



President **PIE**

2014-15
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 10 or later.



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Planning for Institutional Effectiveness

Introduction:

I. 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.

II. Team, Divisions, and Committees:

Team	President's Office	Divisions: Marketing & Communication; Public Affairs; Foundation
Leader	Bill Scroggins, President/CEO	Committees: Accreditation Steering, Basic Skills Coordinating, Budget, Campus Equity and Diversity, Curriculum & Instruction, Curriculum and Program Planning, Distance Learning, Educational Design, Employee Wellness, Facilities Advisory, Health & Safety, Information Technology, Institutional Effectiveness, Outcomes, Professional Development, Student Equity, Student Preparation & Success, Student Success and Support Plan Advisory, VOICES
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III. Team Mission

Articulate the Vision
Enable the Mission
Lead the Implementation
Share Team Successes
Learn, Grow, and Improve

IV. 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.

Section One: Where We Are—an Analysis and Summary of the Current Year

I. Planning Context: Team Goals for: President's Office

a. Identify the overarching goals (informed by Unit goals) that guided your Division'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). (limit 10 goals)

Roll-Over to see "overarching goal" example

Team Goal Name	Team/Committee Goals	<u>College Theme</u>
Committees	See Section II.b for Individual Committee Goals and Relationship to College Goals	A: Academic Excellence B: Access and Success C: Secure Resources D: Cooperation/Collaboration
Marketing	Market for continued enrollment growth. Enhance social media presence.	D: Cooperation/Collaboration
Communication	Initiate Web Redesign Project to improve student access to Mt. SAC web site.	D: Cooperation/Collaboration
Public Relations	Continue to improve the image and impact of Mt. SAC.	D: Cooperation/Collaboration
Fund Raising	Secure resources for scholarships, projects, endowment, and operations.	C: Secure Resources

II. Notable Achievements for: President's Office

Enter a brief analysis and summary of your Team's successes for the 2014-15 year in the field below followed by a listing, by theme, of the Notable Achievements. This provides opportunity to highlight your area's proudest moments for this year. Text boxes will expand as needed. Add rows (+), delete rows (-).

a. Narrative Summary:
Direct Report Units:
Marketing/Communications

The President's Office, through the Marketing & Communication Division, played a significant role in marketing to improve enrollment and in beginning the Web Design Project to restructure the college web site so that the needs of new and continuing students are met more effectively.

Unit Goals	College Goal	Completed Outcomes/Accomplishments
Marketing & Communications		
Improve organizational functioning and processes.	14	Developed a new process to handle Social Media monitoring and posting. Updated the campus emergency communication process, moving communication to the Marketing and Communication office. Took a lead role in facilitating the Web Redesign Project. Worked with the Academic Senate and Cabinet on a reworking on the social media policy.
Contribute to the enrollment management team objectives.	4	Assisted with enrollment marketing.

b. Narrative Summary:
College Committees

The President's Office, through working with the President's Advisory Council, completed the enhancements of the Strategic Plan, developed and implemented an integrated planning process that blended committees and their targeted plans with the Strategic Plan, and enhanced the oversight of and communication with committees, specifically regarding their role in the Strategic Plan process.

Committee Goals	College Goal	Completed Outcomes/Accomplishments
Accreditation Steering Committee		
Committee website up-to-date	6, 11, 15	The website is up-to-date.
Train Steering Committee members	10	Completed. All committee members took ACCJC Online Training. All participate in training opportunities at the meetings. A good example of their expertise was noted at the May 1, 2015 meeting. The Committee reviewed Outline drafts from the teams and gave their input for improvement. The type of feedback and depth of feedback indicated that they were not only

		trained, but had become experts in accreditation.
Train Writing Team members	10	Numerous opportunities were given to team members for training including an all Team training in October 2014 followed by one-on-one trainings as well as ASC members attending Standard Team meetings to provide training. College President Scroggins also met with many of the Teams to discuss his experience with ACCJC and accreditation Visiting Teams. The Outline Coordinators and Evidence Coordinators from each team were also given numerous training opportunities in order to better understand their job duties. ASC members were available for any ad hoc consultation.
Include representation from all constituent groups on all writing teams and ASC	14	All constituency groups are represented on ASC. All groups were asked to assign constituency members to the 13 Writing Teams. Assignments did not always happen. For example, Standard I.B asked for a faculty member many times, but one was not assigned. Other times, members needed to be replaced and those replacements did not always happen in a timely manner. This is an area that ASC needs to re-visit to determine if there is a more efficient method that could be used.
Create clear pathway for affirmation through Gap analysis	1,12	Based on ASC's earlier work, a Gap analysis was done. ASC asked all Governance and Operational Committees to review specific standards ASC assigned to each. The Committees identified evidence for each Standard as well as possible Gaps in evidence. These Gaps were synthesized and eventually assigned to managers for their review. ASC is receiving feedback from the managers regarding how these Gaps are being filled. A further Gap analysis is being documented by each Writing Team. In their Outlines, they are noting possible Gaps. At the May 1, 2015 meeting for ASC, they reviewed many of these documents and critiqued their work. Not only did they note any identified Gaps, ASC also gave feedback to the Teams as to how their work was progressing as well as who they should communicate with in order to fill their Gap in knowledge.
Basic Skills Coordinating Committee		
Committee website up-to-date	8, 12, 14	The Basic Skills Coordinating Committee website is maintained by Sally Fenton in the Instruction Office. http://www.mtsac.edu/governance/committees/b SCC/index.html Found at this site are the following <u>current</u> items: <ul style="list-style-type: none"> • Committee Minutes • Committee Purpose and Function Statement • Committee Membership • Annual Action Plans submitted to the Chancellor's Office • Mt. SAC's BSI Initiative Annual Report • References for BSI Project Managers An addition to the site will be the Completed Committee Goal and Progress Report for 2014-2015 with updates every year.
Increase the percentage of basic skills students who participate in basic skills funded interventions that have demonstrated increased student success	1, 4, 5, 6, 7, 9, 14	Mt. San Antonio College's annual allocation for the Basic Skills Initiative for 2014-2015 was \$1,139,029. The Basic Skills Coordinating Committee recommended funding for, supported, and monitored the progress of the following projects for 2014-2015 that have led to increased student success: <ul style="list-style-type: none"> • Combined tutoring on campus in the Learning Assistance Center (LAC), Math Activities Resource Center (MARC), Writing Center, EOPS, American Language (AmLa), and

