Manager PIE Report



**Manager PIE Report**

Instruction Office Manager

undefined

undefined

Division Goals

**Goal Name**

Ongoing/Multi-Year Goal

**Division Goals**

Student Centered: Support students, faculty, managers, and staff in meeting the mission of the College.

**Goal Status**

Active

**Goal Year**

2019-20

Updates on Goals

**Date of Analysis**

07/01/2021

**Results/Analysis of Progress**

The Instruction Office provided support for division faculty, staff, and managers to provide students with access to online classes. In accordance with state, federal, and local regulations and guidelines, the Office of Instruction supported classes returning to campus with the goal of supporting student access and success.

**Reporting Year**

2020-21

**% Completed**

50

Updates on Goals

**Date of Analysis**

08/20/2020

**Results/Analysis of Progress**

The 19-20 year challenged the Instruction Office to meet the needs of students, faculty, staff, and managers in a remote environment. By assisting in the transition of over 94% of classes to remote instruction, extending the EW deadline and the deadline for students to select a P or NP in lieu of a letter grade, ensuring Veteran's benefits would not be impacted by remote instruction, creating new scheduling processes, making the online schedule of classes more student-friendly by clarifying the difference between asynchronous and synchronous classes, working with faculty to ensure Work Experience classes could be completed and clinical requirements could be met, providing extra support to high school students in dual enrollment classes, and so much more, the Instruction Office strove to support students, faculty, and division offices. Finally, the Instruction Office in collaboration with RIE created the Enrollment Information Tool to assist department chairs, program coordinators, and academic administrators schedule responsively and effectively.

**Reporting Year**

2019-20

**% Completed**

100

Division Goals

**Goal Name**

Ongoing/Multi-Year Goal

**Division Goals**

High Quality Curriculum: Maintain the currency and quality of curriculum at Mt. SAC at the highest standard

**Goal Status**

Active

**Goal Year**

2019-20

Updates on Goals

**Date of Analysis**

07/01/2021

**Results/Analysis of Progress**

A 5-year cycle for program and course review was approved. 5 Area F courses were created and submitted for approval. 1060 DL courses were approved, setting a new record for Distance Learning (DL) course review. WebCMS upgrades continued this year. While issues and glitches are still occurring, the system is becoming more stable and improvements are continuously being addressed.

**Reporting Year**

2020-21

**% Completed**

75

Updates on Goals

**Date of Analysis**

08/20/2020

**Results/Analysis of Progress**

A 5-year cycle for program and course review was approved. Previously, programs were not approved through the curriculum review process. 5 Area F courses were created and submitted for approval.

**Reporting Year**

2019-20

**% Completed**

100

Division Goals

**Goal Name**

Ongoing/Multi-Year Goal

**Division Goals**

Safe Work Environment: Ensure Instruction Office facilities and area constitute a safe working environment that meet accessibility requirements and promote the health and well-being of employees

**Goal Status**

Active

**Goal Year**

2019-20

Updates on Goals

**Date of Analysis**

07/01/2021

**Results/Analysis of Progress**

The Office of Instruction continued to ensure a safe working environment. While working from home, staff were provided with the technology they needed to continue to provide services. As we planned for a return to campus, safety glass was installed in high-traffic areas. Cleaning supplies, masks, and gloves were made available.

**Reporting Year**

2020-21

**% Completed**

75

Updates on Goals

**Date of Analysis**

08/20/2020

**Results/Analysis of Progress**

Planning for the new Instruction facilities continued this year with a focus on sustainability and access for increased collaboration among office staff and others around campus.  
  
Lighting issues impacting staff working conditions were addressed.  
  
A work space was created for the Director of Dual Enrollment. However, due to space limitations, the Project Specialist 2 does not have a work space in the Instruction Office.

**Reporting Year**

2019-20

**% Completed**

75

Division Goals

**Goal Name**

Ongoing/Multi-Year Goal

**Division Goals**

Professional Development: Support and encourage the professional development of employees to ensure that currency is maintained in work-related areas.

