

1. Assessment Plan - Four Column



PIE - Instructional Services: Instruction Office Unit

Narrative Reporting Year

2017-18

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Program Planning Dialog: The Instruction Office has filled several new positions, including the Director of Dual Enrollment, an administrative assistant to support dual enrollment, and an Instruction Office Business Analyst. This has severely impacted the space available and has resulted in housing the Business Analyst outside of the Instruction Office. This area serves every instructional unit of the college and leads or supports large campus initiatives such as Guided Pathways and growing programs such as dual enrollment. The available space is insufficient.

External Conditions, Trends, or Impacts: With the approval of AB 705, the Instruction Office collaborated with Student Services, Marketing, IT, Research, and math and English faculty to support implementation of Multiple Measures.

California Guided Pathways provided funding to support implementation of Guided Pathways.

AB 288 Dual Enrollment continued to grow and expand as additional districts sought to enter into dual enrollment agreements.

AB 1809 was signed by the governor. This bill has significant funding formula implications that include a point system for AA/AS degrees, ADTs, certificates, completion of transfer-level math and English, taking 9 units of CTE coursework, transferring to a 4-yr institution, and earning a living wage after attending a community college

Federal accessibility laws require all websites to be accessible. A considerable amount of work will have to be done to ensure that Mt. SAC meets all federal guidelines.

Internal Conditions, Trends, or Impacts : Local adoption of Multiple Measures in advance of the AB 705 legislation required considerable resources to implement. The short-term implications of placement with high school metrics remain to be seen in regards to enrollment, retention, and completion. The Instruction Office supported online and printed Schedule of Classes changes and enrollment management efforts as well as convened academic support services to begin planning to support students as they complete higher level math and English courses.

Mt. SAC met all the requirements to receive funding for participation in CA Guided Pathways. 4785,000 was awarded for the 17-18 year. A total of \$3.5 million dollars was awarded to Mt. SAC.

The expansion of Dual Enrollment courses continues, and the Mt. SAC Early College Academy in West Covina began preparations to open in the 18-19 year.

The WebCMS upgrade and redesign will include all credit and noncredit curriculum in the same system. The interface should be easier to use and more developed help features should provide support for curriculum development and modification.

PIE was redesigned based on feedback from the 16-17 year. Training materials, including online training, were improved. Units were provided personalized training.

Critical Decisions Made by Unit: As Guided Pathways implementation continues and Multiple Measures placement was adopted, the process of mapping Guided Pathways Maps or course sequence recommendations changed. Only college-level math and English will be included in maps. With the assistance of the Guided Pathways faculty coordinator, all programs have been mapped.

The upgrade of WebCMS has resulted in a huge overhaul of the curriculum management system that should provide a better user experience.

Expansion of dual enrollment continues as processes have been improved and faculty coordinators have helped provide input and feedback.

The creation of the Mt. SAC Early College Academy in West Covina is a new area for growth and collaboration. The high school will open in Fall 2018.

Hiring a dual enrollment director, administrative assistant, and program specialist to support growth in dual enrollment was critical to continuing to improve the dual enrollment program.

Hiring a business analyst supported the work in PIE, WebCMS upgrading, Guided Pathways, accessibility for web pages and more.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: Curriculum: 785 pieces of curriculum were reviewed this year.

Scheduling: the scheduling process continues to be honed. Training material were created to help schedulers and trainings were provided.

AB 705 Implementation: The Instruction Office worked with math and English faculty to develop language and scheduling icons to denote corequisite courses.

Room utilization: This year we Improved efficient room utilization through an improved process for reserving rooms.

Work Experience Notable Achievements:

- 3 out of 5 CTE Divisions have student success boards highlighting student hires

Notable Achievements for Theme B: To Support Student Access and Success: Pathways to Transfer resulted in increased student success in completing math and English sequences.

Guided Pathways implementation continued. Guided Pathways maps were completed, the orientation process was modified to include Guided Pathways.

Dual Enrollment continues to expand. Over 500 high school students tool dual enrollment courses in the 18-19 year.

Multiple Measures Institutes were held on campus and at Kellogg West to support the work of teams across campus. Research, IT, Curriculum, Enrollment Management, Marketing, Faculty, Academic Support, Library, and Student Services met to create the Assessment Questionnaire and implementation process.