		<p>Tutoring for Athletes (WIN) programs</p> <ul style="list-style-type: none"> • Writing Center Tutors in the Classroom for English 67 and AmLa • Noncredit English as a Second Language (ESL) Adjunct Counselor • Writing Center Directed Learning Activities (DLAs) for English 67 • Adult Secondary Program Tutors and Teacher Aides • Noncredit ESL/ Language Learning Center (LLC) Self-Directed Learning Activities
Increase the progression rate of basic skills students	1, 2, 4, 5, 6, 9, 14	<p>Mt. San Antonio College's annual allocation for the Basic Skills Initiative for 2014-2015 was \$1,139,029. The Basic Skills Coordinating Committee recommended funding for, supported, and monitored the progress of the following projects for 2014-2015 that have led to increased progression rate of basic skills students:</p> <ul style="list-style-type: none"> • VESL Project Coordinator • Pathways To Transfer for English and math • Adult Basic Education (ABE) Curriculum Writing • Combined tutoring on campus in the LAC, MARC, Writing Center, EOPS, AmLa, and WIN programs • ESL/VESL Curriculum Improvement • ESL Library Reading Program – Give Me 20 • Math Placement Test Workshop
Budget Committee		
Maintain the Budget Committee website to ensure it is accurate, complete, and current.	8,9, 13,14	The Budget Committee website is kept accurate, complete, and current. Budget Committee minutes are posted on the website in a timely manner.
Review and Revise the Budget Review and Development Process to align and integrate with campus-wide planning processes and the Strategic Plan process and timelines.	7,9,14	A Budget Sub-committee was formed to review and revise the Budget Review and Development Process to align and integrate with campus-wide planning processes and the Strategic Plan process and timelines. The sub-committee is currently working on a revised draft, which it will present to the full Budget Committee for comment by fall 2015. The Budget Sub-committee reports their progress to the Budget Committee and makes recommendations.
Review and make recommendations for the OPEB Trust (Retirees Health Benefits) to meet its funding goals.	7	A Memorandum was sent to Bill Scroggins, President & CEO, and to the President's Cabinet Members on May 6, 2014, from the Budget Committee formally recommending that the College continue to fund \$2,500,000 towards the annual contribution to the OPEB Trust on an ongoing basis from the Unrestricted General Fund, pay the retirees' health premiums from the interest earned on the OPEB Trust and if the interest earned does not cover the annual cost in any given fiscal year, the difference will be covered by the Unrestricted General Fund, and change the financial presentation of the OPEB annual contribution and health premiums to reflect the \$2,500,000 as an ongoing expenditure budget, and the difference as a one-time expenditure budget with the corresponding one-time savings. This recommendation was approved by the Board of Trustees on May 27, 2015.
Improve communication about budget issues to the campus and community by utilizing technology and collaborating with the Marketing Department.	8,9 13,14	<p>Budget Committee members met on May 6, 2015, with Uyen Mai and Jill Dolan from Marketing & Communication to identify concerns and find solutions regarding ways to improve communication about budget issues to the campus and community. The following suggestions were made:</p> <ul style="list-style-type: none"> • Include a budget summary page on the Budget Committee's webpage to provide information to the public;

		<ul style="list-style-type: none"> • Reach the community at critical times, revisit the technique of “blast information,” • Use layman’s terms instead of accounting language when communicating with the campus and community, and • Provide information on a quarterly basis to the campus community using a similar format as the President’s Announcements. <p>The Budget Committee will meet again and discuss these suggestions in fall 2015.</p>
Campus Equity and Diversity Committee		
Develop and facilitate the approval of an EEO Plan as defined in Section Title 5 § 53003	6, 9, 11, 12, 15, 16	<ul style="list-style-type: none"> • Updated EEO Plan to reflect the October 19, 2013, updates to Title 5. • Changes were reviewed and approved through College’s shared governance.
Publish the EEO Plan	1, 8, 9, 14	<ul style="list-style-type: none"> • In progress.
Implement the EEO Plan by revising the Diversity Training program for hiring committee participants	6, 8, 9, 10, 11, 12, 15	<ul style="list-style-type: none"> • The training was revised to reflect the updated EEO Plan. • EEO training was provided to CEDC. • Hiring trainings were completed and delivered in preparation for Fall 2015 hiring and has been available on an as-needed basis.
Committee website up-to-date	6, 8, 9, 11, 15	<ul style="list-style-type: none"> • In progress.
Implement the EEO Plan by identifying APs and BPs that require EEO components and make appropriate recommendations	9, 12	<ul style="list-style-type: none"> • The committee has identified the hiring APs and BPs including the need for two new APs for Confidential and Supervisory employee groups. • In progress.
Curriculum and Instruction Council		
Keep committee website up-to-date	6, 11, 14, 15, 1	The website is being updated regularly.
Examine stand-alone courses and course unit changes for campus-wide impact.	3, 8, 1	A stand-alone credit course process was proposed by C&I and approved by the Academic Senate.
Review and recommend changes to APs and BPs related to curriculum and instruction.	8, 1	Several APs have been revised including AP 4235, AP 4020, AP 4100, and AP 4105.
Implement processes for PLO, ILO, and SLO review.	3, 1	The Outcomes Plan was amended to align assessment with Institutional Level Outcomes. Web links were created to link SLOs, PLOs, and ILOs with curriculum. AP 4020 has been implemented. Divisions are managing a curriculum and outcomes cycle.
Distance Learning Committee		
Maintain Distance Learning Committee website	11, 14	<ul style="list-style-type: none"> • Changed the web pages to reflect the new template • Updated the web site bi-monthly to add new items, such as agendas and minutes and new approved DL Amendment forms • Approved 3 DL Amendment forms
Review / Revise AP 4105	1, 6, 8, 11	<ul style="list-style-type: none"> • Modified the definition of online learning in regards to any required on- or off-campus activity • Changed the language to be more clear regarding regular and effective contact

