ed. Plan entered on MAP, approximately 200 were not cleared from orientation, an approximately additional 200 students showed that they had an Ed. Plan in the SSSP check however had Hold for no Ed. Plan. Counseling and IT have since fixed the issue.	Administrative Specialist II Report
2014-15	Connect 4 Testing@Mt. SAC is now optional for our top 20 larger feeder schools. Some high schools do not want students to test at Mt. SAC because their is no evidence of improved placement scores between students who test at Mt. SAC versus at the high school site.	High School Liaisons Self Report
2014-15	Because the March-June New Student Orientations were only offered at 9:00am (during the high school student's school day), bus reimbursements were offered to our top feeder high schools so that they could transport 50-60 students to complete their orientation. In addition lunch had to be provided to participating students because the orientation is 3.5 hours long. The total cost for this effort was a little over $15,000 for transportation and lunch cost for 11 high schools from SSSP. Some schools participated more than once.	SSSP Account/Fiscal Services
2014-15	To address the "summer melt" Students that completed the first three steps of Connect 4 were invited to participate in the following: Mountie STARS, July 15 and/or July Connect 4 Registration Assistance Center	*Cite Data Sources*
2014-15	Moved Seniors' Day from a Saturday to 2 weekdays in the month of March due to the following reasons: to increase student participation, to accommodate high school partners' requests, to have increased participation from academic programs and student services programs, to have increased Mt. SAC student volunteer participation. Decision resulted in 75% participation increase from high school students, increased academic programs participation, and 21 student volunteers.	Event Agenda/Event Check-in lists/HSO Volunteer Database
2014-15	In collaboration with the Marketing department and through SSSP fees, a Connect 4 folder was designed for participating Connect 4 students so that they can keep the materials provided by the HSO specialists at each interaction. In addition, it includes: Connect 4 steps, contact information for key departments used by incoming freshmen, and HSO social media contacts.	*Cite Data Sources*
2014-15	*Enter/Discuss Critical Decisions your Unit made this year. Add(+)rows for each item.*	*Cite Data Sources*
2014-15	*Enter/Discuss Critical Decisions your Unit made this year. Add(+)rows for each item.*	*Cite Data Sources*
Year	Add item Progress on Outcomes Assessment	Data Sources
2014-15	*Enter/Discuss your Unit progress on outcomes assessment and how it will inform your PIE Planning this year. Add(+)rows for each item.*	*Cite Data Sources*

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	Budget increase to refund full transportation cost of school buses for high schools participating in Connect 4 Testing@Mt. SAC and Seniors' Day	$ $12,000.00 SSSP Source 2	Additional SSSP funding was allocated to provide transportation reimbursements high schools bussing students to Connect 4 New Student Orientations from March through June	Unit: Access and Information B. Access and Success
	Plan Status — Complete			
Priority	Budget increase to purchase lunch for high schools participating in Connect 4 Testing@Mt. SAC	$ $3,000.00 Source 1 Source 2	Additional SSSP funding was allocated to provide lunch to high school students participating in Connect 4 New Student Orientations from March through June	Unit: Access and Information C. Secure Resources
	Plan Status — Complete			
Priority	Increase in HSO Specialist salary from Step 59 to 79	$ Other -Add Source 2	As of April 2015, Student Services Outreach Specialists have been reclassified to Range 89	Unit: Community Engagement C. Secure Resources
	Plan Status — Complete			
Priority	Uniforms/Allocate funding for Mt. SAC/ HSO staff shirts to wear to college fairs, high schools, and to Mt. SAC events.	$ $5,000.00 Other -Add Source 2	HSO staff are advertising for the college and should look professional and wear Mt. SAC professional polo shirts. At college fairs, we are one of the few colleges that does not have an official uniform.	Unit: Community Engagement C. Secure Resources
	Plan Status — 2015-16 Complete			
Priority	Move the Part Time Clerical Specialist position to Full Time.	$ Staffing Source 2	As of February 2015 the position is now full time and as of June 2015 the position has been reclassified to Administrative Specialist II at Range 75	Unit: Access and Information B. Access and Success
	Plan Status — Complete			
Priority	Two Full time Outreach Specialists	$ Staffing Source 2	One Student Services Outreach Specialist was hired in December 2014. A request to fill for the additional position is pending Associate Dean of Counseling Completion.	Unit: Access and Information B. Access and Success
	Plan Status — 2015-16 Complete			