**Goal Status**

Active

**Goal Year**

2019-20

Updates on Goals

**Date of Analysis**

07/01/2021

**Results/Analysis of Progress**

Staff were encouraged to attend trainings, conferences, and other professional development events throughout the year. Staff attended CPD Day, CORA training, Curriculum Institute, and ACBO among other events. Staff were also encouraged to participate in hiring and other campus committees. The Office of Instruction values and promotes the professional development of employees.

**Reporting Year**

2020-21

**% Completed**

100

Updates on Goals

**Date of Analysis**

08/20/2020

**Results/Analysis of Progress**

Staff, faculty, and managers attended numerous trainings this year, including the ASCCC Curriculum Institute, the Enrollment Management Academy, the Skyline Equity Institute, the LeepFrog Conference, CORA microaggressions and unconscious bias trainings, Banner, Argos, Title IX, and many more.

**Reporting Year**

2019-20

**% Completed**

100

Division Goals

**Goal Name**

Ongoing/Multi-Year Goal

**Division Goals**

Maintain Current Technology: Maintain technology currency to provide efficient and effective service to students, faculty, staff, community partners, and the college

**Goal Status**

Active

**Goal Year**

2019-20

Updates on Goals

**Date of Analysis**

07/01/2021

**Results/Analysis of Progress**

An online work environment for the majority of the year necessitated access to adequate remote technology across campus. The Office of Instruction worked with IT and Administrative Services to ensure that students, faculty, staff, and managers across campus has access to the technology needed to be successful in a remote work and educational environment. As we worked toward a spring return to campus, the Instruction Office worked with division managers to ensure that faculty, staff, and managers returning to campus had adequate technology resources to support classrooms, conference rooms, and work spaces.

**Reporting Year**

2020-21

**% Completed**

75

Updates on Goals

**Date of Analysis**

08/20/2020

**Results/Analysis of Progress**

Technology needs and currency of laptops or computers were assessed for Instruction Office staff, and it was determined that all computers and laptops were current.   
One Mi-Fi unit was purchased for dual enrollment, though 3 more are needed for effective service at high school sites. Two scanners are needed for the dual enrollment team to manage the volume of paperwork they need to process.

**Reporting Year**

2019-20

**% Completed**

75

Division Goals

**Goal Name**

Ongoing/Multi-Year Goal

**Division Goals**

Equitable Access and Service: Foster equity, inclusion, and access on campus for students, staff, faculty, and managers

**Goal Status**

Active

**Goal Year**

2019-20

Updates on Goals

**Date of Analysis**

07/01/2021

**Results/Analysis of Progress**

Throughout the pandemic, equity continues to be a focus for the Office of Instruction. From encouraging and engaging in equity-related professional development to leveraging Guided Pathways and Student Equity and Achievement Program (SEAP) funds to support equity efforts across campus, the Instruction Office has sought opportunities to promote allyship, anti-racism, and inclusion. Diversity, equity, and inclusion have been a core aspect of conversations and planning in regards to program review, outcomes assessment, strategic planning, and the collaborative drafting of college goals. Additionally, the Instruction Office has supported diversifying hiring committees, expanding outreach to increase pools of qualified individuals, and addressing bias inherent in the hiring process.

**Reporting Year**

2020-21

**% Completed**

75

Updates on Goals

**Date of Analysis**

08/20/2020

**Results/Analysis of Progress**

Equity has always been a focus of the Instruction Office.   
In Guided Pathways, the Instruction Office has supported GPS mapping, and increased mapping to include pathways to Cal Poly Pomona. The Guided Pathways Catalog group and Instruction Office staff ensured that the pathways maps were linked correctly in the catalog, reviewed program placement in meta major career clusters, improved icons in the online catalog, and identified areas of improvement to increase functionality of the online catalog for students.   
In the Schedule of Classes icons were added to help students identify online classes, linked classes, classes with no-cost or reduced-cost textbooks, and more. The online schedule was clarified to help students distinguish between asynchronous and synchronous classes to assist with making class selections.   
The need to address equity in the PIE process became paramount. The Instruction Office and RIE collaborated to begin creating a data dashboard in PowerBI to provide faculty with disaggregated course level success data.

**Reporting Year**

2019-20

**% Completed**

75