		<ul style="list-style-type: none"> • Reorganized the AP to chunk the information into more logical sections • Sent AP 4105 to C & I for review (it will be reviewed in the fall)
Review / Revise the DL Plan	1, 6, 8, 11, 14	<ul style="list-style-type: none"> • Started reviewing the DL Plan
Use disaggregated Success & Retention data (S & R) to facilitate faculty training for “at-risk” students	1, 6, 9, 11, 14	<ul style="list-style-type: none"> • Changed the Argos reporting so that disaggregated data could be grouped by delivery mode
Participate/provide updates to campus on the Online Education Initiative (OEI) pilot in which Mt. SAC is currently participating	1, 6, 7, 8, 13, 14	<ul style="list-style-type: none"> • Mt. SAC was selected as a member of the OEI pilot in summer of 2014 • Academic Senate approved our participation • Three faculty volunteered to submit their courses for the pilot • OEI reviewers reviewed and approved three Mt. SAC courses for inclusion in the pilot • Six sections were offered to Mt. SAC students using Mt. SAC’s Learning Managements System (LMS) and the newly selected NetTutor tutoring platform as part of the OEI • Three people from Mt. SAC attended the Professional Development Summit sponsored by the OEI • Several Mt. SAC faculty attended the Applying the OEI Course Design Rubric either at Mt. SAC or at Cerritos Community College
Facilitate faculty training in the use of Moodlerooms	1, 6, 8, 10, 12, 14	<ul style="list-style-type: none"> • Facilitated MR workshops during both summer and winter intersessions • Facilitated MR Basics Online Training • Faculty started the MR Basics Online Training and 47 completed MR Basics Online Training • 26 faculty started SPOT and 12 faculty completed SPOT training
Implement training resulting from lessons learned from our “Mock Review”	1, 8, 10,	<ul style="list-style-type: none"> • Increased awareness in how we demonstrate regular and effective contact • Disseminated Mock Review results and lessons learned • Facilitated Dept. Chair training • Flex Day presentation submitted for Fall Flex Day • As OEI Reviewer, 6 reviews completed
Complete GAP analysis of DL for ACCJC standards	1, 11	<ul style="list-style-type: none"> • Completed this report for our accreditation team • 2 faculty attended the ASCCC Accreditation Institute
Requested information from various constituencies (both students and faculty) on needed information for our Distance Learning website	1, 8, 11, 12, 14	<ul style="list-style-type: none"> • Held a student usability event, determining if students could find information regarding distance learning in our web pages • Held a faculty focus group to determine faculty needs in our web pages • Coordinated with the OLSC on implementing changes to the Distance Learning (DL) web pages, first for students and then for faculty (in progress)
Educational Design Committee		
Keep the committee website up-to-date, and include EDC forms on the EDC website.	6, 11, 14, 15	The website is being updated regularly. All course supplemental forms were placed on the EDC website.
Review the EDC membership to enhance transparency and communication of curriculum processes.	6, 14	The EDC Purpose and Function statement was modified to increase representation on this committee. An additional faculty member from each division and a noncredit faculty member were approved. An EDC representative will report at division meetings to increase transparency and communication of curriculum processes.

Work towards simplifying curriculum processes, including ongoing training of committee members, department chairs and deans.	6, 10, 14	Several curriculum trainings have been offered including WebCMS and department chair training.
Employee Wellness Committee		
Committee website is up to date	8, 11, 14	Risk Management staff is currently working on updating the Committee website with current agendas and minutes.
Develop an assessment tool to measure campus interests regarding exercise, nutrition, weight loss, stress reduction, and fitness assessments.	8, 10, 14	Committee reviewed survey results from May 2014 survey. Determined top five areas of interest from 2014 survey – working with a personal trainer in the Wellness Center, workshop on core training, workshop on eating habits, workshop on role of the brain in food addiction and food choices, and a fitness challenge with online tracking. Committee heard presentations from the following vendors Healthy Wage, Walker Tracker, ExtraCon, Wellsorce, Vitality. These are companies that have electronic tracking and assessment tools. Plans are underway to implement the Healthy Wage program in the fall 2015.
Develop programs based on employee interest survey results.	7, 10, 13	The first Employee Wellness Fair was held on May 15, 2015 on the campus. Group Health benefit providers, along with others, provided health screenings. Donations from each of the vendors were raffled for the employees that attended the Fair. The Kaiser Mobile Health vehicle provided baseline testing for approximately 50 employees. Provided professional development opportunities to include: Lunch Time Yoga (September), Diabetes Awareness (November), Food and Brain(November), Breast Cancer Awareness(November), Fitting Exercise Into Your Everyday Life (January and May), The Heart of the Matter (February), Nutrition and Fitness Myth Busters (March), Stress Management (April), and Employee Stadium Workout (May) Selected a location for the Mountie Mile walking path. Created placards for marking pathway. This project was placed on hold due to construction of new food service facility. Will be re-evaluated in 2015-16. Successfully acquired funds to offer exercise classes at no cost to employees in summer 2014, fall 2014, winter 2014 and spring 2015. Launched Employee Wellness Newsletter in October 2014. Email blasts were sent to employees on the topics of Breast Cancer Awareness, National Walking Day, and Healthy Moments in celebration of Employee Wellness Month. Continued Maintain Don't Gain campaign in the months of December and January (ongoing)
Evaluate use of tool for measuring success of wellness program.	8, 11	Explore options for purchasing or developing an electronic data tracking program for measuring participation and success in wellness program. Data will be used to implement an incentive program.
Facilities Advisory Committee		
To review and make recommendations on major capital projects to best meet the needs of the students.	9	Major Capital Projects recommended to CMPCT on the following projects: <ul style="list-style-type: none"> • Athletics Complex East • Business and Computer Technology Center • Food Services • Student Success Center • Parking Structure

Evaluate and make recommendations on Request for Proposals for energy projects and master planning projects.	9	Request for Proposals recommended to CMPCT: <ul style="list-style-type: none"> Evaluate and make recommendations on Request for Proposals for The Central Plant Thermal Energy Storage Tank – Design/Build and the Photovoltaic System – Design/Build. To evaluate and make recommendations on Request for Proposals for the upcoming Educational Facilities master Plan (EMP) and the parallel Facilities Master Plan (FMP), including the Farm Precinct Plan. Additionally to review and evaluate the entire Campus Educational and Facilities Master Plans prior to the next Measure RR 2018 Facilities Bond.
Review, prioritize, and report out on facilities requests to ensure that progress is being achieved.	9	Reported out and provided updates to CMPCT: <ul style="list-style-type: none"> Turf Replacement/Removal project Foothill Transit Center Proposed Site Plan New Facilities improvements projects Athletics Complex East Business and Computer Technology Center Food Services Student Success Center Parking Structure
Evaluate and make recommendations for Campus Standards.	9	Campus Standards recommended to CMPCT: <ul style="list-style-type: none"> Student water bottle refill stations Flooring and floor coverings Furniture standards Classroom clocks Signage Building renumbering
Health and Safety Committee		
Committee website up-to-date	8,11,14	Staff will ensure that the website is updated regularly including the Purpose and Function Statement and Committee membership.
The Committee will establish an Injury and Illness Prevention Program (IIPP) in compliance with applicable OSHA regulations and state laws (ref: Board Policy 6800)	11, 12, 14	Committee will annually review program and ensure that program is updated to comply with applicable regulations. Additional written programs will be included as appendices within this program.
The Committee will establish an emergency response program in compliance with applicable state and federal laws and guidelines (ref: Board Policy 3500)	9, 10, 11, 13, 14	Committee appointed a Task Force to create standards and select equipment to be used to evacuate mobility impaired individuals from multiple story buildings. Task Force selected Garaventa model chairs and wheel chair lift. Equipment was installed in selected buildings and Train the Trainer session was completed on March 10, 2015. First Aid storage bins (x3) were purchased and placed on campus. Each unit has been stocked and inventoried with supplies to be utilized in the event of a campus emergency event. Evacuation drills were conducted on campus on September 17, 2014 and March 17, 2015. EOC command and management staff received training on March 17, 2015. Committee appointed Task Force to plan a campus Emergency Preparedness Week event for the week of September 22-26, 2014. Event included a vendor fair and educational

