



Planning for Institutional Effectiveness

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NOTE: This PIE Form is optimized to be used in Acrobat or [Adobe Reader 10 or later](#).



Planning for Institutional Effectiveness

Introduction

UNIT	Accounting and Management	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Brenda Domico and Ralph Jagodka	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	bdomico@mtsac.edu x4905/ rjagodka@mtsac.edu x3945	<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning

Your Unit Program Review will be recorded on this form summarizing the current year and documenting planning for the next three-year cycle. **Please remember** that all outcomes assessment work should be recorded in TracDat (<http://tracdat.mtsac.edu/tracdat>) in order for your assessment work to best contribute to institutional reports. Outcomes assessment work may include courses, programs, direct and indirect services, organizational structure, structural elements, and institutional outcomes. Respond to only the outcomes categories or types that apply to your unit.

Institutional Planning Framework

The college is unified through its demonstrated connection to the mission. Driven by the California Master Plan for Higher Education, revised by the President's Advisory Council, and approved by the Board of Trustees, it informs all planning and assessment.

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.

Unit Mission

Enter your Unit mission statement here if applicable

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

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| 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

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| 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

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| 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

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| 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: A Summary and Analysis of the Current Year 2014-15

I. Summary Context - Unit Goals for: Accounting and Management

Identify the goals that guided your Unit'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).*

Unit Goal Name	Unit Goal	<u>College Theme</u>
Program Review	Continuously update Accounting, Management and Marketing courses/programs to prepare students for transfer or career opportunities in their chosen fields. Faculty will strive to provide the most up to date teaching methodology and instructional technologies for students.	A: Academic Excellence
Partnerships	Continue to strengthen our business partnerships by recruiting advisory board members who will add value to our programs. Use AFM/Business club, alumni and relevant professional organizations as a resource and develop partnerships that will be mutually beneficial to the students, college and local businesses	D: Cooperation/Collaboration
Business Building	Be involved in the planning and implementation of the new business building that will meet the educational needs of students and faculty. - Provide educational technology in a flexible platform that will allow us to adapt to future needs. - Develop buildings and classrooms that promote a professional business atmosphere	C: Secure Resources
Information Systems	Continue to distribute information regarding Business Division and campus wide issues at all department meetings and through shared computer information systems	C: Secure Resources
Educational Delivery	Continue to provide educational delivery modes that meet the needs of our student population. Refine mix of day, night, weekend and online offerings based on student demand	A: Academic Excellence
Professional Development	Continue to attend conferences, workshops, and other professional development activities to stay current with profession in a continuous effort to provide students with relevant and practical information	C: Secure Resources
Full-Time Faculty	Hire Full-time faculty to meet current needs and growing demands of the Accounting, Management and Marketing programs.	C: Secure Resources

II. Notable Achievements for: Accounting and Management

Enter your Unit's successes for the 2014-15 year in the table below. This provides opportunity for closing the loop on your Unit's activities completed this year. *Text boxes will expand as needed. Add rows (+), delete rows (X).*

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Ralph Jagodka updated Business Management web tools. Updated course content and continued to integrate technology and on-line resources for student success. http://instruction2.mtsac.edu/rjagodka	Unit: Information Systems
		C. Secure Resources
High	Ralph Jagodka updated BUSM Certificate and Degree pages, which has proven very successful in certificate completion across the management discipline: http://instruction2.mtsac.edu/rjagodka/Certificates/Business_Management_Degrees_and_Certificates.htm http://instruction2.mtsac.edu/rjagodka/Certificates/Business_Management_Certificates.htm Ralph updated the Interactive Certificate Tools for students for management discipline certificates (15 certificate programs): http://instruction2.mtsac.edu/rjagodka/Certificates/Certificates.htm Updated the Business Division Certificate page: http://instruction2.mtsac.edu/rjagodka/Certificates/Business_Division_Certificates.htm	Unit: Program Review
		A. Academic Excellence
High	Ralph Jagodka continued to enhance classroom activities to build critical thinking, research and application of materials – updated and enhanced the andragogy and design of the "Whole Learning Approach" http://instruction2.mtsac.edu/rjagodka/Learning_styles.htm	Unit: Program Review
		A. Academic Excellence
High	Ralph Jagodka developed an archive of student research across multiple countries in the International Business class project and made them available for student use: http://instruction2.mtsac.edu/rjagodka/BUSM_51_Project/Country_View_51_Archive.asp	Unit: Partnerships
		B. Access and Success
High	Ralph Jagodka, continued to update web resources with results from his Small Business Management (entrepreneurship) course, where students interviewed entrepreneurs regarding the economy and business success factors. This provides enormous insights into current business opportunities and facilitates the initial stages for student networking within the local business community. Expanded/Updated Entrepreneurship Resources for student use: http://www.businsight.com/ent_int_archive/ent_int_archive_stat_view.php	Unit: Partnerships
		B. Access and Success
High	Ralph Jagodka continues his role as Chairman of the Management & Operations Committee at the Industry Manufacturers Council (IMC). This brings business resources and expertise to his students.	Unit: Partnerships
		B. Access and Success
Priority	Ralph Jagodka was appointed by the U.S. Secretary of Commerce, Penny Pritzker, to the District Export Council of Southern California (DECSC). This prestigious appointment brings international business expertise and resources to Mt. SAC students.	Unit: Partnerships
		B. Access and Success

