Institutional Level Outcomes: Relationship to Team Goals

ILO # 1. Students effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.

Instruction Team

2015-16 Address staffing needs to maintain and enhance delivery of instruction and instructional services.

2015-16 Encourage and support participation of instructional personnel in ongoing professional development to improve instruction and service to students as defined by college plans such as Educational Master Plan, Student Success Plan, Student Equity Plan, Strategic Plan, among others.

2015-16 Encourage and support unit-level participation in planning and evaluation processes including PIE, SLOs, GEOs, and accreditation self-study.

2015-16 Enhance communication among stakeholders, including students, faculty, staff, advisory committee members, industry representatives and the general public.

2015-16 Establish a culture of collaborative inquiry that promotes meaningful assessment and documentation for both internal and accreditation purposes.

2015-16 Expand opportunities for external funding and other resources through pursuit ofgrants and partnerships.

2015-16 Increase support for basic skills activities that benefit an increasing number of students across the College.

2015-16 Increase support for student success and achievement through the development and maintenance of instruction, support activities, and enrollment management.

2015-16 Provide and maintain state-of-the-art instructional technology, equipment, facilities and infrastructure for safety, currency, effectiveness, and to accommodate growth.

2015-16 Secure funding to support ongoing operational needs of programs (supplies, accreditation, transportation, travel, etc.).

2015-16 Strengthen the ability to access data on student success and achievement.

2015-16 Support and expand opportunities for academic enrichment, including provision of guest lecturers, visiting artists, as well as student participation in regional, state, and national competitions and events.

2015-16 Update curriculum and expand successful and innovative modes of delivery to remain current and to improve effectiveness.

Student Services Team

2015-16 SS-1 Services: Develop, maintain and improve student support programs and services that are integrated and coordinated to promote student success and engagement.

2015-16 SS-2 Student Learning: Provide the most relevant, dynamic curriculum, workshops and information sessions to assist students in being informed, engaged and prepared to meet their educational goals.

Institutional Level Outcomes: Relationship to Team Goals

2015-16 SS-3 Research: Collaborate with Information Technology and Institutional Effectiveness to develop and improve data gathering, assessment of services, and longitudinal data in order to measure and improve student success, meet compliance and ubstantiate our work.

2015-16 SS-4 Technology: Through the effective use of technology, develop and improve communication to increase students' college knowledge and access to available campus services, and improve processes to maximize efficiency of administrative and rogrammatic operations.

2015-16 SS-5 Training: Create opportunities for faculty and staff to develop new knowledge and to improve existing skills sets.

2015-16 SS-6 Policies: Review, update and/or create college board policies and administrative procedures to ensure currency, equity, and compliance with state and federal mandates.

2015-16 SS-7 Campus Collaboration: Conduct awareness campaigns and trainings to educate the campus community regarding key student issues and concerns, procedures, policies and regulations.

2015-16 SS-8 Staffing and Resources: Provide appropriate space and security to address program needs and staff safety and provide adequate staffing and alignment of workloads to improve service delivery to students.

2015-16 SS-9 Fiscal Resources: Student Services will work collaboratively to obtain new sources of funding to adequately meet the service needs of a diverse student population.

Adminstrative Services Team

2015-16 Public Safety will hire and/or train personnel, obtain resources, and work with the California Commission on Peace Officer Standards and Training (POST), to become a department with sworn police officers and non-sworn support personnel.

Human Resources Team

2015-16 Deliver programs and services that are timely and effective in assisting the College and its faculty, staff, and managers in meeting its mission and goals. Provide programs and services that are researched, in settings that are respectful and appropriate, and through utilizing clear methods of communication.

2015-16 Develop and maintain a team of highly qualified human resources professionals with the knowledge, skills and competencies to effectively assist the College in attracting and retaining a highly qualified and engaged workforce (faculty, managers, and staff); align HR staffing and service delivery to effectively support College objectives. Develop, maintain and deliver employee services (ex. Benefits) that attract and retrain a high performance workforce.

2015-16 Develop and maintain an environment of inclusion, diversity awareness, collaboration, and consensus building amongst the Colleges' diverse workforce.

2015-16 Develop and maintain College-wide HR knowledge, skills, and collaboration amongst divisions and departments to ensure effective use of HR programs and resources in order to attract and retain a highly qualified and engaged workforce (faculty, managers, and staff).

2015-16 Develop programs that ensure compliance with College-wide, State, Federal, and local laws and regulations relating to both employee and student equity issues (ex. Accreditation, Benefits, EEO, TIX).

