

Section 1 and 3 - Analysis of Unit PIE & Updates on Goals

PIE - Business Division Manager

2018-19

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Division Mission Statement: The mission of the Business Division is to provide quality instruction and to encourage and empower students to achieve their career and educational goals.

1. Summary of Notable Achievements: Business Division Office: continues to be one have the largest number of program completers representing in the college. During the past year the division had a 1,025 program completers 22 programs have been submitted to the LAOCRC for recommendation and chancellor approval. 171 Curriculum proposals were reviewed and approved. Work Experience (WE) enrollments increased by 20% over last year. 21 new WE sites have been established. Targeted listservs were established for each discipline to share job leads and career related events and announcements with students. To date, 34 students have reported employment. Café 91 successfully ran CUL/HRM classes in the new kitchen facility and restaurant pop-ups over the winter intercession to test & adjust. The Project Specialist (Marketing) position started July 1 and is jointly funded through Perkins and SWP. Strong Workforce: Monitored 79 projects under six different funding streams totaling approximately \$10 million. The division hired a full-time Culinary Arts faculty, Business Management faculty, and a full-time Computer Facilities Lab Technician. The division coordinated multiple marketing projects funded by Perkins & SWP for: VITA, Child Development, and Culinary Arts. We also successfully completed first BCT Evacuation Drill. The division instituted an electronic daily log to track all contacts with the division office from students, faculty and staff to improve tracking. The division also instituted a SchoolDude log to track all work-order requests. Additionally, the division provided technology support to help automate document gathering for other divisions using SmartSheets (Arts, Technology & Health, Natural Sciences, and Kinesiology).

Accounting and Business Management: Ralph Jagodka received the "NASBITE International 2019 Advancing International Trade State Award" for California. Mt. San Antonio College has awarded over 50 certificates of completions to students who have successfully passed BUSA 58 Federal Income Tax Law. The students have now obtained the qualifying education necessary to become legally licensed tax preparers under the California Tax Education Council. Steven Valdes and Professor Erika Bower are successfully managing the 4th year of the Volunteer Income Tax Assistance (VITA) Program. The program has had 55 volunteers certified and has currently prepared 250 returns generating over \$201,765 in total refunds with an average refund of \$1,282, resulting in the tax prep fees savings of over \$30,000 for students and the community. The VITA program has partnered with California State University, Northridge and now is now a major contributing member to the CSU5 VITA Clinic a consortium of schools including Cal Poly Pomona, Santa Monica College and California State University, Northridge. Dan McGeough continues to represents Mt. SAC at the California Society of CPA's industry meetings and events throughout the year. Brenda Domico continues to represents Mt. SAC at the CalCPA and IMA's meetings and networking events throughout the year. Through networking activities, students have access to CalCPA and IMA networking events with keynote speakers, CalCPA and IMA scholarship opportunities, and IMA conferences. Additionally, Accounting and Management advisory members include professionals who have been recruited through CalCPA and IMA events. Regina Martinez and Bobby Bates have co-advised the AFM/Business Club starting for the 2018/2019 school year. The club provides numerous opportunities for students to enhance their educational experience by getting involved outside the classroom such as: keynote speakers, interview and transfer workshops, and mock interviews.

Child Development & Education: The on-going collaborative relationship between the Child Development Center and Child Development Department affords observation and practicum experiences for students to broaden their knowledge of child development theory, observation and assessment, and hands-on application. During the course of the 2018-19 academic year 4,265 students were successful in completing course assignments that required observation, assessment, and/ hands-on application. The department continued to participate in the Strong Workforce Initiative (SWI) which is funding a formal

education pathway paired with extensive on-the-job training at the Mt. SAC Child Development Center. The Child Development Center has been approved to administer an apprenticeship program approved by the California Division of Apprenticeship Standards. The Child Development Strong Workforce provides student teachers with hands-on training to build competencies needed for the workforce. Twenty-one student participants receive mentoring and training essential for emerging professionals in the early childhood workforce. Mt SAC is one of the few Child Development programs in the state to be approved by the California Division of Apprenticeship Standards. Currently, the department holds articulation agreements with Adult Education Programs. Full-time faculty are involved in the following organizations to deliver services to students to ensure their success and completion: Child Development Training Consortium Campus Coordinator & verifiers of permit completion, California Early Childhood Mentor Coordinator & ECE Mentor Teacher Selection Committee, California Community College Early Childhood Educators (CCCECE), Perkins liaison, Title V liaison, Strong Workforce Initiative liaison, Curriculum Alignment Project ""CAPtain"", 2 + 2 Articulation liaison, Cal Poly Pomona Child Development Department Advisory Board member, Partnerships for Education, Articulation and Coordination through Higher Education (PEACH), Teacher Preparation Institute coordinator, Walnut Valley Unified School District Beginning Teacher Support and Assessment Advisory member.

