managerPIE

Planning for Institutional Effectiveness

2014-15
2015-16
2016-17
2017-18

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.

Your area's program review will be recorded on this form summarizing the current year and documenting planning for the next 3-year cycle.

TracDat is the college's database for recording outcomes. Please update your outcomes work regularly. http://tracdat.mtsac.edu/tracdat

II. Division or Area and Division or Area Units: *Select your Area or Division*

DIVISION	Public Safety	Units:
Manager / Dean	Dave Wilson	Units:
E-mail / Extension	dwilson@mtsac.edu / 909-274-5536	Units:

III. Division or Area Mission

Enter your Division or Area Mission Statement here.

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.

SectionOne: Where We Are—An Analysis and Summary of the Current Year

I. Planning Context: Division Goals for: Public Safety

a. *Identify the <u>overarching</u> 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

Division or Area Goal Name	Division or Area Goal	College Theme
POST-certified agency	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.	C: Secure Resources

II. Notable Achievements for: Public Safety

Enter a brief summary of your Division or Area'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 Division or Area's proudest moments for this year. Text boxes will expand as needed. Add rows (+), delete rows (-).

Roll-Over to see Achievement example

a. Narrative Summary	Public Safety made or began making several major changes during the year as the department moves toward becoming a full service police agency.
Add Notable Achievement Theme	Staffing
Hired a sworn Chief, a sworn Deputy Chief, a 47.5% Public Safety Officer, an 80% Parking Officer, converted a Public Safety Officer position from 47.5% to 100%, converted a Clerical Specialist position from 72.5% to 100%, and upgraded a Secretary position to a Administrative Specialist IV position.	
Add Notable Achievement Theme	Technology
Purchased hardware to accompany existing software enabling the implementation of a Computer Aided Dispatch (CAD) system.	
Secured one-time funding for the purchase of seven mobile computers to be used with the CAD system.	
Secured one-time funding for the purchase of a "key watcher" system to improve asset management of DPS keys.	
Add Notable Achievement Theme	Organization / Process
Eliminated Live Scan fingerprint machine as a cost and time-saving measure.	
Secured funding for, and began implementation of, Lexipol online law enforcement policy manual .	
Secured one-time funding for, and purchased two patrol vehicles to replace two obsolete vehicles.	

III. Tracking Conditions, Retention and/or Success, Critical Decisions and Outcomes Assessment for: Public Safety

Enter a brief summary for each section based on the 2014-15 year followed by information provided in your Units' PIE forms. Add rows (+), delete rows (-).

a. External Conditions Summary — Increased Campus Safety

Security	Roll-over to see example	Data Source
Campus violence, along with the heightened focus on campus crime, has prompted an increase in institutions having fully-sworn police officers in addition to non-sworn safety personnel.		*Add Data Source*

b. Internal Conditions Summary — Administrative Support

Security	Roll-over to see example	Data Source
The President's Cabinet, and the District Board, have verbalized their support for having sworn police officers on the Mt. SAC campus.		*Add Data Source*

c. Retention and/or Success — Strengthen Current Personnel

Security	Roll-over to see example	Data Source
Personnel have been hired to maintain staffing levels, however their training/experience has generally been greater than the people they replaced. Future success will be measured by increasing the training level of current employees and/or hiring new employees with greater experience/training (sworn police officers).		*Add Data Source*

d. Critical Decisions — Future Vision

Security	Roll-over to see example	Data Source
Personnel, equipment, training, and other resource decisions have and will be made in order to move the Department of Public Safety to a full-service campus police department.		*Add Data Source*

Foundation Established

Security	Roll-over to see example	Data Source
The current Public Safety administrative personnel form a strong foundation on which to build a campus police department. Future outcomes will be measured by how much progress is made in future years toward achieving the goal of a campus police department.		*Add Data Source*

IV. Closing the Loop; Alignment and Progress on College Goals: Public Safety

This section serves as a "reporting" function to describe how your area closes the loop and connects planning to budget allocation: How did the prioritized college resources connect to your area'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.

Roll-Over to see a "Closing the Loop" example

a. Narrative Summary	The Department of Public Safety began moving toward a full-service campus police department.
Closing the Loop Theme	Campus Safety

Remodel of Building 23 to provide space for all Public Safety personnel has not yet been completed but is in progress. The remodel and transition of personnel from Building 40 to Building 23 should occur during this fiscal year.
Some repairing of student parking lots has been accomplished but there are many lots that remain in need of significant repair or replacement. The recent increase in parking fees should assist with providing additional funding necessary to repair the student lots.
Several items were acquired via one-time resource allocations to provide a foundation on which to build a campus police department. (See section II, Notable Achievements, for details.)

b. Strategic Objectives Assigned to :	Public Safety

Your Vice President has assigned the following Strategic Objectives for your area from the Mt. San Antonio College 2014-15 Strategic Plan and identified in the Process Map of Integrated Planning (see Roll-Over below). Not all areas will have a Strategic Objective assigned to them.

Click on the links below to address the components of the Strategic Objectives assigned.

> Link to Strategic Objective 12.1

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

I. Planning: Division Goals and Strategic Objectives for: Public Safety

a.*The following table contains your goals as noted in SectionOne-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. Add rows (+) as needed. Delete rows (X).*

Division or Area Goal Name	Division or Area Goal	College Theme
POST-certified agency	*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.*	*C: Secure Resources*

The following Strategic Objectives are assigned to this area as 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.)

b.

# Strategic Objective	Strategic Objective
12.1	Meet service levels of key operational processes within available resources

II. Planning for the Next Three Years for: Public Safety

a. Narrative Summary	Reach Goal of Campus Police Depatment

New Plan or Activity	Staffing
Secure new positions as necessary to include sworn police officers and align existing positions to ensure the most appropriate staffing. Specifically, move three non-Public Safety positions to their respective departments resulting in a salary/benefits amount of $201,252 to be utilized for Public Safety positions.	
Determine campus need for sworn police officer deployment in a 24/7 environment and train existing, or hire new, personnel to fulfill the need.	

III. Budget Prioritization for: Public Safety

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.

SectionThree: Recommendations for Improving the Planning Process

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

Summarize suggestions your area has for improving the planning process

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

Summarize the requests for additional information your area requested to assist in planning

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

Please save this form and forward to your Vice President by 08/01/ 2015.
Questions regarding this form? Send an email to Don Sciore, Associate Dean of Instruction, 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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