2015-16 Through the effective use of technology, develop and improve communication to increase employee's and manager's access to available HR services and improve processes to maximize efficiency of administrative and programmatic operations. Make knowledge and resources easily available to current and prospective employees via electronic means such as websites and online applications.

President's Office

2015-16 Build awareness and support for Mt. SAC and its programs

2015-16 Create and implement consistent messaging across communication channels to reach and convert new students

2015-16 Manage issues and emergency communication to protect the safety and well-being of the public, the college and its people.

2015-16 Strength Mt. SAC's digital profile on the web and in social media to improve reach and understanding

2015-16 Support campus departments and initiatives through high quality, strategically focused marketing and communication initiatives

2015-16 Support communications that increase collaboration and understanding among campus community members

ILO # 2. Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.

Instruction Team

2015-16 Address staffing needs to maintain and enhance delivery of instruction and instructional services.

2015-16 Encourage and support participation of instructional personnel in ongoing professional development to improve instruction and service to students as defined by college plans such as Educational Master Plan, Student Success Plan, Student Equity Plan, Strategic Plan, among others.

2015-16 Encourage and support unit-level participation in planning and evaluation processes including PIE, SLOs, GEOs, and accreditation self-study.

2015-16 Enhance communication among stakeholders, including students, faculty, staff, advisory committee members, industry representatives and the general public.

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2015-16 Expand opportunities for external funding and other resources through pursuit of grants and partnerships.

Institutional Level Outcomes: Relationship to Team Goals

2015-16 Increase support for basic skills activities that benefit an increasing number of students across the College.

2015-16 Increase support for student success and achievement through the development and maintenance of instruction, support activities, and enrollment management.

2015-16 Provide and maintain state-of-the-art instructional technology, equipment, facilities and infrastructure for safety, currency, effectiveness, and to accommodate growth.

2015-16 Secure funding to support ongoing operational needs of programs (supplies, accreditation, transportation, travel, etc.).

2015-16 Strengthen the ability to access data on student success and achievement.

2015-16 Support and expand opportunities for academic enrichment, including provision of guest lecturers, visiting artists, as well as student participation in regional, state, and national competitions and events.

2015-16 Update curriculum and expand successful and innovative modes of delivery to remain current and to improve effectiveness.

Student Services Team

2015-16 SS-1 Services: Develop, maintain and improve student support programs and services that are integrated and coordinated to promote student success and engagement.

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2015-16 SS-4 Technology: Through the effective use of technology, develop and improve communication to increase students' college knowledge and access to available campus services, and improve processes to maximize efficiency of administrative and rogrammatic operations.

2015-16 SS-5 Training: Create opportunities for faculty and staff to develop new knowledge and to improve existing skills sets.

2015-16 SS-6 Policies: Review, update and/or create college board policies and administrative procedures to ensure currency, equity, and compliance with state and federal mandates.

2015-16 SS-7 Campus Collaboration: Conduct awareness campaigns and trainings to educate the campus community regarding key student issues and concerns, procedures, policies and regulations.

2015-16 SS-8 Staffing and Resources: Provide appropriate space and security to address program needs and staff safety and provide adequate staffing and alignment of workloads to improve service delivery to students.

2015-16 SS-9 Fiscal Resources: Student Services will work collaboratively to obtain new sources of funding to adequately meet the service needs of a diverse student population.

Institutional Level Outcomes: Relationship to Team Goals

Administrative Services Team

2015-16 Effective Maintenance Service & School Dude Implementation (Maintenance) - Provide timely, effective, and efficient maintenance to the facilities and equipment used by students, faculty, and staff helping to provide an environment conducive to quality higher education. Implement, train all stakeholders, and strategically utilize School Dude Maintenance Management and Preventative Maintenance Systems.

Human Resources Team

2015-16 Deliver programs and services that are timely and effective in assisting the College and its faculty, staff, and managers in meeting its mission and goals. Provide programs and services that are researched, in settings that are respectful and appropriate, and through utilizing clear methods of communication.

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align HR staffing and service delivery to effectively support College objectives. Develop, maintain and deliver employee services (ex. Benefits) that attract and retrain a high performance workforce.

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2015-16 Develop programs that ensure compliance with College-wide, State, Federal, and local laws and regulations relating to both employee and student equity issues (ex. Accreditation, Benefits, EEO, TIX).

2015-16 Through the effective use of technology, develop and improve communication to increase employee's and manager's access to available HR services and improve processes to maximize efficiency of administrative and programmatic operations. Make knowledge and resources easily available to current and prospective employees via electronic means such as websites and online applications.

