



# manager **PIE**

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

## Planning for Institutional Effectiveness

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

DIVISION	Kinesiology, Athletics, & Dance	Units: Kinesiology, Dance
Dean	Joe Jennum	Units: Athletics, Special Events
E-mail / Extension	jjenum@mtsac.edu / 909-274-5712	Units: Division Office

#### III. Division Mission

***The Mission of the Division of Kinesiology, Athletics & Dance is to promote the total well-being of the student through conceptual learning and active participation in physical activity, athletics and dance.***

***The Division believes that kinesiology, athletics, special events and dance are important components of the total college educational process. Opportunities are provided for student growth through the acquisition of knowledge, physical development, social skills, values and emotional patterns in the forum of physical activity, performance and competition.***

## 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: Kinesiology, Athletics, & Dance

a. Identify the overarching 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 Goal Name	Division Goal	<u>College Theme</u>
Facility Improvements and Upgrades	Develop and construct facilities that match the high level of success and education within our programs.	B: Access and Success
Curricular Development	Develop curriculum that allows for much needed progression in our academic areas, certificates and degrees.	A: Academic Excellence
Funding Sources	Develop relationships on and off-campus that enhances funding opportunities for facilities, programs and student success.	C: Secure Resources
Upgrade Technology Needs	Improve and utilize technology to provide information and feedback to our students, athletes and participants across the spectrum of the division.	B: Access and Success
Partnership Development	Continue to develop partnership with College Foundation to foster relationships with on-campus and off-campus parties surrounding support and funding.	D: Cooperation/Collaboration
Improve Transfer	Identified barriers and challenges to improve and enhance transfer rates for students and student-athletes.	B: Access and Success
Data Collection	Continue to utilize data tools and information to improve scheduling and planning across the division.	B: Access and Success
Staff Development	Identify opportunities for staff and faculty to enhance skills through POD or external training.	A: Academic Excellence
Improve Academic and Athletic Support Structures	Secure funding sources for facilities, staffing and technology that will improve success rates for students and achievement within division.	A: Academic Excellence
Employee Wellness Funding	Work through budget processes to secure ongoing funding in general budget.	C: Secure Resources

## II. Notable Achievements for: Kinesiology, Athletics, & Dance

Enter a brief summary of your Division'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'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

It was truly a record year once again across the division. Numerous programmatic, team, individual faculty/staff and student honors occurred. The division will continue to strive for bigger and better things but this years accomplishments rank as some of the highest in the history of the division.

Add Notable Achievement Theme		Program Success
+	Learfield Sports Directors Cup (Athletic Program National Supremacy)	-
+	National Association of Two-Year College Athletic Administrators (NATYCAA) winners for a record 3rd year in a row and a record 5th time...most by any western United States Two-Year College.	-
+	Four Athletic Teams earned State Championship Titles in the year (Women's Cross Country, Football, Women's Tennis & Men's Track & Field)	-
+	Athletics Program Honored 8 More Inductees at 2015 Hall of Fame Event	-
+	Athletic Special Events hosted and educated 450 Coaches during their annual LA84 Clinic in January.	-
Add Notable Achievement Theme		Faculty Success
+	Five Coaches were Named Conference Coaches of the Year.	-
+	Wrestling Coach, David Rivera named Southern California Coach of the Year.	-
+	Football Coach, Bob Jastrab named State Coach of the Year.	-
Add Notable Achievement Theme		Student Success
+	Select students performed in "The Lyric Project", a two day concert with professional singers, presented and sponsored by The Skylight Theatre and ASCAP (the music licensing organization) and at The S.T.A.G.E. Benefit, starring some of Broadway and TV's biggest names. Both performances were choreographed by adjunct faculty Lee Marino.	-
+	Recent students in our dance program have attained professional work in the dance industry, including a national Wicked Tour, Finding Neverland on Broadway, Laker Girls, Clipper Girls and television and music video work.	-
+	Both South Coast Conference Don MacKenzie Scholarship recipients came from Mt. SAC out of the thousands of student-athletes competing in the conference.	-



Four out of the five Students of Distinction Scholarship recipients, in the competitive category, came from athletics.