A Fall 2017 Guided Pathways Summit was held to provide updates on progress and complete Pathways mapping.

A Guided Pathways Work Plan was submitted to the state which resulted in an award of 3.5 million dollars.

Dual Enrollment and Mt SAC Early College Academy: curriculum development continues with outreach to divisions and department chairs. As dual enrollment grows, it is critical that curriculum offerings be purposeful and beneficial to high school students.

This year, effort have been made to ensure lab parity is entered in a timely fashion.

Work Experience Notable Achievements:

- 641 students completed work experience during 2017-2018 academic school year
- 105 work experience sites
- Over 2200 students served through group workshops and individual appointments for 17-18

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: Pedro Campos was hired as the Instruction Business Analyst to support and streamline technical aspects of Instruction Office projects.

Joel Monroy was hired as interim Director of Dual Enrollment.

Allyson Stone was hired as the part-time Administrative Assistant to support dual enrollment.

Stephanie Castillo was hired as a program specialist to support dual enrollment.

Pathways Mapping was completed with the assistance of the new Guided Pathways faculty coordinator.

Instruction Office streamlined the Work Experience work flow process.

Work Experience Notable Achievements:

-Dawn Finley, Business Division Career Specialist was hired

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: Effective relationships with IT, Research, Assessment, Admissions, Counseling, Outreach, Marketing, Equity, Senate, and FA continue to be built.

The Dual Enrollment Campus Partner Meeting was held.

Two Dual Enrollment High School Coordinator Meetings were held to provide information, share timelines, and establish a collaborative partnership with high school administrators and counselors.

A deans and division schedulers training was provided to clarify common errors and ensure adherence to the standards provided during the training.

Significant collaboration took place with divisions in regards to dual enrollments and Mt. SAC Early College Academy curriculum, including the School of Continuing Education.

The Instruction Office worked with Division Admins to update minutes

Work Experience Notable Achievements:

- Created a uniformed campus wide process for faculty and students
- Coordinated Employer Panels, Employer Classroom visits and Speed interviews for CTE programs

Contributors to the Report: Joumana McGowan, Michelle Sampat, Joel Monroy, Christina Estrada, Marlyn Lanuza, Lisa Jackson, Vivian Ruiz, Reyna Casas, Irene Pinedo, Allyson Stone, Rachael Brown