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	<p>Brenda Domico and Tom McFarland continue to co-advise the AFM Club providing numerous opportunities for students to enhance their education through involvement with the Accounting, Finance, Management (AFM / Business) Club. Average "active" membership is 65 per semester, which is made up of various business majors. Below are some of the activities/ accomplishments during the 2014/2015 school year:</p> <p>Weekly Meetings : AFM / Business Club members meet once a week, and Officers meet twice a week. A faculty advisor must attend every event or meeting that the students participate in. Meetings include speakers, activities, interview workshops, planning, and general club activities. All weekly general meetings are organized by executive board and utilize a Prezi presentation for delivery of accomplishments, upcoming events, etc. All decisions and events are discussed and organized in executive board meetings with officers and faculty advisor approvals.</p>	Unit: Program Review
		A. Academic Excellence
High	<p>Accounting, Finance, Management (AFM / Business) Club Leadership skills Development: 10 Leadership positions include: President, VP, Secretary, Controller, Marketing Director, ICC Rep, Director of Fundraising, Director of Service, Director of Networking, Public relations/social media coordinator. Students have an equal opportunity to be elected as an executive officer, to join and become an active member, or become chair of a committee. All students are provided with numerous ways to develop and enhance critical leadership and team building skills.</p>	Unit: Educational Delivery
		A. Academic Excellence
High	<p>Accounting, Finance, Management (AFM / Business) Club Community service and fund-raiser activities: Activities over the past year included the following: UCLA-Dribble for the Cure (pediatric cancer care), in fall 2014, USC-Swim with Mike (disabled athletes) in spring 2015, Mt.SAC Relay volunteering, Culture fair, High school Outreaching events (presentations made to local high School students that are part of the articulation program at Mt. SAC), Thanksgiving food fund-raisers, Snowcone and Boba sales, TV tapings, Food and Toy Drive, beach clean-up, and feed homeless on skid row.</p>	Unit: Partnerships
		D. Cooperation/Collaboration
High	<p>Accounting, Finance, Management (AFM / Business) Club Career Development: As part of the AFM / Business Club career development activities, mock interviews are held each semester and an interview/resume workshop was organized in partnership with the Career Development Center at Mt. SAC. Also, workshops have been held on scholarships and transfer information, business etiquette and dress for success.</p>	Unit: Program Review
		A. Academic Excellence
High	<p>Accounting, Finance, Management (AFM / Business) Club Student Conferences: 10 AFM / Business Club officers attended an "Economic and Finance Summit" conference (FAME) at San Francisco State during the fall, 2014 semester. Included in the trip was a tour of the Hass school of business at UC Berkley, given by our former club president Jackie Mazon who is now a student in the Hass school of business.</p> <p>April 21, 2015, 12 AFM/Business Club students will attend an IMC (Industry Manufacturers Council) breakfast, with keynote speakers on the topic of "SGV Economic Outlook".</p>	Unit: Partnerships
		D. Cooperation/Collaboration
High	<p>Accounting, Finance, Management (AFM / Business) Club Industry Connection and Networking Opportunities: Through industry speakers and field trips, including a tour of USC and UCLA,, Mt. SAC students are exposed to industry and networking opportunities.</p> <p>In fall 2014, AFM / Business club students attended California Society of CPAs event which included panel speakers and an industry speaker. Both fall and spring semesters, club students attended an IMA (Institute of Managerial Accountants) dinner providing a chance to hear industry speakers and network with business professionals. Some students joined these organizations to enhance their career. The IMA's continue to support Mt. SAC by sponsoring dinners for our students to attend.</p>	Unit: Partnerships
		D. Cooperation/Collaboration