		opportunities for employees to learn more about becoming prepared for an emergency. Selected a consultant to conduct an audit of College's Emergency Operation Plan.
The Committee will establish a Hazard Communication program in compliance with applicable state and federal laws and guidelines (ref: Board Policy 6800)	8,11, 12, 13, 14	Select Committee members reviewed hazardous materials inventory and County requirements for placement of NFPA diamonds on exterior of buildings (ongoing). Risk Management staff populated the new online CERS (California Environmental Reporting System) as required by the Los Angeles County Certified Unified Program Agency. This is commonly referred to as the Hazardous Material Business Plan and includes information such as hazardous materials inventory, site and building maps which identify storage areas, emergency response plans and permits and insurance certifications.
The Committee will implement, evaluate and monitor issues related to compliance	11, 12	Committee participated in annual review and approval of Automated External Defibrillator Plan in May 2015. Committee reviewed Bloodborne Pathogens program and made recommendations for revisions (ongoing into 2015-16).
The Committee will implement, evaluate and monitor issues related to communication	8, 10, 11, 12, 14	Work will continue on this program in 2015-16. Committee will investigate the best method(s) for improving communications to the Mt. SAC community. Behavioral and Intervention Task Force recommendations were shared with the Committee. Safety Advisory on various topics were shared with the campus. The Risk Management website has been updated to include information on workers' compensation, safety and emergency preparedness.
The Committee will implement, evaluate and monitor issues related to hazard assessment and correction	11, 12, 14	Ergonomic evaluations were performed for staff in Financial Aid, Technology and Health, Natural Sciences, Instructional Services, Library and Learning Resources, Fiscal Services, Bursar's Office and the Transportation Office. Reviewed, investigated and made recommendations for corrections for Reports of Unsafe and/or Hazardous Working Conditions as reported by staff in the custodial, theatre arts and laboratory science departments/divisions. A Hazard Log has been created to monitor and evaluate accidents/incidents on campus. A process will be explored for improving the lag time between incidents and investigations.
The Committee will implement, evaluate and monitor issues related to accident and exposure investigations	10, 11, 12	Annual Risk Improvement Action Plan recommended review of work processes for Grounds and Custodial positions. Job Shadowing was completed for the Custodial position in April 2014 with recommendations presented to the Committee in May 2014. Job Shadowing for Grounds positions will be completed in Summer 2014 with recommendations presented to the Committee in November 2014. Conducted monthly analysis of workers' compensation claims.
The Committee will implement, evaluate and monitor issues related to training and instruction	10, 11, 13	Global Harmonized System trainings were offered to staff that handled hazardous chemicals. Emergency Preparedness training was presented during Emergency Preparedness week in September 2014.
The Committee will implement, evaluate and monitor issues related to recordkeeping and documentation	8, 11	The MSDS online program was populated utilizing the most recent chemical inventory listing.
Increase staffing in Risk Management office	7, 11	Hire a Manager, Environmental Safety and Emergency Service. Expected date of completion is summer 2015.
Information Technology Advisory Council		
Committee website up-to-date	14	The ITAC website - http://www.mtsac.edu/governance/committees/itac/ - is up to date with

		minutes and committee member information. ITAC also uses a Group Studio in the portal to share meeting handouts and other information.
Review and Update the Technology Master Plan	8, 11, 12	The Committee reviewed the Technology Master Plan, broke into sub-groups, and submitted revisions to the Plan. IT plans to publish the revised Technology Master Plan in fall 2015.
Support ongoing efforts to integrate technology across campus	8, 11, 12	ITAC regularly reviewed the progress of various IT projects such as the replacement of XP computer and the implementation of the new imaging system, OnBase. Through revisions to the TMP, ITAC continues to support training and utilization of technology across the campus.
Institutional Effectiveness Committee		
Committee website up-to-date on March 12, 2014	6, 11, 15	Committee website is up-to-date.
Review Unit Manager & VP Pie Template	12, 3	Completed Unit PIE template and Manager and VP templates are in process.
Clarify the integrated planning process	1, 3	Key Lime PIE Integrated Planning diagram was created and used across the College at the Managers' meeting, Instruction Team meeting, and Expanded President's Advisory Council meeting.
Review and recommend Institution Set Standards	1, 3	Accreditation Institution-Set Standards were reviewed and set. Recommendations from Research and Institutional Effectiveness were taken into consideration as well as IEC members' perspective on the College, the understanding of accreditation, and implications of not meeting the goals.
Review and recommend Institutional Effectiveness Indicators	1, 3	Institutional Effectiveness Partnership Indicators (IEPI) were reviewed and Year-One required indicators were set based on the accreditation standards as well as input from Research and Institutional Effectiveness and Fiscal Services. IEPI goals were given to the Board for approval at their May 27, 2015, meeting.
Create Institutional PIE	3, 14	The Institutional PIE Summary was created based on the following collaborative process: <ul style="list-style-type: none"> • Unit/departments give their PIE to their managers. • Manager PIE is given to their VP and represents a synthesis of all units/departments that report to them. • VP synthesizes all Manager PIEs and provides that information to IEC. • IEC synthesizes all VP PIEs and writes a comprehensive Institutional PIE Summary. • IEC presents the summary, including College Goal recommendations. PAC reviews recommendations for possible implementation. • Board of Trustees is asked to approve revised College Goals. Note: Teams either employ all steps as noted above or use a combination of the steps. All Tams create a final VP PIE that is sent to IEC.
Outcomes Committee		
Ensure the Outcomes Website is maintained with current and accurate information.	6, 11	The Outcomes Assessment website was modified to include current information, such as institutional level outcomes. The Outcomes Committee website was revised to include current membership list and current meeting minutes.
Inform, educate, and introduce the concept of Institutional Level Outcomes including outcomes mapping campus	3, 5, 14	Institutional Level Outcomes (ILOs) were approved by the Academic Senate on 4/9/15. ILOs are an evolution of general education outcomes (GEOs). ILOs are inclusive of all campus teams and departments. Outcomes mapping was introduced and implemented across multiple