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Student-Centered - The Instruction Office supports students, faculty, managers, and staff in meeting the mission of the College.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21</p> <p>Date Goal Entered (Optional): 06/12/2018</p>	<p>Full Funding Requested - Additional office space required for effective operation of the Instruction Office</p> <p>Describe Plans & Activities</p> <p>Supported: With the hire of a Business Analyst, the Director of Dual Enrollment, and the staff to support continued growth of dual enrollment, the Instruction Office requires space to meet the needs of its expanding scope of work.</p> <p>Lead: Michelle Sampat</p> <p>One-Time Funding Requested (if applicable): 750000</p> <p>Type of Request: Facilities</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?:</p> <p>Additional space for the dual enrollment team is a priority. As dual enrollment partnerships expand, and more high school students are able to take and complete college level classes, additional staffing will be required. Currently, there is no space for growth.</p> <p>Documentation Attached?: No</p>	
<p>Curriculum - Maintaining the currency and quality of curriculum</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21</p> <p>Date Goal Entered (Optional): 06/12/2018</p>		
<p>Dual Enrollment - Strategic expansion of dual enrollment partnerships</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19,</p>	<p>Full Funding Requested - Full-time administrative specialist to support dual enrollment growth.</p> <p>Describe Plans & Activities</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>2019-20, 2020-21</p> <p>Date Goal Entered (Optional): 06/12/2018</p>	<p>Supported: This individual supports scheduling offerings, student data tracking, creating reports, gathering data, and completing MOUs. As dual enrollment partnerships continue to grow, a full-time administrative specialist is critical.</p> <p>Lead: Joel Monroy</p> <p>On-Going Funding Requested (if applicable): 50000</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Dual enrollment expansion would continue. Additional high school students would successfully complete college-level courses.</p> <p>Documentation Attached?: No</p> <p>Full Funding Requested - Marketing budget to advertise and provide information regarding dual enrollment opportunities.</p> <p>Describe Plans & Activities</p> <p>Supported: Outreach to increase dual enrollment opportunities</p> <p>Lead: Joel Monroy</p> <p>On-Going Funding Requested (if applicable): 5000</p> <p>Type of Request: Marketing</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Provide information regarding dual enrollment and support continuing growth. Marketing will be successful if the program continues to grow, classes are filled at the high schools, and students are successful in earning college credits.</p>	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>Full Funding Requested - Outreach Event Support</p> <p>Describe Plans & Activities</p> <p>Supported: High School Coordinator Meetings, Campus Partner Meetings, Instructor orientation materials to provide a high quality and collaborative dual enrollment partnership.</p> <p>Lead: Joel Monroy</p> <p>On-Going Funding Requested (if applicable): 5000</p> <p>Type of Request: Professional Development</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Maintaining the quality of dual enrollment offerings. Students successfully applying, assessing, registering, and completing Mt. SAC courses.</p> <p>Full Funding Requested - Assistant Director of Dual Enrollment</p> <p>Describe Plans & Activities</p> <p>Supported: The assistant director would provide support for the Dual Enrollment Program, including developing partnerships with high schools, developing and administering dual enrollment policies and procedures, coordinating curriculum in conjunction with department chairs, and assisting the director as needed.</p> <p>Lead: Joel Monroy</p> <p>On-Going Funding Requested (if applicable): 113570</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: High</p>	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>What would success look like and how would you measure it?: The dual enrollment program cannot grow without hiring additional management support. Success will be measured by the increased number of students who have access to and pass college-level classes.</p> <p>Full Funding Requested - Program Specialist 2</p> <p>Describe Plans & Activities</p> <p>Supported: The Program Specialist is essential in developing and participating in high school outreach efforts, ensuring that all dual enrollment students meet special admit requirements for the dual enrollment program, and assisting with course enrollment issues.</p> <p>Lead: Joel Monroy</p> <p>On-Going Funding Requested (if applicable): 81027</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Planned expansion of the dual enrollment program cannot occur without a Program Specialist 2. Success can be measured by the increased number of students who access and complete college-level coursework in high school.</p>	

Catalog - Produce an annual college catalog

Status: Active

Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21

Date Goal Entered (Optional):

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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06/12/2018

Work Experience: Maintain Relevance of Experiential Learning -

Ensure strategic planning, processes, resources and tools to support students, faculty, and business partnerships

Status: Active

Goal Year(s): 2017-18, 2018-19, 2019-20

Full Funding Requested -

Experiential Learning Computer Management System Platform

Describe Plans & Activities

Supported: With the increase of student enrollment in Work Experience and the increase of site partners along with the need to provide accurate reports and records and streamline the experiential learning process; in addition to Chancellor Oakley's Vision 2022 call for increased experiential learning opportunities for students, the work experience program is in need of a management platform to meet the demands of its expanding scope of work and stake-holders.

Lead: Rachael Brown

On-Going Funding Requested (if applicable): 10000

Type of Request: Non-Instructional Equipment

Planning Unit Priority: High

What would success look like and how would you measure it?:

Purchase and set up of base system utilized by all Work Experience programs and experiential learning events. Use of one centralized location for all work experience processes, reporting, and events. No longer manually creating individual excel spread sheets for reporting and student participation. Students, Faculty, Specialist and Business successfully completing WE processes online. Currently no software system

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>for experiential learning exists on campus.</p> <p>Documentation Attached?: No</p> <p>Full Funding Requested - Part-time Career Specialist for Technology and Health Division</p> <p>Describe Plans & Activities</p> <p>Supported: Currently the Coordinator of Experiential Learning serves in both rolls as the Career Specialist for Technology and Health and Coordinator for Mt. San Antonio College campus. The Division and the Campus need one person dedicated for each of the needs and demands of the two different roles. The Coordinator serving in both positions, cannot maintain growth in the T&H division work experience</p> <p>Lead: Dean of Technology and Health</p> <p>On-Going Funding Requested (if applicable): 50000</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?:</p> <p>Dedicated Specialist to Work Experience in the Tech and Health Division. Grow and maintain students' access and participation in work experience.</p>	