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Accounting, Finance, Management (AFM / Business) Club Professional speakers who attended our meetings include, CFO/ Business Owner, a tax specialist, an interview specialist, a networking and employment specialist, a CPA, California Department of Business Development outreach specialist, public relations business owner, human resource manager.	Unit: Partnerships
		D. Cooperation/Collaboration
High	Accounting, Finance, Management (AFM / Business) Club Alumni Association: AFM / Business club officers and advisors held the first "Alumni Association", which now includes a LinkedIn and Facebook page and a process to enroll students as they leave Mt. SAC. On May 5, we will have our first "AFM Alumni" return as a professional CPA and guest speaker. Additionally, 5 AFM alumni will be invited as professional members to our A&M advisory committee meeting on May 12.	Unit: Partnerships
		D. Cooperation/Collaboration
High	Accounting, Finance, Management (AFM / Business) Club Marketing and Publicity: The marketing committee continues to find ways to market our club activities by updating display cases, posting weekly updates to the Facebook and Instagram pages and by creating flyer's and other campaign materials to distribute to faculty and students. Youtube videos were made to help promote the AFM / Business Club. They are posted on the AFM / Business Club Facebook Page. Also, AFM/Business Club students participated in a 3-day Join-a-club event promoting our club and recruiting new members.	Unit: Information Systems
		B. Access and Success
High	Accounting, Finance, Management (AFM / Business) Club Awards and Scholarships: An AFM Officer, Demetrio Facad, won the Community College Cal CPA Scholarship that as awarded at the annual scholarship and networking event in fall 2014.	Unit: Program Review
		A. Academic Excellence
High	Tom McFarland attended "Engaging Students in a Digital World" conference in Dana Point, CA	Unit: Professional Development
		B. Access and Success
High	Tom McFarland served on the hiring committee for the Business Division Dean	Unit: Information Systems
		C. Secure Resources
High	Tom McFarland continues on the Building Committee	Unit: Business Building
		C. Secure Resources
High	Regina Martinez is a faculty advisor to a new club on campus called the Career Gamers Club. The purpose of the club is to support students' interest in game design as a career and focus on the entrepreneurial aspects of gaming. The club has approximately 18 members from various majors and the weekly meetings are held every Thursday. The club participated in the "Join a Club" event on campus and has had one guest speaker thus far. The club plans to invite more guest speakers to their meetings, attend future career development activities, and participate in more campus events.	Unit: Partnerships
		D. Cooperation/Collaboration
High	Regina Martinez is a current member of several professional associations which include the Society for Human Resource Management, Business Professionals of American, and American Society for Public Administration. The Society for Human Resource Management is the world's largest HR membership organization devoted to human resource management. The Business Professionals of America Association is co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards. Their mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills. The American Society for Public Administration is the largest and most prominent professional association for public administration. It is dedicated to advancing the art, science, teaching and practice of public and non-profit administration.	Unit: Professional Development
		C. Secure Resources

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Regina Martinez will be attending the Business Professionals of America 2015 National Leadership Conference from May 6-10th, 2015 at the Anaheim Convention Center	Unit: Professional Development
		C. Secure Resources
High	Regina Martinez has utilized various methods of technology in the classroom in addition to Moodlerooms. This includes several different student response systems, interactive DVD games, and Classroom Jeopardy along with the corresponding software. She found them to be efficient and effective educational tools that had a positive impact on student learning outcomes, skill building, and career application. The student response systems could be found at Socrative.com, Free Mobile Polls.com, and Kahoot.com. This interactive technology enabled the use of multiple choice, short answers, interactive games, surveying, and true or false assessments.	Unit: Educational Delivery
		C. Secure Resources
High	Brenda Domico continues to be a professional member of the Institute of Managerial Accountants, she attends monthly technical meetings and completed the required 40 hours of continuing professional education for the year. She continues to look for networking opportunities for her students by inviting business professionals as guests speakers for the AFM/ Business Club, as well as invite club students to attend one monthly dinner per semester for industry exposure, networking experience, and to create valuable business contacts.	Unit: Partnerships
		B. Access and Success
High	Brenda Domico updated the Business Division Accounting website to incorporate revised certificate and degree information and Accounting Careers and links to web resources.	Unit: Program Review
		A. Academic Excellence
High	Dan McGeough and Brenda Domico attended 4 publisher presentations for review of new textbooks and online resources and homework assistance software. A new textbook was chosen for the Financial and Managerial courses integrating new technology and the newest digital solutions advances with highly reputable textbook authors, providing the highest quality accounting education for students.	Unit: Program Review
		A. Academic Excellence
High	Brenda Domico attended 2 conferences on the subject of Accounting Education and technology. Fall 2014, attended McGraw Hills 2 day conference titled "Accounting: Master teachers Roundtable: Embracing digital technology" Spring 2015, attended Wiley's 2 day conference titled "Wiley EdTech Summit for introductory Accounting". Both conferences combined presentations by various accounting professionals, with hands on workshops and discussions on best practices. Networking opportunities were created with accounting faculty across the unites states.	Unit: Professional Development
		C. Secure Resources
High	Brenda Domico revised the distance learning BUSA 7: Financial Accounting course to incorporate recommendations made by the Distance Learning audit review that occurred the previous semester. These improvements added value to and increased retention and success by 4-5%.	Unit: Educational Delivery
		A. Academic Excellence
High	5 adjunct instructors were added to the accounting pool. Hiring high quality accounting faculty who have minimum qualifications combined with extensive work experience in a specialized accounting subject (i.e. tax, cost, financial planning, etc.) continues to be our top priority as we continue to provide the highest quality of accounting education.	Unit: Program Review
		C. Secure Resources