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	Student Services Specialist to work the following areas: Information Counter and Mountie STARS (aka 411 Info Session) Plan Status — 2015-16 Complete	$ $50,832.00 Staffing Source 2	The purpose of this position is to oversee and facilitate the Mountie STARS sessions and staff the Student Services Information Front Counter. Because the SS Outreach Specialists primary function is to assist students at the high school sites, it's difficult to develop a schedule for them to facilitate Mountie STARS sessions. In addition because of the HSO open space directly behind the ISS Information Counter the specialists are constantly being interrupted when working on student records, returning Voice Mails/Emails, and or meeting with students or families.	Unit: Community Engagement D. Cooperation/Collaboration
Priority	1 Student Hourly Position Plan Status — Select	$ $12,000.00 Staffing Source 2	We need an additional consistent, reliable front counter student assistant that handle inquiries at the SS Information Counter. The HSO specialists directly behind the counter find it difficult to complete their tasks when the front counter is not properly staffed.	Unit: Community Engagement D. Cooperation/Collaboration
Priority	Restructure HSO to reclassify current Supervisor to Director OR hire a Director Plan Status — 2015-16 Complete	$ $114,804.00 Staffing Source 2	The supervisor has limitations on making decisions because she is not a manager. The manager of HSO oversees Counseling and 5 special programs which makes it difficult when needing to make immediate decisions that affect HSO. The HSO department is one of the most high volume departments in Student Services that does not have a manager. The HSO supervisor already serves on various collaborative campus committees where all members are managers and also does staff evaluations, trainings, leads department meetings, represents the department at committee meetings, etc.	Unit: Access and Information D. Cooperation/Collaboration
Priority	Restructure HSO: Hire a Project Program Coordinator OR Counselor/Coordinator Plan Status — 2015-16 Complete	$ $53,956.00 Staffing Source 2	Within the Student Services Division, HSO conducts the highest quantity of events for potential students throughout the academic year therefore the supervisor and administrative specialist II are event planning/coordinating almost monthly. The outreach specialists have limited time to assist in the event planning process. The supervisor also has limited time due to campus committee participation and other department specific responsibilities. Examples of events are the following: Registration Assistance Center and Campus Information/ Welcome booths (twice per year), campus tours, High School Educators' Conference, Principals' Breakfast, Seniors' Day, Mountie STARS, Connect 4 New Student Orientations, Connect 4 Registration Assistance Center, and the supervisor also assists other departments with the planning of their events (Cash for College, Financial Literacy, SU Bridge Welcome Event, New Student Welcome, Planning for College-DSPS).	Unit: Access and Information D. Cooperation/Collaboration