wide.		divisions, including Business; Humanities and Social Sciences; Kinesiology, Athletics, and Dance; Library and Learning Resources; Natural Sciences; Student Services; and Technology and Health.
Prepare Program Level Outcomes (PLOs) for inclusion in the College Catalog.	3, 14	The status of program level outcomes was presented at department chair training sessions and via outcomes mapping presentations. A request to link to program level outcomes and student learning outcomes via program and course outlines (via WebCMS) was approved by Curriculum and Instruction Council and Educational Design Committee.
Include support areas and students in outcomes assessment.	3, 14	A student representative was appointed to and actively participated with the Outcomes Committee. Outcomes assessment was presented to the Associated Students Senate.
President's Advisory Council		
Committee website up-to-date	6, 11, 15	Pages continually updated with new information.
Continue updating, reviewing, and revising College BPs and APs	15	New BP/APs were adopted. Existing BP/APs were reviewed and revised. Continue the use of and training on QuickR to revise BP/APs.
Oversee the College's strategic planning and budget processes.	11, 14	Held Fall and Spring Expanded PAC meetings. Approval of a one-year Strategic Plan. Received monthly reports from the Budget Committee and discussed implementation of the budget process and changes to current practices. Received monthly reports from the Institutional Effectiveness Committee and discussed institutional planning, changes to the PIE process, and the continuation of aligning processes and planning documents. Reviewed PIE Summary and made recommendations to IEC. Reviewed Institution Set Standards and the CCC's Institutional Effectiveness Partnership Initiative.
Professional Development Council		
Increase communication and visibility between PDC and campus community.	8, 11	Website is currently being redesigned in sync with campus wide website redesign. Started implementation for FPDC communication, not broader campus communication. Implementation of FPDC website communication for campus. PDC had a presence and participated numerous campus wide events including: FLEX Day, Professional Development Day, Emergency Preparedness Week, Wellness Fair, Parachutes and Ladders Conference etc. Increased collaboration between PDC, FPDC, and CPDC. Provided reports and updates to PAC on a quarterly basis.
Assessing the effectiveness of professional development.	8, 11	All employees that participated in any professional development activity on campus received an evaluation form to assess the effectiveness of professional development events. All employees that participated in Conference and Travel also had the opportunity to provide their feedback about their learning experience and how they plan on sharing the newly learned information with their department and/or the campus. Focus groups were completed via PDC, FPDC, and CPDC to assess the effectiveness of professional development. Currently working on developing a campus wide needs assessment (will be administered in Fall of 2015).
Student Equity Committee		

Committee website up-to-date	9, 14	Membership and minutes are up to date.
Complete the Student Equity Plan and submit by the deadline.	1, 4, 6,7,9	Student Equity Plan submitted to the Chancellor's Office meeting the January 1, 2015 deadline.
Develop a reporting process for departments to update progress on the Student Equity Plan.	9,14	Carry over to 2015-16
Increased campus wide dialogue regarding Student Equity and success.	9,14	Held a campus wide convening meeting on May 2014 to inform and gain input on the plan. Engaged the campus community in 4 writing teams; Pathways/Cohorts, Interventions, Future Directions and Professional Development (pending). Presented the Student Equity Plan to the Board of Trustees at the December 10, 2014 board meeting. Presented the Plan at the Spring Flex Day, February 2015. Presented the plan to the Academic Planning & Student Services Summit, Nov.2014. Held a Student Equity Plan/Evaluation, February 27, 2015. Sponsored Diego Navarro on the Affective Domain, March 20. 2015.
Student Preparation and Success Council		
Continue to update the Committee's website.	8,14	The Committee's website was updated in June 2015.
Receive and review for approval the Basic Skills Coordinating Committee's recommendations for funding for 2015-16.	1, 2, 3, 4, 5, 7, 14	The Council reviewed and approved the Basic Skill Coordinating Council's recommended budget of \$887,630 for 2015-16.
Draft and review implementation of the new SSSP Plan by the established deadline.	1, 3, 4, 5, 6, 7, 8, 10, 12, 13, 14	Reviewed and approved SSSP Plan in September 2014. SSSP Plan Approved by Board of Trustees on October 8, 2014. SSSP Plan submitted to the Chancellor's Office on October 17, 2014. Received full approval of the College's SSSP Plan from Chancellor's Office in May 2015. SSSP Plan presentations were provided to the Board of Trustees, Academic and Student Success Ed Master Plan Summit, Spring Opening Faculty Meeting, Board of Trustees Retreat, and at the Student Services Professional Development Day.
Review and provide input to the draft and implementation of the new Student Equity Plan by the established deadline.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 14	Reviewed and approved Student Equity Plan in November 2014. Student Equity Plan approved by Board of Trustees on December 10, 2014. Student Equity Plan submitted to the Chancellor's Office on December 19, 2014. Received full approval of the College's Student Equity Plan with minor edits from Chancellor's Office in May 2015. Student Equity Plan presentations were provided to the Board of Trustees, Academic and Student Success Ed Master Plan Summit, Spring Opening Faculty Meeting, Board of Trustees Retreat, Student Equity Briefing, and at the Student Services Professional Development Day.
Review and make recommendations for accuracy and consistency for Board Policies and Administrative Procedures related to student preparation and success.	1, 14	Reviewed and approved the following BP's: BP 5110- Counseling BP 5050 – Matriculation/SSSP BP 4260 – Prerequisites, Corequisites, Advisories Reviewed and approved the following AP's: AP5110 – Counseling

		AP 5055 – Enrollment Priority AP 5050 – Matriculation/SSSP AP 4255 – Dismissal and Re-Instatement
Review, research and make recommendations for student success.	1, 2, 3, 4, 5, 6, 9, 12, 14	The following surveys and research were reviewed: <ul style="list-style-type: none"> • Multiple Measures Survey Results: amended scoring of multiple measures • AWE Rubric Review: supported amended placement levels • Distribution Data for English and Math Placement • Results of the CCSSE Survey administered in Spring 2014 to 1,372 students and 298 faculty: review the institutional supplemental questions, need to clarify findings related to Student-Faculty Interaction and Student Effort. Future findings will be coordinated with Student Equity. • Draft analysis of the 2014 CIRP Survey: review the institutional supplemental questions
Student Success and Support Plan Advisory Committee		
Continue to maintain committee web site.	6, 8, 14	Committee member David Beydler continues to update the website and post minutes and other information including past consequential validity survey data, placement distribution data, and various research documents related to the SSSPAC.
Continue to collaborate with Research and Institutional Effectiveness to review data on the new rubric for the Assessment of Written English (AWE) and make recommendations based on success rates.	1, 3, 5, 9, 12, 14	The new prompt was recently implemented and a system of tracking when the prompt is used has been developed. Research on the new type of prompt will begin when data is sufficiently collected.
Continue to collaborate with Research and Institutional Effectiveness to review data on the multiple measures process for the AWE and make recommendations based on success rates.	1, 3, 5, 9, 12, 14	Research results were reviewed. The data indicated that students given English 67 placement based on multiple measures were not as successful as students who placed into English 68 and 1A. After input by the English department, the committee recommended changing the use of multiple measures for placement in English 67. The recommendation was approved by the Academic Senate.
Expand and institutionalize math placement test information sessions to increase student participation.	1, 4, 9, 12, 14	The Math Placement Test Information Sessions are now a step in the assessment process (both on the Assessment Center website, and in the Mt. SAC catalog). Attendance has increased from 29 in the Fall 2014 and Winter 2015 sessions, to 151 in the Spring 2015 sessions. Survey results are encouraging, with 95% of attendees responding "Strongly Agree" or "Agree" that they would recommend the info session to a friend.
Facilitate collaboration between the Math Department and Adult Basic Education to develop a placement test preparation workshop to be offered through both departments.	1, 4, 5, 9, 12, 14	Ongoing development.
Facilitate collaboration between the Writing Center and Adult Basic Education to coordinate placement test preparation workshops offered through both departments.		Ongoing development.