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Brenda Domico is currently working with Mt. SAC accounting students, local tax professionals, and adjunct faculty to develop a Tax Research and Practice (TRP) program. The TRP program will include adoption of a nationally recognized IRS program titled, "Volunteer Income Tax Assistance" or VITA program. The VITA program provides training to Mt. SAC students on how to use tax software to prepare income tax returns. Student participants will become certified by the IRS as a VITA tax preparer and gain practical experience through preparation of tax returns for Mt. SAC students and local community individuals. Students will also earn work experience credit by enrolling in a "work experience in accounting" course. The TRP program has been added to the AFM/Business Club constitution as a stand alone program and is estimated to start training activities during the summer, 2015. Volunteer tax preparers (students) will be trained and begin tax preparation beginning January, 2016 through April 15, 2016.	Unit: Program Review
		A. Academic Excellence
High	Brenda Domico is scheduled to attend a 4 day conference sponsored by the Institute of Managerial Accountants. This conference will provide over 30 hours of continuing professional education in the field of accounting which will enhance relevancy in her classroom lectures, provide valuable insights to the Accounting industry to aid and assist in program curriculum development, and increase networking opportunities for AFM/Business Club student body.	Unit: Professional Development
		C. Secure Resources
High	Brenda Domico developed the first online Bookkeeping course in an effort to expand course offerings to meet the needs of the growing demand for distance learning education. Accounting education is growing in demand for various modes of education delivery due to recent changes in the Accounting industry. These changes include CPA license requirements, Enrolled Agent certification, and other well known accounting designations.	Unit: Educational Delivery
		A. Academic Excellence
High	Brenda Domico and Dan McGeough continue to use digital resources and technology in all three modes of education delivery: Moodlerooms is incorporated into traditional, hybrid, and fully Online courses which integrate digital solutions software to assist students with homework, quizzes, and other resources.	Unit: Educational Delivery
		A. Academic Excellence
High	Dan McGeough is a CPA and a registered participating member in good standing of the CSCPA (California Society of Certified Public Accountants). He represents MT Sac at the California Society of CPA's industry meetings and events throughout the year.	Unit: Professional Development
		A. Academic Excellence
High	Dan McGeough completed 44 hours of Accounting coursework to maintain his professional certification as a CPA.	Unit: Professional Development
		A. Academic Excellence
High	In partnership with Tech Prep (Marie Tyra) and local high schools administration and teaching staff, the accounting program at Mt. SAC continues to develop and maintain articulation agreements with local high schools. Currently, there are approximately 11 articulation agreements. During 2014-2015, Dan McGeough and Marie Tyra organized a High School field trip in conjunction with the AFM Club for 5 of these high schools. The format of this event included a presentation about "Accounting Careers" given by a CPA guest speaker from industry and AFM Club officers presenting club information. Also included was a campus tour, lunch, and a jeopardy game, with prizes and use of clickers. This was a very successful event and was well received by the high school students.	Unit: Partnerships
		B. Access and Success
High	Dan McGeough and Brenda Domico have revised and improved AS degree and certificates to improve and to increase the number of degree/certificates awarded. These certificates and degree became effective Summer, 2014. This was done based on recommendations from The Accounting Advisory Committee. Survey results from current students concerning about the new certificates and degree show a high level of interest. As a result, Accounting certificate and degree completion rates are expected to increase dramatically next year because of the new changes..	Unit: Program Review
		B. Access and Success

III. External/Internal Conditions, Trends, Impacts, Retention & Success, Critical Decisions and Outcomes Assessment

The following table is intended to track conditions that influence planning over a multi-year period beginning with the 2014-15 year. Please include data. The "Link to Data Sources and Support Options" button will open a Mt. SAC webpage that offers suggestions and links for possible data sources for your Unit. Text boxes will expand. *Add (+) rows, delete (X) rows as needed.*