Computer Information Systems: The department awarded 51 Associate Degrees and 89 certificates in the 2017-2018 academic year. The CIS cybersecurity team came in 13 out of 26 teams at the Western Regional Collegiate Cyber Defense Competition. Teams that finished behind Mt. SAC at this competition included Stanford, UC Irvine and UC Berkeley. The CIS cybersecurity team came in 91 out of 627 teams at the Spring National Cybersecurity League competition--which equates to finishing in the top 15%. Many of the schools competing in this competition were four-year universities. Two new full-time faculty joined the department. The department also created and marketed a chancellor approved Big Data certificate. The department also submitted over ten certificates for chancellor approval. The department maintains a strong employment partnership with Kaiser. The CIS club hosted the Microsoft Global Azure Bootcamps, which was attended by over more than 200 IT professionals making it one of the largest events.

Family & Consumer Sciences: Life Management, online textbook, was published by Lisa Amos for the FCS 41 course. By offering the textbook online it keeps the costs low and offers additional resources for students. 9 students from Rowland High School successfully completed the articulation agreement and earned Mt. SAC college credit for FCS 41/Life Management in the 2017/18 year.

Fashion Merchandising & Design: Course Retention rate for 2018-2019 was 82%, which is a 2% increase over 2017-2018. Fashion design students won the Textile Association of Los Angeles (TALA) awards for the last 5 years. TALA competition includes CSU, private firms (ex: FIDM, Otis, etc..) and local community college competitors.

Hospitality & Culinary Arts: Created a new Baking and Pastry Degree as well as a Certificate. The Hospitality AST and the Culinary Arts Degree were both approved by the Chancellors office. 5 new courses have as gone through the approval process and will be available this summer 2019. Staff attended career and college days at local high schools (including West Covina High School, Diamond Bar High School, La Puente Adult Education, and Walnut High School) and on the Mt. SAC campus for their resource fair. Presented program to the Mt. SAC Adult Education students. Presented at the Etiquette Dinner for Bridge. The program sponsored booth at the Mountie Fresh Day event. Shelley Doonan was a judge at the ProStart event, we also sponsored a booth, and sent students to volunteer. A Culinary Arts Professor was hired and started Spring 2019. The program supported the Earth Science and Astronomy Kepler fundraising event by participating on the committee. CUL/HRM students volunteered for the event as service staff. The program hosted Kathryn Thornton for lunch as well as other dignitaries for the Planetariums 50th anniversary in the dining room. The club and Faculty have supported Mountie Fresh Days with demos and recipe ideas and tastings. Lab Technicians successfully hosted 5 pop-up lunches to gather information on the menu and the processes needed to follow with the current line set up. This information is now being used to create job-aides for students that will man the stations once the restaurant is open.

Interior Design: The program was once again awarded the NKBA (National Kitchen and Bath) School of Excellence Award. The program received the Strong Workforce BRONZE STAR, 100% of students are employed in a job similar to their field of study. Interior design student Tania Gonzalez won 1st place IIDA SoCal 2018 design competition. Curriculum work was completed to reduce hours spent on hand drafting and increase hours in REVIT software. The program is developing an Open Lab policy, any ID students are welcome in the lab during class time. Specific desks are open to them to use at any time.

Nutrition & Foods: The NF Program continues to meet or exceed college standards for retention and success at 86% in 2017-2018. The NF Club oversaw student participation in booths and food demos at the Student Health Fair, International Student Welcome Carnival, National Nutrition Month, Mountie Fresh, and De-stress Fest events, Parents in College Club. AS-T in Nutrition and Dietetics is now offered and accepted by four CSUs as well as for other disciplines. Nutrition Certificate units were expanded to reflect curriculum changes and were accepted by the Chancellor's office as a Certificate of Achievement. The NF

Program maintains long-standing partnerships with other departments and works collaboratively with Counseling, specifically our Counseling liaison, to fulfill Guided Pathways measures and encourage preparation for transfer. It also collaborates with Kinesiology to prepare nutrition information materials for athletes. Additionally, the NF program works in conjunction with Student Health Center to provide talks and events under the umbrella of the Employee Wellness Committee. The NF program participated in the following events: Annual Student Health Fair, Happy Healthy Holidays - presentation with Student Health, National Nutrition Month, De-Stress Event, Step Up Your Food Game – presentation with Student Health.

- Paralegal: The Paralegal program hosted the following events: a resume workshop; Relativity 101 training for faculty; two program advisory meetings; and continuing legal education events concerning tribal justice, social media evidence collection, new legal technologies and environmental law.
- Real Estate: The Real Estate Coordinator organized and chaired the Tri Counties Association of REALTORS Legal Forum the REvive Legal Forum.