President's Office

2015-16 Build awareness and support for Mt. SAC and its programs

2015-16 Create and implement consistent messaging across communication channels to reach and convert new students

2015-16 Manage issues and emergency communication to protect the safety and well-being of the public, the college and its people.

2015-16 Strength Mt. SAC's digital profile on the web and in social media to improve reach and understanding

2015-16 Support campus departments and initiatives through high quality, strategically focused marketing and communication initiatives

Institutional Level Outcomes: Relationship to Team Goals

2015-16 Support communications that increase collaboration and understanding among campus community members

ILO # 3. Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.

Instruction Team

2015-16 Address staffing needs to maintain and enhance delivery of instruction and instructional services.

2015-16 Encourage and support participation of instructional personnel in ongoing professional development to improve instruction and service to students as defined by college plans such as Educational Master Plan, Student Success Plan, Student Equity Plan,
Strategic Plan, among others.

2015-16 Encourage and support unit-level participation in planning and evaluation processes including PIE, SLOs, GEOs, and accreditation self-study.

2015-16 Enhance communication among stakeholders, including students, faculty, staff, advisory committee members, industry representatives and the general public.

2015-16 Establish a culture of collaborative inquiry that promotes meaningful assessment and documentation for both internal and accreditation purposes.

2015-16 Expand opportunities for external funding and other resources through pursuit of grants and partnerships.

2015-16 Increase support for basic skills activities that benefit an increasing number of students across the College.

2015-16 Increase support for student success and achievement through the development and maintenance of instruction, support activities, and enrollment management.

2015-16 Provide and maintain state-of-the-art instructional technology, equipment, facilities and infrastructure for safety, currency, effectiveness, and to accommodate growth.

2015-16 Secure funding to support ongoing operational needs of programs (supplies, accreditation, transportation, travel, etc.).

2015-16 Strengthen the ability to access data on student success and achievement.

2015-16 Support and expand opportunities for academic enrichment, including provision of guest lecturers, visiting artists, as well as student participation in regional, state, and national competitions and events.

2015-16 Update curriculum and expand successful and innovative modes of delivery to remain current and to improve effectiveness.

Student Services Team

Institutional Level Outcomes: Relationship to Team Goals

2015-16 SS-1 Services: Develop, maintain and improve student support programs and services that are integrated and coordinated to promote student success and engagement.

2015-16 SS-2 Student Learning: Provide the most relevant, dynamic curriculum, workshops and information sessions to assist students in being informed, engaged and prepared to meet their educational goals.

2015-16 SS-3 Research: Collaborate with Information Technology and Institutional Effectiveness to develop and improve data gathering, assessment of services, and longitudinal data in order to measure and improve student success, meet compliance and substantiate our work.

2015-16 SS-4 Technology: Through the effective use of technology, develop and improve communication to increase students' college knowledge and access to available campus services, and improve processes to maximize efficiency of administrative and programmatic operations.

2015-16 SS-5 Training: Create opportunities for faculty and staff to develop new knowledge and to improve existing skills sets.

2015-16 SS-6 Policies: Review, update and/or create college board policies and administrative procedures to ensure currency, equity, and compliance with state and federal mandates.

2015-16 SS-7 Campus Collaboration: Conduct awareness campaigns and trainings to educate the campus community regarding key student issues and concerns, procedures, policies and regulations.

2015-16 SS-8 Staffing and Resources: Provide appropriate space and security to address program needs and staff safety and provide adequate staffing and alignment of workloads to improve service delivery to students.

2015-16 SS-9 Fiscal Resources: Student Services will work collaboratively to obtain new sources of funding to adequately meet the service needs of a diverse student population.

Administrative Services Team

2015-16 5-Year Scheduled Maintenance & Access Control (Maintenance) - Update key issuance and access control procedures, revise key security policies, expand the use of electronic door access systems and re-key strategic areas of campus. Expand preventative maintenance of College facilities.

2015-16 Achieve a minimum 80% Audit score of the Cleaning Program. Continue to request new resources for staffing and supplies to support campus expansion and student growth. Purchase new equipment as needed to improve equipment access for all areas of the campus. Continue waste reduction efforts within Custodial Services including the utilization of environmentally friendly restroom supplies, and new generation hand dryers that drastically reduce paper towel consumption, etc.