Link to Data Sources and Support Options			
Year	Add item	External Conditions, Trends, or Impacts	Data Sources
2014-15		Distance Learning Demand and Student Enrollment Trends: During this period of flat enrollment on-line courses continue to fill first. CTE education caters to working adults who prefer and seek out the flexibility of on-line course offerings. Current higher education infrastructure cannot accommodate growing college population and enrollments, making distance education necessary. Accounting and Management on-line classes continue to fill first. More hybrid offerings have been added but with limited success.	ARGOS Report
2014-15		Mobile Technology and Social Media: Increase in student use of mobile technology and social media for learning results in higher demand for faculty with training and skills in use of current technology in the classroom and ability to teach distance learning courses utilizing current trends and technology	Textbook publishers are all adding mobile components to their on-line mix.
2014-15		Human Resource and Management job Outlook: Bureau of Labor Statistics reports a 14.1% increase in jobs from 2012 to 2022, which is equal to the average for all jobs.	CA Employment Development Department
2014-15		Unemployment Rate: California's unemployment rate continues to drop to 6.7%, from the high of 12.4% in September, 2010. Whereas, the US unemployment rate is also down to 5.5%, from a high of 9.3% in 2010	CA Employment Development Department
2014-15		Accounting Profession Job Outlook: Accounting profession continues to report a demand for skilled accountants. Bureau of Labor Statistics reports 15.7% job increase from 2010 to 2020, which is above average. universities continue to report positive recruiting and job placement of accounting graduates.	U.S. Bureau of Labor State Board of Accountancy
2014-15		Universities report an increase in demand for accounting degrees	Mt Sac Advisory Committee Reports from the Universities.
2014-15		Industry reports reveal deficiencies in critical thinking skills, and interpersonal and communication skills in the young emerging workforce.	Mt Sac Advisory Committee Reports from industry and from the Universities.
2014-15		The California State Employment Development Department reports that accounting is one of the occupations with the most job opportunities. They list that there will be over 70,600 top level accounting jobs available in California through 2022.	California Employment Development Department.
2014-15		According to the California Employment Development Department Labor Market Information Division, December 2014 report, Retail salespersons (Retail Management) - SOC - 41-2031, is the number 1 highest projected occupation for 3-year replacement need, with a projected 3-year openings needed, in our region, of 18,723 jobs. This provides evidence of the increasingly importance and potential for our Management, Marketing (sales), and Retail Management certificates and degrees.	California Employment Development Department Labor Market Information Division, December 2014 report

2014-15	New CPA laws, Enrolled Agent, CFM and CMA demands, and CTEC (California Tax Education Council) certifications, has created a demand for accounting courses at the community college level to fulfill the educational requirements, as well as development of new programs to meet the needs of the growing and changing Accounting industry. This requires new course development, and the appropriate resources and training to assist in maintaining a quality Accounting Program.		California State Board of Accountancy and Mt Sac Advisory Committee Reports from the Universities.
Year	Add item	Internal Conditions, Trends, or Impacts	Data Sources
2014-15	Changes in technology in Accounting and Management Courses: increasing technology in distance learning courses and use of technology in the classroom requires well-trained adjunct and full time faculty to accommodate these trends. Certification requirements in Course Management systems (i.e. Moodlerooms) and distance learning requirements to teach on-line and hybrid requires additional training and resources before hiring adjunct faculty.		Accounting & Management Department
2014-15	Staffing: There is a strong need for an additional Accounting full-time faculty to appropriately teach courses, meet student and industry demands and handle the work load within the department. A shortage of adjunct and full time faculty exists to accommodate current course schedules and student enrollments, as well as the growing demands of our programs.		Accounting & Management Department & Argos
2014-15	Resources: An increase in student cheating has resulted in examining existing methods of testing and assessments to sustain the quality and integrity of courses. Current facilities and resources do not provide a secure environment for testing. Testing conditions for online students are not adequate because of staffing and space restrictions.		Accounting & Management Department
2014-15	Resources: Travel and Conference Budget: A College budget limitation does not meet faculty demand for professional currency nor does it meet faculty demand for professional certification requirements.		Accounting & Management Department & Professional certification requirements
2014-15	Facilities: Accounting and Management classes continue to fill. Student demand for our courses is high, especially the higher unit courses requiring more hours in the classroom. Additional classrooms are needed to handle the demand for increased course sections.		Accounting & Management Department & Department Room Matrix
2014-15	Staffing: There is a strong need for a full time professor in the Management discipline. The Management discipline includes management, business communications, and marketing courses. Currently there are 48 classes scheduled for Fall 2014, with only 3 full time faculty. This discipline recently experienced 2 retirements, and the infusion of the entire marketing discipline.		Fall 2014 Schedule of classes
Year	Add item	Retention and Success Data	Data Sources
2014-15	Accounting and Management course sections increased from last year. Economic conditions resulted in section increases which in turn increased FTES when compared to prior year.		Argos and schedule of classes
2014-15	Student achievement: such as retention and success rates remained relatively unchanged from previous year. They remain at exceptionally high levels. (Retention over 87%, Success over 83%)		Argos
2014-15	High class fill rate for most classes in the Accounting and Management department.		Argos
2014-15	Certificates offered by Accounting and Management Department continue to be a significant percentage of total certificates offered at Mt. San Antonio College		Argos
Year	Add item	Critical Decisions	Data Sources