### III. Tracking Conditions, Retention & Success, Critical Decisions and Outcomes Assessment for: Kinesiology, Athletics, & Dance

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

##### State and National Mandates

Regulation / Policy	<a href="#">Roll-over to see example</a>	Data Source
Title IX Legislation requires review of underrepresented populations opportunities for access and participation.		EADA
Repeatability impacts courses, participation and enrollment. Courses related in content are a modification of this academic development, however, a restriction still exists within the families, capping at 4.		Chancellor's Office
NCAA Academic Reform Policies are currently re-writing standards for student-athlete progress through two-year colleges, affecting potential transfer rates to 4 year institutions.		NCAA/CCCAA
Cost containment for athletic schedules and post-conference competition, diminishing and/or reducing competitive opportunities for student-athletes.		CCCAA
Chancellor's Office processes and policies affects timeliness and reactivity, slowing ability to address changes in industry standards.		Chancellor's Office

#### b. Internal Conditions Summary

##### Resource Driven

Economy / Budget	<a href="#">Roll-over to see example</a>	Data Source
Lack of budget and resources impacts opportunities for programs and departments to enhance instruction and success.		Status Quo Budget
Funding sources for certain programs is on a term by term basis. Efforts to secure ongoing general fund budget continue.		Status Quo Budget/Immediate Needs
Staffing	<a href="#">Roll-over to see example</a>	Data Source
Retirements, reassignment and program growth has outpaced replacement of full-time faculty and staff positions, which has affected scheduling, program efficiency and workload.		Multiple



Student-Athlete Academic Support Area (WIN) has part-time supervisor assigned to it along with soft money from testing and assessment funds that help it operate. This program and the numbers of students it impacts warrants a review of full-time status and a general fund line item. We would support the request to have this happen.		Multiple
Facilities / Maintenance	<a href="#">Roll-over to see example</a>	Data Source
Lack of specialized, activity classrooms unique to our division impacts scheduling of course offerings and limits growth opportunities.		Facilities Master Plan
Older facilities require maintenance and upkeep, already under limited space restrictions, often requiring shutting down facility, thus impacting offerings and student opportunities.		Facilities Master Plan
WIN Center is inadequate for volumes of student-athletes that utilize its services. Currently 800 student-athletes benefit from the academic support provided by the center.		Facilities Master Plan/Banner

#### c. Retention and/or Success

Degree and courses show high success rates, we will continue look to improve upon data.

Student Demand	<a href="#">Roll-over to see example</a>	Data Source
Kinesiology AA continues to have a high demand and an increased success rate on an annual basis.		ARGOS
Student-athletes continue to succeed at a higher rate, transfer more and have higher GPA's than the general student body.		CalPASS
Division retention and success rates remain extremely high.		ARGOS

#### d. Critical Decisions

Continuing to define the direction that our courses and programs will take.

Regulation / Policy	<a href="#">Roll-over to see example</a>	Data Source
Selection of activity courses during AA elective restructuring was forthright, well thought out and strategic.		Course Catalog
Redesigned Pilates certificate to incorporate two areas of emphasis.		WebCMS
Made modifications to Personal Training Certificate based on Advisory Committee recommendations.		Advisory Committee
Selected courses for AAT in Kinesiology around elective activity offerings.		Chancellor's Office

Accreditation	<a href="#">Link to Outcomes report</a> <a href="#">Roll-over to see example</a>	Data Source
Outcome assessments are progressing and data is gathered regularly - that data helps us asses needs in student learning. We find there is a continual need for equipment, technology and support (trainers, counselors) to help our students achieve their outcomes.		TracDAT
Department discusses SLO's at each monthly meeting to plan, review, and update course by course outcomes.		Department Minutes
SLO leads meet to formulate communication and follow through with individual course requirements on a semester by semester basis.		TracDAT
Successfully completed SLO Assessment on 98% of our courses.		TracDAT
Department will be completing SLO assessment as a part of the 4 year curriculum review process.		TracDAT

## IV. Closing the Loop; Alignment and Progress on College Goals: Kinesiology, Athletics, & Dance

*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

Instructional equipment augmentation was extremely beneficial with the division. Programs, courses, faculty and students were able to utilize the funds to purchase needed resources that have proven, as seen below, to continue to enhance and even elevate the colleges opportunities and success to a significant level.