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	Redesign of HSO office space to make it more private for specialists		$ [ ] Facilities Mod.	Because the outreach specialists work space are in an open area within the SS Information Counter, it is difficult to minimize interruptions during student and/or family appointments.	Unit: Access and Information
	Plan Status	Select	Source 2		C. Secure Resources
Priority	High School Outreach Sign should be more visible by making it bigger OR adding a hanging side view sign.		$ [ ] Facilities Mod.	Currently the "information" sing is ten times larger than the HSO sign. When students and/or parents from our high schools have appointments to meet with our specialists, they have difficulty finding our office. We are High School Outreach and we happen to oversee the SS Information Counter but we are not the reverse of this statement.	Unit: Access and Information
	Plan Status	2015-16 Complete	Source 2		C. Secure Resources
Priority	Letter folding machine		$ [ ] Other -Add	Equipment is used to send out approximately 1, 800 letters to Connect 4 students. In addition during the 2015-16 school year, we will be sending printed invitations to college applicants informing them of Mountie STARS.	Unit: Accessible info and Tech
	Plan Status	Complete	Source 2		C. Secure Resources
Priority	Cell phones and cell phone plans for Outreach Specialists		$ [ ] Other -Add	Equipment: Currently staff are using their own cell phones and cell phone plans for work related purposes (e.g. establishing contact with their HS liaisons when they are off campus-off Mt. SAC, returning student and/or parent office VM's when in between school sites, contacting/calling students, updating/ posting on all HSO social media, and texting students and Mt. SAC colleagues.	Unit: Accessible info and Tech
	Plan Status	2015-16 Complete	Source 2		C. Secure Resources
Priority	Conference Participation Request: Outreach/Counselor Conference, Windows ACCESS database management, Helping Students with Disabilities transition to college, Helping Foster Youth transition to college, African American Youth Conference		$ $15,000.00 Prof. Development Student Equity	Outreach team has to be up to date with best practices related to outreach services and how to achieve our goals with our role in the Student Equity plan.	Unit: Access and Information B. Access and Success
	Plan Status	2015-16 Complete			
Priority	Connect 4 research report by high school and district.		$ $200.00 Research	The report should include longitudinal data, comparative data between Connect 4 and non-Connect 4 persistence and academic success. Requesting funds for color printing of reports.	Unit: Community Engagement
	Plan Status	2015-16 Complete	SSSP		D. Cooperation/Collaboration
Priority	Mountie STARS (411 Info Session Evaluation) to be designed by RIE and end of the year report to be compiled by RIE.		$ [ ] Research	Mountie STARS (411 Info Sessions) are tied to Title V	Unit: Community Engagement
	Plan Status	2015-16 Complete	Source 2		D. Cooperation/Collaboration

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	Significant increase in printing of marketing materials (mini view books)		$ [ ] SSSP	Since 2010 the marketing department has ceased to fund any Mt. SAC view books or marketing materials supplied to HSO. We have interaction with over 10,000 students and close to 70 in district and out of district high schools and middle schools. Our office also receive all the requests for Mt. SAC printed materials from K-12 schools, prisons, or individual potential students.	Unit: Community Engagement B. Access and Success
	Plan Status	2015-16 Complete	Other -Add		
Priority	Career and Technical Education Guides		$ [ ] Perkins Grant	High School students need literature that displays career paths. In approximately 2008, the marketing department created a CTE guide that were well received by potential incoming students. We have not had any printed career guides since then.	Unit: Community Engagement B. Access and Success
	Plan Status	2015-16 Complete	SSSP		
Priority	Mountie STARS Promotional Items		$ $5,000.00 SSSP	Incentives to get students to attend these sessions.	Unit: Community Engagement B. Access and Success
	Plan Status	2015-16 Complete	Source 2		
Priority	HSO Counselor (Option A: hire a full time counselor for HSO Option B: Assign a current Full time counselor 50% to HSO Option C: Hire an adjunct counselor		$ [ ] Source 1 Source 2	Having a counselor will assist with increasing our communication and planning with the Counseling dept. The counselor can also be a member in the New Student Orientation committee. The counselor can meet with Connect 4 students to address sensitive/personal issues. Will assist in educational plan completion. The HSO counselor can assist with HS counseling trainings at the high schools.	Unit: Inform (i.e. Incoming stud B. Access and Success
	Plan Status	Select			