2015-16 Cont'd.	Hired one full time faculty for the management discipline	CA EDD
2015-16 New	Development of new tax programs	Ca;lifornia State Board of Accountancy and Mt Sac Advisory Committee Reports from the Universities.
2015-16 New	Development of new marketing programs	California Employment Development Department Labor Market Information Division, December 2014 report
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	All courses in the Accounting and Management Department were in the 2013-14 assessment rotation, have been completed and are awaiting data summary/analysis and use of results (columns 4 & 5 of the 5-column outcomes assessment model).	Tracdat

IV. Alignment and Progress on Unit and College Goals: Closing the Loop

This section serves as a "reporting" function. It shows how your Unit closes the loop and connects planning to budget allocation: How did the prioritized college resources connect to your Unit's outcomes? What progress has your Unit made with the resources provided? Include progress on plans that did not require new resources if applicable. You are also prioritizing your Unit's progress or outcome for inclusion in your manager's summary. The **Plan Status** drop-down offers a time-frame update on the progress of your plan.

Some information has been pre-loaded into this form by your manager. Add rows (+) as needed. Delete rows (X).


Priority for Manager Summary	Plan from Previous PIE (2013-14) and Resources Obtained (if any)		Resources Secured (if any)	Progress/Outcomes/Result/Impact (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
High	Staffing: Hire 3 Full-time faculty		\$ <input type="text"/>	1 Full-time faculty in the Management Discipline was hired	Unit: Full-Time Faculty
			Staffing		C. Secure Resources
	Plan Status	Select	Source 2		
High	Professional Development: Increase faculty access to on and off campus training, conferences, travel.		\$ <input type="text" value="\$3,000.00"/>	Brenda Domico will attend an Institute of Managerial Accounting 3-day conference in June 2015, including numerous breakout sessions/workshops and keynote speakers on a wide range of Accounting, Finance, and Business (both domestic and global) topics on technical skills, best practices and industry trends. Ralph Jagodka attended the North American Association of Small Business and International Trade Educators (NASBITE) Conference. This provided many resources to assist with globalizing our curriculum, and trends that impact occupations world wide.	Unit: Professional Development
			Prof. Development		C. Secure Resources
	Plan Status	Select	Source 2		
High	Professional Development: Increase faculty access to on and off campus training, conferences, travel.		\$ <input type="text" value="\$6,400.00"/>	Brenda Domico and Tom McFarland attended a Economics and Finance conference in San Francisco with 10 AFM/Business Club students. This continues to be an annual field trip for Business students, creating contacts and networking opportunities for both faculty and students.	Unit: Partnerships
			Associated Student		D. Cooperation/Collaboration
	Plan Status	Select	Prof. Development		
High	Provide Accounting and Management faculty with the equipment and resources needed to create a teaching environment conducive to current trends and student population.		\$ <input type="text" value="\$2,000.00"/>	Purchased two Microsoft Tablets for department faculty to share.	Unit: Educational Delivery
			Instr. Equipment		C. Secure Resources
	Plan Status	Select	Source 2		

SectionTwo

Where We Are Going: Planning for the Next Three Years: 2015-16, 2016-17, 2017-18

I. Planning Context - Unit Goals Assessed and Revised for: Accounting and Management

This table contains your goals as noted in Section One for 2014-15. Review your Unit'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).*

