



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](#).



Planning for Institutional Effectiveness

Introduction

UNIT	Student Life	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Andi Fejeran Sims	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	asims16@mtsac.edu / x5950	<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 Student Life Office is dedicated to promoting student leadership development and cultivating a sense of belonging at Mt. San Antonio College by: providing various co-curricular and educational engagement opportunities; advocating for student rights and responsibilities; mentoring and advising students through government and clubs; offering involvement experiences that nurture the needs of diverse student populations.

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: Student Life

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
Transportation Fee	Facilitate Transportation Fee election	C: Secure Resources
LEAD Updates	Increase LEAD participation and completion through marketing and technology	C: Secure Resources
Increase Scholarships	Enhance organization of Lost and Found Auction to increase scholarship revenue	C: Secure Resources
Remodel & Improve Safety	Remodel 9C council room with new technology and reconfigure 9C-1 front office to improve safety	C: Secure Resources
Technology updates	Update web pages to new system	C: Secure Resources
Judicial Affairs Officer	Seek support for the development of a student conduct staff member	C: Secure Resources
Improve SLP&S	Improve Student Life Programs and Services to support the needs of diverse students	D: Cooperation/Collaboration

II. Notable Achievements for: Student Life

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	Increased LEAD certificate completions by 114% (from 49 to 56 completions) through broader marketing efforts of classroom presentations, portal announcements and ad in class schedule.	Unit: LEAD Updates
		D. Cooperation/Collaboration

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Facilitated the Transportation Fee elections, informed students of the proposed transportation fee, and afforded students the opportunity to vote for or against the fee. Nearly three times as many students voted during this election (3,461) than last election.	Unit: Transportation Fee
		C. Secure Resources
High	Raised \$2,260 of scholarship funds (+28%) through the annual Lost and Found Auction.	Unit: Increase Scholarships
		C. Secure Resources
High	Provided character development intervention and support for 94 students referred due for behavior intervention.	Unit: Improve SLP&S
		B. Access and Success
Med	Improved user accessibility by transitioning from a paper application to an on-line application submission process resulting in a 205% increase of applicants (from 12 in 2014 to 42 in 2015) for Inspiring Women.	Unit: Technology updates
		C. Secure Resources
Med	Student Life 9C building renovation over 90% completion to create a safer front office reception and to enhance the technology for the Associated Student government council room.	Unit: Remodel & Improve Safety
		C. Secure Resources
Low	Collaboration with IT on improved technology to track LEAD attendance and certificate completion.	Unit: LEAD Updates
		D. Cooperation/Collaboration
Low	Collaboration with Library to extend hours for finals week adding Saturdays and Sundays during finals week.	Unit: Improve SLP&S
		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	<i>Add item</i>	External Conditions, Trends, or Impacts	Data Sources
2014-15		VAWA - Federal and State regulations impacts collaboration between Title IX and student discipline cases.	Federal & State mandates
Year	<i>Add item</i>	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		Vacant Activities Coordinator reduced the number of student events for the past year.	Program level
2014-15		Remodel of 9C impacted programming and temporarily displaced Associated Student government leadership.	Program level
Year	<i>Add item</i>	Success Data	Data Sources
2014-15		Increased LEAD participation/completion rate by 114%.	Argos report
2014-15		Increased scholarship funds raised through the Lost and Found annual auction.	Program level
Year	<i>Add item</i>	Critical Decisions	Data Sources
2014-15		Initiate a search for a permanent director for the 2015-2016 year.	Internal division review
Year	<i>Add item</i>	Progress on Outcomes Assessment	Data Sources
2014-15		No progress made this past academic year.	n/a

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
High	Remodel	\$ <input type="text"/>	Remodel of 9C council room with implementation of new meeting technology is almost completed. Renovation of front office reception in 9C is still in progress.	Unit: Remodel & Improve Safe
		Source 1		C. Secure Resources
	Plan Status	2015-16 Complete	Source 2	

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: Student Life

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
Transportation Fee	Facilitate Transportation Fee election	C: Secure Resources
LEAD Updates	Increase LEAD participation and completion through marketing and technology	C: Secure Resources
Increase Scholarships	Enhance organization of Lost and Found Auction to increase scholarship revenue	C: Secure Resources
Remodel & Improve Safety	Remodel 9C council room with new technology and reconfigure 9C-1 front office to improve safety	C: Secure Resources
Technology updates	Update web pages to new system	C: Secure Resources
Judicial Affairs Officer	Seek support for the development of a student conduct staff member	C: Secure Resources

II. Annual Implementation Plan for: Student Life

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
High	Judicial Affairs Officer	\$ \$105,000.00 Staffing	Research similar positions, draft position description, submit for classification review, recruit, select, hire, and train in consultation with Dean and Vice President of Student Services.	Unit: Judicial Affairs Officer
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible Andi Fejeran Sims
				C. Secure Resources

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
High	Student Center Specialist		\$ \$60,000.00 Other - AS	Recruit, select, hire and train a new classified staff for the Student Center. In addition, consideration for transfer of allocation from Associated Students to General Funds is requested for 2016-17.	Unit: Student Center Specialist
New	Projected Completion	2015-16	Source 2	Person Responsible Andi Fejeran Sims	C. Secure Resources
Med	DIRTT Wall in Student Center		\$ \$40,000.00 Facilities Mod	Secure plans new DIRTT walls to increase ability of staff supervision and security of the Student Center as well as improve work productivity.	Unit: Student Center Upgrade
New	Projected Completion	2016-17	Source 2	Person Responsible Andi Fejeran Sims	C. Secure Resources
Med	WiFi & Club Management Software		\$ \$40,000.00 Other - AS	Improve WiFi router access for 9c-1 to support access for students within the main office. Obtain external club management software to enhance club recognition and development.	Unit: Technology Access & Use
New	Projected Completion	Select	Source 2	Person Responsible Andi Fejeran Sims	C. Secure Resources
High	Student Life programs and services assessment and evaluation		\$ 0.00 Source 1	Develop and initiate Student Life programs and services assessments and evaluation plan to determine areas of missed opportunity, improvement, and hallmarks of success.	Unit: SLPS Assessment
New	Projected Completion	Select	Source 2	Person Responsible	A. Academic Excellence

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?

Timelines and plans for the design, build, and construction of the \$30mil Student Center investment.

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

Initiation and utilization of program assessment and evaluation to gather data. This data will be used to provide utilization statistics, indicators of students' needs, and areas of program improvement.

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

Contributer		Contributer	
Donna Balducci-Lopez	<input checked="" type="checkbox"/> Approve	Edwin Romero	<input checked="" type="checkbox"/> Approve
Barbara Carrillo	<input checked="" type="checkbox"/> Approve	Andi Fejeran Sims	<input checked="" type="checkbox"/> Approve
Leslie Hennings	<input checked="" type="checkbox"/> Approve	<i>Add your name as contributing to this Unit PIE and check that you approve</i>	<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