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 for: High School Outreach

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
Identify (i.e. Seniors, non-tra⊞	To identify local high schools and community services that will participate in HSO services, events, and activities; identify under-served populations including first-generation, low-income, undocumented, and ethnically under-served populations for specific Mt. SAC services and programs.	B: Access and Success
Inform (i.e. Incoming studer⊞	Serve and inform 51 high schools, 11 school districts, and nearly 5,000 students about Mt. SAC services and programs; deliver information regarding Mt. SAC enrollment processes and procedures, financial aid, assessment overviews, transitional services (i.e. Bridge, EOPS), transfer/degree requirement information, motivational presentations, and special population services.	B: Access and Success
Involve (i.e. community, sch⊞	Provide services, events, activities, and workshops to students, staff, teachers, administrators, elected officials, and parents to promote and market Mt. SAC as a potential destination to incoming freshmen (i.e. high school students, non-traditional students); Also, involve them into special programs and services.	D: Cooperation/Collaboration
Invest (i.e. training, Resourc⊞	Provide training services, events, activities, and workshops to students, staff, teachers, administrators, elected officials, and parents to promote and market Mt. SAC.	C: Secure Resources
Investigate	Collect qualitative and quantitative baseline data on HSO events, activities, and services related to Student Learning Outcomes and Goals/Objectives.	B: Access and Success
Accessible info utilizing Tec⊞	Redesign of 411 Info Sessions (Mountie STARS) will include Student Ambassadors as co-facilitators and use of interactive technology.	B: Access and Success
Increase College Going Cult⊞	Increase college going culture at area high schools by promoting higher education via physical presence, presentations, and involvement with the high school community.	D: Cooperation/Collaboration
Connect 4	Provide high school students services to secure successful registration/enrollment: (1) Apply; (2) Assessment; (3) Orientation; and (4) Register.	B: Access and Success

II. Annual Implementation Plan for: High School Outreach

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	Restructure HSO to reclassify current Supervisor to Director OR hire a Director	$ $114,804.00 Staffing	*Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes*	Select Unit Goal
Status	Projected Completion 2015-16	Source 2	Person Responsible Immediate Manager Assoc.Dean of Counseling	Select College Theme
Priority	Restructure HSO: Hire a Project Program Coordinator	$ $53,956.00 Staffing	*Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes*	Select Unit Goal
Status	Projected Completion 2016-17	Source 2	Person Responsible Immediate manager Assoc.Dean of Counseling	Select College Theme
Priority	Outreach Marketing Materials (Connect 4 brochures, college brochures, CTE brochures, SS brochure)	$ $20,000.00 SSSP	*Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes*	Select Unit Goal
Status	Projected Completion 2015-16	Perkins Grant	Person Responsible SSSP Coordinator, Marketing, HSO Supervisor	Select College Theme
Priority	Redesign of Information/High School Outreach space. We have outgrown our space and do not have privacy because we are in an open space.	$ Facilities Mod	*Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes*	Select Unit Goal
Status	Projected Completion 2015-16	Source 2	Person Responsible Immediate manager Assoc.Dean of Counseling	Select College Theme
Priority	High School Outreach hanging side view sign. Currently the "Information" sign is much larger than our High School Outreach sign.	$ Facilities Mod	*Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes*	Select Unit Goal
Status	Projected Completion 2015-16	Source 2	Person Responsible Immediate manager Assoc.Dean of Counseling	Select College Theme
Priority	Mt. SAC Promotional Items for HSO events, College/Community/Career Fairs, and presentations/workshops in K-12.	$ $15,000.00 SSSP	*Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes*	Select Unit Goal
Status	Projected Completion 2015-16	Source 2	Person Responsible SSSP Coordinator, HSO Supervisor	Select College Theme
Priority	Student Ambassador Funding	$ $10,000.00 SSSP	*Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes*	Select Unit Goal
Status	Projected Completion 2015-16	Staffing	Person Responsible SSSP Coordinator, HSO Supervisor	Select College Theme

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?

Additional on going training and examples

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

(1) More PIE planning meetings within the year with the unit manager (2) Inclusion of department leads (non-managers) in any managers' trainings related to PIE, SLO, ILO, ALO
(3) For next year, I will increase the number of staff meetings dedicated to completing PIE

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

Contributer		Contributer	
Tannia Robles	☑ Approve	Amanda James	☑ Approve
Jesse Lopez	☑ Approve	Nayeli Madero	☑ Approve
Guadalupe De La Cruz	☑ Approve	Anita Bailey	☑ Approve
Dr. Francisco Dorame	☑ 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