Unit Goal Name	Unit Goal	College Theme
Program Review	Continuously update Accounting, Management and Marketing courses/programs to prepare students for transfer or career opportunities in their chosen fields. Faculty will strive to provide the most up to date teaching methodology and instructional technologies for students.	A: Academic Excellence
Partnerships	Continue to strengthen our business partnerships by recruiting advisory board members who will add value to our programs. Use AFM/Business club, alumni and relevant professional organizations as a resource and develop partnerships that will be mutually beneficial to the students, college and local businesses	D: Cooperation/Collaboration
Business Building	Be involved in the planning and implementation of the new business building that will meet the educational needs of students and faculty. - Provide educational technology in a flexible platform that will allow us to adapt to future needs. - Develop buildings and classrooms that promote a professional business atmosphere	C: Secure Resources
Information Systems	Continue to distribute information regarding Business Division and campus wide issues at all department meetings and through shared computer information systems	C: Secure Resources
Educational Delivery	Continue to provide educational delivery modes that meet the needs of our student population. Refine mix of day, night, weekend and online offerings based on student demand	A: Academic Excellence
Professional Development	Continue to attend conferences, workshops, and other professional development activities to stay current with profession in a continuous effort to provide students with relevant and practical information	C: Secure Resources
Full-Time Faculty	Hire Full-time faculty to meet current needs and growing demands of the Accounting, Management and Marketing programs.	C: Secure Resources
Student Support/Resources 	All full time and adjunct faculty will have a web presence that includes the ability for students to download syllabus, study guides and course materials and to check grades via the web.	C: Secure Resources
Adjunct Faculty	Continue to add highly skilled and qualified adjunct faculty to our Accounting and Management pool to maintain consistency in courses offerings and deliver a wide variety of specialized subjects to business students.	A: Academic Excellence

II. Annual Implementation Plan for: Accounting and Management

This section serves as a "planning" function. This is where you ask for resources and record new action plans, activities, or interventions necessary to achieve success. Use the Expected Outcomes section to describe how the plan and resources requested is supported by your Unit's to outcomes assessment plan. This section will also be used to record revisions to plans as needed across the three years of planning.

Add rows (+) as needed. Delete rows (X).

Priority for Manager Summary	Plans, Activities, or Interventions		Resources Needed (if any)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)		Connected Unit Goal/ College Theme
High	Annual AFM Alumni Meeting		\$ \$800.00	Building links with former AFM / Business Club members leads to strong professional contacts and mentoring opportunities for our students as well as a constant pool of advisory group members.		Unit: Partnerships
			Lottery			
Ongoing	Projected Completion	On-Going	Source 2	Person Responsible	Tom McFarland / Brenda Domico	D. Cooperation/Collaboration
High	Mobile computing equipment (tablets), software, and training for all full-time faculty		\$ \$4,000.00	As educational delivery methods evolve and students are becoming more reliant on mobile computing delivery methods. Faculty need training and equipment (tablets and software) to +		Unit: Educational Delivery
			Instr. Equipment			
Ongoing	Projected Completion	2015-16	Lottery	Person Responsible	Department	C. Secure Resources
High	Acquisition and development of resources to support the Career Gamers Club, including conferences.		\$ \$5,000.00	Expansion of the Career Gamers Club. This provides opportunities for students to develop entrepreneurial expertise related to an emerging business industry with rapid growth potential.		Unit: Student Support/Resource
			Student Equity			
New	Projected Completion	2015-16	Lottery	Person Responsible	Regina Martinez	B. Access and Success
High	Conference attendance for AFM/ Business Club students.		\$ \$10,000.00	Attendance and participation at various Business conferences provides students with current knowledge on relevant topics and trends, exposure to the business industry, and brings networking +		Unit: Program Review
			Student Equity			
Ongoing	Projected Completion	2015-16	Lottery	Person Responsible	Tom McFarland / Brenda Domico	A. Academic Excellence
High	Implementation of the Tax Research and Practice program (VITA)		\$ \$6,000.00	The Tax Program will be a significant addition to our Accounting program. Initial costs include laptops for use in tax preparation. Software will be loaded onto the laptops at no additional cost. +		Unit: Program Review
			Development Stipe			
New	Projected Completion	2016-17	Source 2	Person Responsible	Department	A. Academic Excellence
High	Provide accounting and management faculty with the equipment and resources needed to create a teaching +		\$ \$5,000.00	To meet the demands of current student population, industry needs and technological trends, preparing students to transfer or for a career in their chosen profession.		Unit: Program Review
			Instr. Equipment			
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible	Department	C. Secure Resources

