



unit **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 or [Adobe Reader 10 or later](#).



Planning for Institutional Effectiveness

Introduction

UNIT	Consumer Science and Design Technology - FCS	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Lisa Ledeboer	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	lledeboer@mtsac.edu / Ext. 6335	<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

The mission of the FCS program is to enhance the quality of life for individuals and families through education, creative endeavors, and public service.

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: Consumer Science and Design Technology - FCS

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>
Work Experience	(Dept Goals from Spring 2013) Develop internship programs with local employers that would provide students with industry experience and allow them to stay abreast of current requirements and trends.	D: Cooperation/Collaboration
Student Success	Ensure that curricular, articulation, and counseling efforts are aligned in order to maximize student's success in completion and transfer.	B: Access and Success
Facilities	Plan, design, construct, maintain quality physical facilities that will meet students' needs and accommodate future program expansion by providing the new Business Division Taskforce with a detailed list of the facilities and resources needed for the specific programs within the building.	C: Secure Resources
Program Council	Develop a program council to participate in discussions related to academic, support services, and professional development opportunities.	D: Cooperation/Collaboration
Scheduling	Increase course offerings, schedule classes that meet our students' needs by providing day, evening, afternoon, weekend, and distance learning courses as permitted by the division and college.	B: Access and Success

II. Notable Achievements for: Consumer Science and Design Technology - FCS

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	Secured Federal Perkins funding to help pay for professional development, purchase Money Habitudes for FCS 80, and to update the FCS Program video library.	Unit: Student Success
		C. Secure Resources

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Grew the FCS program from 24 sections in 2013/14 to 26 sections in 2014/15.	Unit: Scheduling
		B. Access and Success
High	FCS 91/Work Experience student is working on FCS program marketing and rebranding.	Unit: Student Success
		A. Academic Excellence
Med	Hosted a Manage Your Money Week Event on 10/20/14. About 100 students attended. Speakers were from Experian, CalCPA, LA County Department of Consumer Affairs, Pricewaterhouse Coopers, and Wells Fargo.	Unit: Student Success
		A. Academic Excellence

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	<i>Add item</i> External Conditions, Trends, or Impacts	Data Sources
2014-15	Advisory: FCS Advisory Committee continues to provide input for the FCS program related to curriculum, adjunct hiring, work experience, and overall program coordination and focus.	FCS Advisory minutes and ongoing communication
2014-15	Employment: 16.4% job growth projected for Customer Service Representatives from 2012-2022.	edd.ca.gov LMI data
Year	<i>Add item</i> Internal Conditions, Trends, or Impacts	Data Sources
2014-15	Enrollment: Student enrollment for Spring 2015 was a bit soft, especially for night classes. As a result the FCS program only offered 1 late afternoon/evening class and 1 night class.	Mt. SAC enrollment, Argos report and FCS course schedule
Year	<i>Add item</i> Retention and Success Data	Data Sources
2014-15	The student success rate for Fall and Winter 2014/15 was 74.15%, slightly down from the previous year of 79.73%. Retention rates were consistent with the 2013/14 year. One student earned the FCS Associates Degree.	Argos SHR0012 Argos SHR0008
Year	<i>Add item</i> Critical Decisions	Data Sources
2014-15	None	<i>Cite Data Sources</i>
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	Course SLO: FCS 41/Life Management Time Management SLO was assessed in Fall 2014 for all sections completed through Use of Results. Information shared with part time faculty via email and with full time faculty at April 2015 CSDT Dept meeting.	4/30 CSDT Dept Meeting minutes and Outcomes summary report

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	Miscellaneous Supplies including DVDs and Textbooks		\$ 2,952.00	Funds were received for; 1. Money Habitudes that we are using in FCS 80; 2. close-captioned videos that are being used in all classes; 3. loaner textbooks for the Single Parent Academy Learning Community that will be offered again Fall 2015.	Unit: Student Success
			Perkins Grant		B. Access and Success
	Plan Status	Complete	Source 2		
High	Conferences		\$ 4,900.00	Professional Development fund, an ongoing need, were used this year to support the full-time faculty member to attend the AAFCS annual conference to improve the program.	Unit: Student Success
			Perkins Grant		A. Academic Excellence
	Plan Status	Other-Ongoing need	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: Consumer Science and Design Technology - FCS