2015-16 Construction Services Support & New Building Costs (Construction Program) - Develop and approve standard drawings for all Audiovisual and IT structured cable and data room installations. Provide institutional, historical, and operational knowledge as it applies to new and existing equipment and buildings, as well as hands-on technical assistance, to the design and constructions projects across campus.

Institutional Level Outcomes: Relationship to Team Goals

2015-16 Direct planning at the institutional level and provide leadership, partnership, and support to divisions and departments within the College to ensure the appropriate implementation and application of technology. Administrative Services will be an advocate for the appropriate applications of technology for enhancing and advancing support for the services that we provide to the College Community and External Clients, and will strive to maintain our internal technology to current instructional and industry standards. Research and evaluate emerging technologies and implement and integrate new technology as appropriate. Manage the physical infrastructure in support of IT, assuring the reliability and availability to meet current and future requirements. Utilize educational technology to provide faculty more flexibility in the method of delivery of instruction and instructional material. Ensure data and hardware security are a priority in all IT projects.

2015-16 Effective Maintenance Service & School Dude Implementation (Maintenance) - Provide timely, effective, and efficient maintenance to the facilities and equipment used by students, faculty, and staff helping to provide an environment conducive to quality higher education. Implement, train all stakeholders, and strategically utilize School Dude Maintenance Management and Preventative Maintenance Systems.

2015-16 Energy Efficiency (Energy Services) - Construct a Thermal Energy Storage tank, Solar Panel, and expand the Central Plant to increase the College's energy efficiency.

2015-16 Ensure the Employee Wellness Committee is providing opportunities in the areas of health, fitness, and mental well being. Ensure that Insurance Committee continues to explore fringe benefit and group health options that are cost effective and feasible or employees. Develop and implement guidelines and procedures for the campus community in preparation of and to recover from events such as earthquake, civil unrest, hazardous materials exposure, etc.

2015-16 Integrated Planning (Facilities Planning) - Produce an integrated, data-driven, comprehensive master plan that can be implemented and evaluated. The plan shall include both educational and facilities components. This planning process shall integrate into campus-wide integrated planning efforts and shared governance.

2015-16 Irrigation/Maxicom (Grounds) - Update Maxicom Irrigation System to get the maximum potential, save water, and run reports.

2015-16 Maintain Fiscal Stability of the College and Fiscal Independence status.

2015-16 Public Safety will hire and/or train personnel, obtain resources, and work with the California Commission on Peace Officer Standards and Training (POST), to become a department with sworn police officers and non-sworn support personnel.

2015-16 Space Inventory & Classroom Utilization (Facilities Planning) - Update the College's comprehensive database of space-buildings, rooms, usage, room type, TOPS code, and square footage to match current conditions. Update AutoCAD floor plans for all buildings to reflect current space configurations, room numbers, and square footage. Update Fusion and Banner to reflect current conditions. The goal is to update and maintain the database, Fusion and Banner in house so they can be used for real team allocation of physical resources.

2015-16 To provide excellent customer service in all departments of Administrative Services. To develop internal and external procedures to improve efficiencies and collaboration. To increase staffing to provide the required level of support and ensure there is appropriate staffing to maintain necessary services and support critical functions to implement the College mission. To ensure customers are satisfied with the scope, timeliness, and cost effectiveness of the services offered. The Administrative Services Team will be performance oriented and strive to ensure customer satisfaction by providing excellent tools and mechanisms for customer feedback. To develop and implement programs to comply with state and federal guidelines to address campus needs.

Human Resources Team

2015-16 Develop programs that ensure compliance with College-wide, State, Federal, and local laws and regulations relating to both employee and student equity issues (ex. Accreditation, Benefits, EEO, TIX).

President's Office

2015-16 Build awareness and support for Mt. SAC and its programs

2015-16 Manage issues and emergency communication to protect the safety and well-being of the public, the college and its people.

2015-16 Strength Mt. SAC's digital profile on the web and in social media to improve reach and understanding

2015-16 Support campus departments and initiatives through high quality, strategically focused marketing and communication initiatives

ILO # 4. Students demonstrate awareness and respect for personal, social, civic, and environmental responsibilities.

Instruction Team

2015-16 Address staffing needs to maintain and enhance delivery of instruction and instructional services.

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Administrative Services Team

Institutional Level Outcomes: Relationship to Team Goals

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2015-16 Custodial (OS1) Cleaning Program (Custodial) - Now that the (OS1) Cleaning Program is fully implemented refine elements of the program aimed at delivering training to all custodial personnel on a more consistent basis. Each employee to receive a minimum of ten documented training sessions over the course of twelve months.

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