Priority for Manager Summary	Plans, Activities, or Interventions		Resources Needed (if any)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
High	Hire two new full-time faculty members. One accounting faculty and one management professor.		\$ <input type="text"/>	The department has the need for 2 full-time, tenured faculty members. This need exists as a result of retirement, attrition, growth, changes in industry laws, and merging of programs, and ⁺	Unit: Full-Time Faculty
			Staffing		
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible <input type="text"/> Department <input type="text"/>	C. Secure Resources
High	Increase departmental faculty access to on campus and off campus training (instructional and technology), and ⁺		\$ <input type="text" value="\$15,000.00"/>	In order to maintain currency in Accounting & Management courses and to offer students more depth, breadth and current industry trends through course content, classroom activities, club ⁺	Unit: Professional Developer
			Prof. Development		
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible <input type="text"/> Department <input type="text"/>	A. Academic Excellence
High	The Scheduling of more distance learning classes are needed		\$ <input type="text"/>	Distance Learning Demand and Student Enrollment Trends: Current higher education infrastructure cannot accommodate growing college population and enrollments, making distance ⁺	Unit: Educational Delivery
			Source 1		
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible <input type="text"/> Department <input type="text"/>	B. Access and Success
High	Development and implementation of a CTEC Tax Certification Program		\$ <input type="text" value="\$6,000.00"/>	CTEC is a California Tax Education program where courses will be developed to provide students and accounting professionals the opportunity to earn a California State Tax Preparer certificate and ⁺	Unit: Program Review
			Development Stipe		
New	Projected Completion	2016-17	Source 2	Person Responsible <input type="text"/> Department <input type="text"/>	A. Academic Excellence
High	Development and Implementation of a Financial Literacy program		\$ <input type="text" value="\$8,000.00"/>	A movement is currently taking place in the Accounting and Finance disciplines across the nation which include a well-defined Financial Literacy educational program for all institutions, ⁺	Unit: Program Review
			Staffing		
New	Projected Completion	2016-17	Source 2	Person Responsible <input type="text"/> Department <input type="text"/>	A. Academic Excellence
High	Increase faculty participation in professional organizations and access to current journals, book abstracts, and ⁺		\$ <input type="text" value="\$5,000.00"/>	Subscriptions for faculty and memberships to professional organizations will allow us to keep our students current per the request of the Advisory Committee.	Unit: Educational Delivery
			Source 1		
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible <input type="text"/> Department <input type="text"/>	C. Secure Resources
High	Programming time with IT to restart automatic issuance of certificate completions in the campus Executive ⁺		\$ <input type="text"/>	Departmental goal in conjunction with outcomes assessment to track and assess certificated and degree completers	Unit: Program Review
			Source 1		
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible <input type="text"/> Department <input type="text"/>	A. Academic Excellence

Priority for Manager Summary	Plans, Activities, or Interventions		Resources Needed (if any)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)		Connected Unit Goal/ College Theme
Med	Additional classrooms are needed to handle increased growth and scheduling demands.		\$ <input type="text"/>	Accounting and Management classes continue to fill. Student demand for our courses is high. Additional classrooms are needed to handle the demand for increased course sections.		Unit: Business Building
			Source 1			
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible	<input type="text"/> Department	C. Secure Resources
Med	The Accounting & Management Department will continue to surface and discuss division and campus wide issues.		\$ <input type="text"/>	Better understanding of the college and campus community.		Unit: Information Systems
			Source 1			
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible	<input type="text"/> Department	C. Secure Resources

III. Resources Identified in Relation to Planning

This section will serve the budget prioritization function in the Manager's PIE. Your manager will inform you when actual quotes are due.

SectionThree

Recommendations for Improving the Planning Process

What additional information should the College provide to assist your Unit's planning?

Librarian research assistance to obtain data related to retention, success, completion, industry trends, employment statistics, occupational growth, degree and certificate trends, and grant opportunities.

What suggestions do you have for improving the planning process for your Unit?

We applaud and support efforts for improvement. We would like to see a more objective process for faculty hiring, resource allocations, early exposure to grant opportunities. We would also like to see more time allowed for scheduling, along with more department chair decision-making authority to meet the specific needs of the department.

Enter your name as contributing to and approving of this Unit PIE Plan below. *Add rows (+) as needed.*

Contributer		Contributer	
Ralph Jagodka	<input checked="" type="checkbox"/> Approve	Regina Martinez	<input checked="" type="checkbox"/> Approve
Brenda Domico	<input checked="" type="checkbox"/> Approve	Dan McGeough	<input checked="" type="checkbox"/> Approve
Tom McFarland	<input checked="" type="checkbox"/> Approve	<i>Add your name as contributing to this Unit PIE and check that you approve</i>	<input type="checkbox"/> Approve

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

Please save this form and forward to your Unit's manager by 06/30/ 2015.
Questions regarding this form? Send an email to Don Sciore, Interim Associate Dean of Arts, member IEC, at dsciore@mtsac.edu