Closing the Loop - Analysis of Progress on College Goals: STUDENT SUCCESS: With the help of Perkins Funds we were able to provide students with in class assistance as well as out of class tutoring. The programs that used Perkins funds to help student success were: CIS, Fashion, Interior Design, Nutrition and Foods, and Paralegal. Courses where tutors have been provided were able to meet their SLO goals. Therefore, the program units see the benefit of student tutors in and out of class and have asked for continued support of these efforts.

PROFESSIONAL DEVELOPMENT: Support for conference and travel continues to be requested and is necessary to ensure that our programs and faculty are current. Although our faculty have taken advantage of POD and division funds to participate in professional development opportunities, a few faculty still required additional funds beyond those two sources.

EDUCATIONAL TECHNOLOGY: The Division received \$125K to maintain and improve our computer facilities; however, it is necessary to ensure that this becomes an on-going allotment. With most of our programs being technology based it is essential to develop ongoing funds for the maintenance and demand of our technology needs. Additionally, in order to maximize the cap-load ratio for our classes, we have accommodate classes from other divisions in the BCT. Several of those classes are such as music, drone and 3-D photographer require the specialized software, access, support and maintenance.

OUTREACH & ENROLLMENT: There is a continued need to market our programs both on campus and to the general public. Several programs attended High School outreach programs to bring awareness of the disciplines to possible new students. The hiring of the permanent full-time Project Specialist (Marketing) will assist with some of those efforts; however, we will also need on-going funds to support our marketing efforts.

Reported through PIE at the unit level were various requests that were met through either college budget process, Perkins grant funding, or lottery money. On a broader level, we can see from the comprehensive PIE reports that faculty in the division have focused efforts at increasing enrollments to meet the college goal. These efforts have revealed areas of challenge for the various programs. In some disciplines, faculty propose that they be allowed to offer more fully online courses to meet the needs of working adults and to also increase enrollments. In other areas, departments are reviewing their curriculum for currency and relevance in today's work environments. A theme for CTE programs in planning for increased enrollments is the need for a stronger focus on marketing and recruitment plans, including functional websites to communicate directly with students but going beyond that to make sure that potential students in the community are aware of what the college offers. Faculty are scrutinizing course scheduling to increase alignment of courses offered with student demand and demonstrated needs in the contexts of transfer requirements and/or program completion. Departments across the division also repeat the fundamental need for increased support for faculty professional development, including adjunct faculty. With rapidly changing technology demands, all faculty need to be kept current if the college is to offer high quality programs.

Tracking Conditions and Trends: a. External Conditions Analysis: The economic growth has negatively impacted enrollment in many programs of the Business Division. Increased employment seems to be correlated with a decrease in enrollment in many programs. Additionally, many CTE industries are increasingly relying on technology instead of the traditional modalities for work performance and software programs change regularly. Faculty are also finding that student and industry use of digital media significantly impacts necessary equipment and pedagogies for faculty.

Tracking Conditions and Trends: b. Internal Conditions Analysis: A decline in enrollment raises the issue for several departments of the urgent need for stronger marketing and the flexibility to add more distance learning courses as they have proven to fill.

Tracking Conditions and Trends: c. Program Planning Dialogue: Retention and success reported for shows relatively stable retention and success data. Retention rates are above 86% and success is generally in the 80th percentile in Summer, Spring, and Winter, but interestingly it is lower in Fall semesters where it ranges from the high 60s to low 70th percentile.

Tracking Conditions and Trends: d. Critical Decisions Analysis: Emphasis is being placed on providing formats that promote increased student success through pathways, articulation, and transfer degrees.

Tracking Conditions and Trends: e. Progress on Outcomes Analysis: All departments within the division have met the current college requirements for developing and implementing student learning outcomes. The next goal would be to improve the description and quality of outcomes based on the style sheet was being developed by the outcomes committee.

Analysis of Curriculum Currency: All of our programs hold annual meeting with their advisory boards to review and discuss curriculum. Over the past academic year the Business Division submitted over 171 curriculum proposals through WebCMS. With several new courses and programs like Big Data being offered in Fall 2019. We also have a great number of programs submitting existing low-unit local certificates for chancellor office recognition and approval.

Analysis of Division's Plans, Activities, and Resources: 1. Secure funding to support on-going program marketing efforts.

2. Promote the visibility of division programs and services in order to strengthen recruitment and increase recognition through targeted marketing.

3. Provide appropriate staffing levels in all classifications to deliver quality service within the Business Division.

4. Provide latest technology , equipment, and maintenance to instructional and support areas.