Continue working with Information Technology to automate the multiple measures process for assessment of students.	8, 12, 14	The multiple measures survey is available on the student portal and students are required to complete it prior to going through assessment.
Continue to monitor the development of Common Assessment as mandated by Assembly Bill 743.	6, 8, 13	AWE Facilitators attended the Southern California meeting of the state CAI to become familiar with the timeline and maps. A representative from the math department is a member of the math development team and provides updates to the committee.
Develop and implement a third prompt for the AWE that provides an expository alternative to the currently existing narrative prompts.	5, 9, 12	A third prompt that is more academic was implemented. A system for tracking students who pick the prompt when writing has been developed and will be tracked and studied.
Conduct placement satisfaction surveys for the AWE to report to the Chancellor's office. Examine results and make recommendations as needed based on the data gathered.	1, 3, 14	Satisfaction studies were conducted in all writing classes during fall 2014. All courses met the 75% level for student and faculty satisfaction.
Conduct placement satisfaction surveys for the math test to report to the Chancellor's office. Examine results and make recommendations as needed based on the data gathered.	1, 3, 14	Satisfaction surveys were conducted for the Mt. San Antonio Math Placement Test. All courses met the 75% level for student and faculty satisfaction. Results were submitted to the Chancellor's office as part of our proposal for approval to use the instrument. The test was approved for use by the college.
VOICES		
Add new members to committee	14	<ul style="list-style-type: none"> Added new faculty member and two new Classified members
Increase VOICES visibility across campus	14	<ul style="list-style-type: none"> Participated in Opening Day activities by presenting College Champion Awards with president Showed VOICES-produced video highlighting staff involvement in Relays Hosted lunch for Halloween costume contest winner Staffed table at Classified Senate Valentine's Day mixer
Increase number of nominations for College Champion Awards	14	<ul style="list-style-type: none"> With renewed focus on marketing, 2015 saw a large number of nominations: 26 in 2015 compared to 11 in 2014.

III. Trends Tracking for President's Office

Enter brief analysis summarizing each section based on the 2014-15 year.

a. External Conditions Analysis

Two dramatic shifts have greatly affected the college: 1) increased funding, specifically for growth, student success, and student equity; and 2) a leveling off of demand for courses as employment improves. The outcomes mirror the external effects: 1) the college has increased efforts to attract and retain students; and 2) the college has planned and implemented activities to improve student success and student equity. All college units have been affected by these dramatic trends.

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b. Internal Conditions Analysis

The college has flourished as funds have become available to increase class offerings, hire more faculty and staff, fund needed supplies and materials, build and renovate facilities, and

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IV. Closing the Loop: Alignment and Progress on College Goals: President's Office

This section serves as a "reporting" function to describe how your team closes the loop and connects planning to budget allocation:

DIRECT REPORT UNITS

- How did the prioritized college resources connect to your team's outcomes over the past year?
- What progress has your area made with the resources provided?
- Please include progress on plans that did not require new resources if applicable.

COMMITTEES

- What progress has your area made on Strategic Objectives assigned to your committee?
- Were sufficient resources available (funding, personnel, facilities) to make satisfactory progress on the assigned strategic objectives?
- Were college policies and procedures appropriately aligned with the assigned strategic objectives to make satisfactory progress?

Enter analysis and summary of your team's progress toward "closing the loop" on previous goals, activities, and/or resources in the field below. Include how outcomes were met.

Analysis and Summary:
Direct Report Units:
Marketing & Communication

With small changes in funding and staffing we have been able to dramatically improve what we have done. We can do even more to meet campus demands for marketing support with more assistance.

Closing the Loop Theme	Funding
There were two significant changes to resources last year: (1) an influx of advertising money and (2) a shift in a team member's job roles to take on social media. Both made a significant impact on outcomes. Through additional advertising money, we were able to help bring more visibility for the campus and increase enrollment. With more assistance on social media, we were able to build a more robust social media community, growing followers and online engagement numbers.	
Closing the Loop Theme	Staffing
By shifting one graphic designer to multimedia coordinator, we were able to focus more attention on social media channels.	
Closing the Loop Theme	Technology
Support for technology makes it possible for the campus materials to be modern and up to date, and meet student expectations. For example, the online catalog will help showcase our work online but still provide a print element. Future support can improve the website and online initiatives through content that is more engaging, accessible and dynamic.	

Analysis and Summary:
College Committees

NOTE: PAC WILL NOT ASSIGN STRATEGIC OBJECTIVES TO COMMITTEES UNTIL AUGUST 2016.