+	Closing the Loop Theme	Student Success	-
	The \$5,000 in Flexi-mats have been vital to the Pep Program because they provide student safety. With these mats, the Pep Squad has been able to train at the highest level of competition. These mats have enabled intermediate level students achieve advanced level skills.		
	The \$33,000 Timing System was used throughout Track and Cross Country seasons in practice and at home competitions and is part of performance based data collection. It is a powerful tool and as we get more familiar with the intricacies of the device, we foresee that it will alleviate the climbing costs of timing and timers at our events.		
	The \$3,400 mobile fire hose racks are providing a portable vertical hose stack test apparatus as well as providing a safe stacking unit for hose storage.		
	The two \$6,000 Safety Cameras provided a high perspective teaching tool for practice and game filming in Football and Soccer. Coaches used the film to breakdown positions and to identify correctable action enabling student success. This Safety Camera replaced the need to climb scaffolding for high angle filming.		
	Seven Ipad's at a total cost of \$4,400 were used in both the practice and competitive environments. Apps, like Coaches Eye and Right View Pro, as well as other software allowed coaches to breakdown real time movements and show students' their performances immediately for correction. Coaches also projected the videos later in a classroom environment for group evaluations. The Stats App allowed an easy and accurate means of recording stats by one person during games and practices.		
	The two HD video cameras at a total cost of \$1,500 allowed for teams to film class, practice or competitive situations and use in a classroom settings for improvement purposes.		
	Three Laptops at a total cost of \$3,800 were utilized on the field and in the classroom to share important stats with students, watch videos on themselves and opponents, watch instructional videos and motivational excerpts from the Internet.		
	The aquatics software, at \$3,000, is being utilized now by our women's water polo team and has proven to be a very valuable tool. With the aid of that software they were able to break apart games much more effectively. The women's water polo team had their highest finish (3rd) in regionals in 14 years.		
	The \$6,000 practice sled was used for day to day practice for lineman on defensive and offensive sides of the football team. It provided the ability to work on footwork and techniques without the risk of injuring a teammate.		

The \$5,000 STEM Unit was used to demonstrate injury modalities to athletic training students in the certificate program.

We purchased two machines at a total cost of \$2,000 which allowed for players to practice hitting against a variety of pitches in a consistent and controlled environment. The team had the highest batting average (.406) in the South and 2nd in the State as a result of using the pitching machines. These machines have been instrumental in the team's offensive success.

The portable scoreboard at a cost of \$2,800 allowed for flexibility of maintaining scores for practice, scrimmage and competitive environments across our athletics program. Utilizing a LCD TV and software we were able to convert any standard TV into a functional scoreboard and provide marketing information at numerous events.

The multi-purpose Power-lifting weight training equipment, at a total of \$19,200, were used for Olympic lifts and heavy lifting. They allowed students to lift heavy weight training equipment in a safer capacity.

\$20,000 of multiple selectorized exercise equipment is used in exercise labs replacing old, outdated and unsafe equipment.

Four Wunda Chairs, at a total cost of \$4,200, are part of pilates certificate courses and allow for students to practice and observe an advanced movement within the genre. The Pilates Wunda Chair provides over 25 different exercise categories of exercise, focusing on core strength, leg strength, shoulder girdle stability, mobility and strength and functional movements such as standing, climbing, pushing and lifting. This benefits our regular Pilates classes providing spring based resistance work different from the Reformer. The Chair is more advanced and challenging. It is also useful in rehabilitating knee injuries, and accommodates the pregnant student. The Pilates Chair is also part of the Repertoire that is required for Pilates comprehensive training and so benefits the students enrolled in the Pilates Certificate courses.

+	Closing the Loop Theme	Facilities	-
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The \$5,300 field tarp was used on several occasions during the baseball season. The tarp was used during inclement weather to protect our field from rain. The use of the tarp allowed us to save several practice days and a game from rain-out. We were able to maintain a safe playing surface with the use of the field tarp.

The two 16' diving boards helped Men's & Women's Diving attain the highest conference and state finish in 15 years. We had a conference champion on the women's side for the first time in 21 years. The new boards also provided a safer surface for students and athletes to execute dives on.

The \$611 baseball mound tarp was used on a daily basis. We were able to prepare our mound for daily usage and protect it by use of the mound tarp. The mound tarp is instrumental in maintaining a safe playing surface on our pitcher's mound.

The \$1,400 L-screens were immediately used for the safety of our players on the field. The L-screens are a necessity for daily batting practice, as it provides a safety barrier for our batting practice pitchers. Protects students when pitching and throwing at the fields.