Section Two: Where We Are Going—Planning for the Next Three Years

I. Planning: Team Goals and Strategic Objectives for President’s Office

- a. *The following table contains your goals as noted in Section One-I for 2014-15. Review your area'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.*

Team Goal Name	Team Goal	<u>College Theme</u>
Brand Building	Build awareness and support for Mt. SAC and its programs	C: Secure Resources
Enrollment Marketing	Create and implement consistent messaging across communication channels to reach and convert new students	B: Access and Success
Digital Expansion	Strengthen Mt. SAC's digital profile on the web and in social media to improve reach and understanding	D: Cooperation/Collaboration
Quality Services and Support	Support campus departments and initiatives through high quality, strategically focused marketing and communication initiatives	C: Secure Resources
Campus Collaboration and Communication	Support communications that increase collaboration and understanding among campus community members	D: Cooperation/Collaboration
Issues Communication	Manage issues and emergency communication to protect the safety and well-being of the public, the college and its people.	D: Cooperation/Collaboration

- b. *The following Strategic Objectives (these links appeared in previous section) are assigned to this Team and identified in the Mt. San Antonio College 2014-15 Strategic Plan. They inform the planning process for action over the next two years (NOTE*Not all areas will have a Strategic Objective assigned to them.) This table is only for reference. No additional information is needed here.*

# Strategic Objective	Strategic Objective
2.2.1	Report placement data in Mt. SAC’s annual report
2.2.3	Use placement and job availability data as a recruiting tool for new students
5.3.2	Create outreach and orientation materials publicizing the availability and importance of assessment test preparation
5.3.3	Collect data on effectiveness of assessment test preparation and publicize such results
5.3.4	Implement outreach and orientation to promote assessment test preparation
10.2.2	An ongoing communication mechanism will be established to notify staff of new technology features and enhancements

II. Team Planning for the Next Three Years

Analysis and Summary:
Direct Report Units:
Marketing & Communication

Our goals are to continue to provide quality services and support. This will be done through numerous efforts that help the broader campus as well as individual units on campus.

Marketing will continue updating the look and feel so that Mt. SAC's brand remains modern and relevant. This will be apparent through fresher colors, updated materials, new promotional materials and advertising campaigns. These materials will be tested with audiences.

Marketing will continue to create and implement campaigns to increase enrollment. This is done through using multiple channels. Outcomes would include placement of Mt. SAC materials throughout our district, more awareness, more web visitors and more (hopefully) more students. Advertising quantity and placement will depend on the amount of funding available. The department is careful to use data to improve decisions about to whom we advertise, where we do it and when. Due to the proliferation of media and content, we are careful to stay abreast of the latest trends and opportunities.

Marketing will continue to monitor the web and social media to protect the campus brand. In addition, we will create and maintain social media profiles on behalf of the college. The social media channels may change over time based on user preferences and industry shifts. One expected outcome is active, daily, proactive monitoring. In addition, we expect to see growth in online followership and engagement.

Marketing will continue to implement new phases of the web redesign project. This includes a launch of a new template this fall. Outcomes include a more consistent and pleasant web experience, a more modern web experience, a responsive website, more campus users trained to use the content management system, more updated information on online, the removal of old information online, more user-focused content and more.

Marketing will continue to create communications (within resources) that bring together the campus's numerous stakeholders. This includes increased communication to neighbors and the broader community through partnership with Public Affairs.

Marketing will continue to lead in emergency communication through training and communication planning. We will develop an emergency communication plan so staff are prepared to step in and assist with communication should the need arise. This would then be followed with training so staff are prepared to respond quickly in an emergency.

Marketing will continue to promote and encourage professional development. This is done through the encouragement and financial support for employees to take part in professional development trainings and conferences.

III. Updated Committee Purpose and Functions Statements; New and Ongoing Assigned Strategic Objectives

Chair	Purpose	Function
ACUPCC Implementation Committee (NEW)		
James Stone	<p>The ACUPCC Implementation Committee exists for the purpose of: 1) providing education about the American College and University Presidents' Climate Commitment (ACUPCC) and 2) overseeing the implementation of the requirements of the ACUPCC (below) :</p> <ul style="list-style-type: none"> • Raising awareness within the campus community and the broader community about climate change and the institutional and cultural changes that need to be made to adapt to unavoidable climate change, on the one hand, and prevent unmanageable climate change, on the other. • To work with the Mt. SAC Sustainability Committee to increase awareness about sustainable lifestyles, forms of economic production and development. • Promoting compliance with laws and regulations affecting greenhouse gas emissions and sustainable use of resources. • Advocate for incorporation of sustainability across the curriculum. 	<p>The ACUPCC Implementation Committee reports to the campus President and chief academic and business officers and is responsible for overall development, coordination, and supervision of regular greenhouse gas inventories as well as the development and implementation of a climate action plan which will serve as a blueprint for Mt. SAC's achievement of neutrality in greenhouse gas emissions over a specified period of time. The committee will also recommend steps to meet other requirements of the ACUPCC.</p> <ol style="list-style-type: none"> 1. To serve as the primary advisory body to the President's Advisory Council regarding the American College and University Presidents' Climate Commitment. 2. To ensure completion of a greenhouse gas emissions inventory within one year of signing the ACUPCC and at least every other year thereafter. 3. To develop a climate action plan that will make recommendations regarding the development, implementation, and facilitation of the achievement of zero net greenhouse gas emissions and sustainable use of resources. 4. To facilitate communication and study of best practices in the area of sustainability and rapid and widespread assimilation of this knowledge. 5. To make greenhouse gas inventories, the climate action plan and progress reports publicly available. 6. To promote economic practices on campus and within the broader community, including purchasing and investment policies that are in alignment with sustainability and the goal of net neutrality in greenhouse gas emissions. 7. To promote outreach to the broader community on issues of climate change, greenhouse gas emissions reduction and sustainability.
Accreditation Steering Committee		
Irene Malmgren Kristina Allende	<p>The Accreditation Steering Committee guides progress and the processes related to ongoing Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation. Members are to become experts on accreditation policies and standards and serve as a resource to the campus.</p>	<ol style="list-style-type: none"> 1. Be an active resource to the campus regarding accreditation issues. 2. Guide the accreditation progress and process for the College. 3. Develop timelines and recommend policies and procedures for accreditation. 4. Coordinate training for faculty, staff, and management with

		<p>regard to accreditation standards, policies, and procedures.</p> <ol style="list-style-type: none"> 5. Establish sub-groups (e.g., Work Groups versus Standard Groups) and provide guidelines for effective participation and timely completion of group tasks. 6. Review and provide input on reports for the ACCJC. 7. Recommend appointment of accreditation report editor.
Distance Learning		
<p>Meghan Chen Mary Johnson</p>	<p>The purpose of the Distance Learning Committee is to discuss, review, and evaluate distance learning modes of instruction, and recommend and promote best practices and new opportunities for distance learning and teaching.</p>	<ol style="list-style-type: none"> 1. Evaluate and recommend approval of Distance Learning Course Amendment forms. 2. Recommend policy changes pertaining to distance learning. 3. Evaluate and promote a variety of effective practices and standards for distance learning. 4. Provide a forum for sharing and collaboration among distance learning faculty by sponsoring informational meetings, discussions, and workshops pertaining to distance learning. 5. Facilitate the development of an ongoing Distance Learning Plan. 6. Coordinate with campus committees and other constituencies with regards to distance learning
Educational Design Committee		
<p>Michelle Sampat Joumana McGowan</p>	<p>The Educational Design Committee serves as a standing committee of the Curriculum and Instruction Council. The mission of the Educational Design Committee is to facilitate consistency in the quality of curriculum management and to ensure that all courses and programs meet the intent of Title 5 regulations.</p>	<ol style="list-style-type: none"> 1. Report and make recommendations to the Academic Senate via Curriculum and Instruction to include: <ol style="list-style-type: none"> a. Review of new and amended credit and non-credit course content and associated required technical information under Title 5. b. Review of new and amended credit and non-credit programs and the associated required technical information under Title 5 c. Review of new and amended courses as they relate to majors and certificates, degrees, and transfer. d. Coordination of course proposals and review, as appropriate. e. Appropriate requisites. 2. Review courses and programs, maintaining compliance with external and internal policies. 3. Recommend policy changes pertaining to curricular issues. 4. Implement State regulations and guidelines pertaining to the curriculum development process: <ol style="list-style-type: none"> a. Train committee members, faculty, division deans, and staff, as appropriate. b. Maintain and provide regulations updates.

		<ul style="list-style-type: none"> c. Disseminate information. <ol style="list-style-type: none"> 5. Review and make recommendations regarding transfer status and general education courses via Educational Design Subcommittee for General Education and Transfer Issues. <ul style="list-style-type: none"> a. Educate and train faculty on procedures in requesting general education course approval. b. Implement the general education philosophy on campus by systematically reviewing all general education lists. 6. One committee member from each division will attend division meetings to report on courses that are being reviewed.
Information Technology Advisory Committee		
Vic Belinski Paul Kittle	ITAC is the primary advisory group for investigating and communicating direction and solutions to IT in development, integration, application, funding, and delivery of College information and instructional technologies.	<ol style="list-style-type: none"> 1. Gather, investigate, and disseminate information between IT and the campus on all technology-related issues in or out of the classroom. 2. Work closely with all campus constituencies to advise IT in providing accessible support and the use of campus instructional technologies. 3. To provide direction in the development of integrated technology solutions by making recommendations for changes in campus policies or procedures in order to achieve College strategic goals or objectives. 4. To advise IT in the development and review of the Technology Master Plan including integration with other campus planning processes.
President's Advisory Council		
Bill Scroggins	To ensure the long-term stability and success of the institution, the President's Advisory Council is the primary planning body for the College and provides a forum to review and recommend the direction and focus for the College consistent with the College's Mission, Vision, and Core Values directly advising the College President on policy and governance.	<ol style="list-style-type: none"> 1. To periodically review and revise the College's Mission, Vision, and Core Values. 2. To revise and recommend goals for the College. 3. To ensure that the various planning processes are coordinated and consistent with the established direction and focus of the College. 4. To periodically evaluate the College governance procedure and structure. 5. To participate in the development of recommended College priorities. 6. Evaluate the work of the governance committees and the College using an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, and implementation (ACCJC Standard I.B.3) including the ongoing evaluation of process for planning, budgeting, and accreditation.
Employee Wellness Committee		

<p>Karen Saldana K.C. Kranz</p>	<p>The purpose of the Employee Wellness Committee is to promote a culture of physical, psychological, and emotional well-being by providing activities and support that will result in healthier lifestyles. The goals of the Committee include:</p> <ul style="list-style-type: none"> • Increasing awareness and factors contributing to physical and mental well-being. • Inspiring and empowering individuals to take responsibility for their own health. • Encouraging employees to make healthier lifestyle choices. • Creating a sense of community and raising awareness through the use of campus and community health and wellness resources. 	<ol style="list-style-type: none"> 1. To facilitate wellness communication through various online resources, workshops, and events. 2. To offer programs that encourages physical activity, emotional well-being, and healthy eating habits. 3. To ensure that there is compliance with laws and regulations that may affect wellness activities. 4. To provide resources for employees to build a supportive network to bolster health goals. To encourage employee suggestion and feedback on future wellness programs and activities.
Health and Safety Committee		
<p>Karen Saldana</p>	<p>The Health and Safety Committee exists for the purpose of providing education and resources pertaining to contemporary physical, mental health, and safety issues for the campus community. The goals of the Committee include:</p> <ul style="list-style-type: none"> • Raising awareness and use of campus and community health and safety resources. • Ensuring compliance with laws and regulations affecting safety. • Promote and maintain safe working conditions. 	<ol style="list-style-type: none"> 1. To serve as the primary advisory body to the President's Cabinet regarding health and safety issues. 2. To participate in the gathering and dissemination of health and safety information. 3. To study and make recommendations for the development, implementation, and facilitation of health and safety programs and services, including disaster preparation and training. 4. To facilitate communication of unsafe conditions, practices, and health concerns, and recommend corrective action. 5. To review campus accident and injury reports and make recommendations as needed.
Professional Development Council		
<p>Stacey Gutierrez Beta Meyer</p>	<p>The Professional Development Council provides direction to the college community to ensure classified staff, faculty, and managers expand their knowledge and skills needed to increase student success and enhance their professional development. The Council is comprised of classified, faculty, and management representatives.</p>	<p>Review and make recommendations regarding:</p> <ol style="list-style-type: none"> a. To assess Professional Development needs and make recommendations to Presidents Advisory Council (PAC). b. To establish and meet professional development goals and objectives developed in alignment with College goals. c. To make recommendations for professional development at the College. d. To establish, sponsor, and support Professional Development Council subcommittees as needed to meet program objectives. e. To maintain guidelines and procedures for program and Conference & Travel funding approval. f. Evaluate the effectiveness and recommend ongoing changes to professional development activities on campus.

IV. Budget Prioritization

Budget prioritization for the 2015-16 cycle is intended to inform the Instruction Team's prioritization process each July.

1. Download the Budget Prioritization form to your computer using the button below.
2. Use "Save As" to rename the document "2015-16_PIErequests_your division name or acronym"
3. Save to your computer
4. When information on the spreadsheet is complete, click on the "Attach Documents" button below, navigate to the file on your computer, and save. The document will remain attached to your Manager PIE form

Section Three: Recommendations for Improving the Planning Process

I. What suggestions do you have for improving the planning process for your team?

No suggestions

II. What additional information should the College provide to assist your team's planning?

No additional information needed

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

Questions regarding this form? Send an email to Don Sciore, Associate Dean of Instructional Services, at dsciore@mtsac.edu or Meghan Chen, Dean, Library & Learning Resources, at mchen@mtsac.edu.

For your convenience, you may lock this form and prevent changes to your work:

1. Click the "Lock this Form" button below, enter password "pie" (lower case/no quotes)
2. To Unlock this Form for further revision, click the Unlock this Form button below.
3. Enter password "pie" (lower case/no quotes)
4. Save the form using the "Save Form" button at the bottom of the page
5. Please lock the form before sending to your VP.

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