The \$880 home plate tarp was used on a daily basis and allowed us to prepare our home plate area for daily usage and protect it to maintain a safe playing surface .

This \$380 tarp was used to protect the field while the team was using the field and prevented damage to the field during inclement weather.

+	Closing the Loop Theme	Staffing	-
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An Assistant Men's and Women's Track/Cross Country Professor/Coach replaced faculty lost due to retirement. The new hire will assist in department and campus-wide committees as well as teach theory, run the ESWC Cardio programs and assist coaching a nationally renowned Track and Cross Country programs.

b. Strategic Objectives Assigned to : **Kinesiology, Athletics, & Dance**

*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.*

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

### I. Planning: Division Goals and Strategic Objectives for: Kinesiology, Athletics, & Dance

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 Goal Name	Division Goal	College Theme
Facility Improvements and Upgrades	Develop and construct facilities that match the high level of success and education within our programs.	B: Access and Success
Curricular Development	Develop curriculum that allows for much needed progression in our academic areas, certificates and degrees.	A: Academic Excellence
Funding Sources	Develop relationships on and off-campus that enhances funding opportunities for facilities, programs and student success.	C: Secure Resources
Upgrade Technology Needs	Improve and utilize technology to provide information and feedback to our students, athletes and participants across the spectrum of the division.	B: Access and Success
Partnership Development	Continue to develop partnership with College Foundation to foster relationships with on-campus and off-campus parties surrounding support and funding.	D: Cooperation/Collaboration
Improve Transfer	Identified barriers and challenges to improve and enhance transfer rates for students and student-athletes.	B: Access and Success
Data Collection	Continue to utilize data tools and information to improve scheduling and planning across the division.	B: Access and Success
Staff Development	Identify opportunities for staff and faculty to enhance skills through POD or external training.	A: Academic Excellence
Improve Academic and Athletic Support Structures	Secure funding sources for facilities, staffing and technology that will improve success rates for students and achievement within division.	A: Academic Excellence
Employee Wellness Funding	Work through budget processes to secure ongoing funding in general budget.	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
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b.

# Strategic Objective	Strategic Objective



## II. Planning for the Next Three Years for: Kinesiology, Athletics, & Dance

### a. Narrative Summary

The Division will have several key areas that it will focus on for the next three years.

+	New Plan or Activity	Staffing	-
	Hiring of needed faculty and staff in areas that are mandated or severely understaffed		
	Supporting staff development and opportunities to continue to raise the expectations and proficiencies of faculty and staff		
+	New Plan or Activity	Facilities	-
	Stadium renovation will be key component to continued instruction, utilizing on campus and off campus facilities to account for continued and seamless course and program offerings.		
+	New Plan or Activity	Student Success	-
	Providing necessary resources for equipment, supplies and facilities will continue to support the outstanding students, faculty, courses and programs we have in the division.		
	Continual focus on transfer rates of student-athletes. Collaborating with on campus and off campus entities to effectively identify challenges and barriers to assist in the matriculation.		
+	New Plan or Activity	Funding	-
	An ongoing review of budget will enable us to identify divisional or programmatic deficiencies in budget. We will submit, ongoing, one-time or immediate needs when necessary.		
+	New Plan or Activity	Technology	-
	Through effective budget processes we will continue to solicit faculty and staff on needs surrounding technology. Many of our courses have demands for updated technology and many of our faculty are innovating new techniques that utilize effective technology for improved instruction and pedagogy.		
+	New Plan or Activity	Organization / Process	-
	Continue to utilize software and reports to effectively and efficiently manage enrollment and course offerings.		

## III. Budget Prioritization for: Kinesiology, Athletics, & Dance

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.

## Section Three: Recommendations for Improving the Planning Process

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

Timeline for managers summary could/should be adjusted to early Fall. Budget items can be prioritized on current schedule, in preparation for budget decisions, however, 3 weeks to review, compile and report out managers summary, in the midst of summer faculty absences, make it difficult to finalize a concise and effective planning document. Populate document from unit to managers summary.

### 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](mailto:dsciore@mtsac.edu) or Meghan Chen, Dean, Library & Learning Resources, at [mchen@mtsac.edu](mailto:mchen@mtsac.edu).

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