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
Work Experience	(Dept Goals from Spring 2013) Develop internship programs with local employers that would provide students with industry experience and allow them to stay abreast of current requirements and trends.	D: Cooperation/Collaboration
Student Success	Ensure that curricular, articulation, and counseling efforts are aligned in order to maximize student's success in completion and transfer.	B: Access and Success
Facilities	Plan, design, construct, maintain quality physical facilities that will meet students' needs and accommodate future program expansion by providing the new Business Division Taskforce with a detailed list of the facilities and resources needed for the specific programs within the building.	C: Secure Resources
Program Council	Develop a program council to participate in discussions related to academic, support services, and professional development opportunities.	D: Cooperation/Collaboration
Scheduling	Increase course offerings, schedule classes that meet our students' needs by providing day, evening, afternoon, weekend, and distance learning courses as permitted by the division and college.	B: Access and Success
Program alignment	FCS Program Realignment and Marketing	A: Academic Excellence

II. Annual Implementation Plan for: Consumer Science and Design Technology - FCS

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
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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	Assess the FCS program for validity of program name and rename if appropriate.		\$ <input type="text"/>	Spring 2015 FCS 91 Work Experience student beginning work on assessment process. Anticipate a name change for FCS program, most likely to "Consumer Affairs."	Unit: Program alignment
			Source 1		
New	Projected Completion	2015-16	Source 2	Person Responsible <input type="text" value="Lisa Ledeboer"/>	A. Academic Excellence
High	Market the FCS program.		\$ <input type="text" value="\$1,000.00"/>	Marketing of the FCS Program is currently minimal. Work collaboratively with the Perkins staff to create FCS program marketing materials.	Unit: Program alignment
			Perkins Grant		
New	Projected Completion	Other - ongoing	Source 2	Person Responsible <input type="text" value="Lisa Ledeboer"/>	A. Academic Excellence
High	Update courses: to obtain CCCC Core Indicator Data.		\$ <input type="text"/>	SAM Coding is currently incorrect on the majority of courses. Correcting this issue may provide the program with Core Indicator data in 3 years.	Unit: Program alignment
			Source 1		
New	Projected Completion	2015-16	Source 2	Person Responsible <input type="text" value="Lisa Ledeboer"/>	A. Academic Excellence
High	FCS 51 name and course description update.		\$ <input type="text"/>	The title and course description of FCS 51 is causing issues with enrollment. An update to align with Cal Poly Pomona's course should rectify this issue.	Unit: Student Success
			Source 1		
New	Projected Completion	2015-16	Source 2	Person Responsible <input type="text" value="Lisa Ledeboer"/>	A. Academic Excellence
High	FCS 51 and FCS 80 as GE courses		\$ <input type="text"/>	Submit FCS 51 and FCS 80 as GE courses for CSU.	Unit: Student Success
			Source 1		
New	Projected Completion	2015-16	Source 2	Person Responsible <input type="text" value="Lisa Ledeboer"/>	A. Academic Excellence
Med	Periodicals for FCS Program Consumer Resource Library.		\$ <input type="text" value="\$500.00"/>	Create a Consumer Resource Library	Unit: Student Success
			Perkins Grant		
New	Projected Completion	2015-16	Other - Dept funds	Person Responsible <input type="text" value="Lisa Ledeboer"/>	C. Secure Resources
High	Professional Development		\$ <input type="text" value="\$2,900.00"/>	Attend professional development conferences to continually update the FCS program and courses.	Unit: Student Success
			Perkins Grant		
Ongoing	Projected Completion	Select	Prof. Development	Person Responsible <input type="text" value="Lisa Ledeboer"/>	A. Academic Excellence

Priority for Manager Summary	Plans, Activities, or Interventions		Resources Needed (<i>if any</i>)	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)		Connected Unit Goal/ College Theme
Low	Guest speakers for FCS classes		\$ <input type="text" value="\$500.00"/>	Stipends for guest speakers to present on subject matter expertise in FCS 80/Personal Financial Planning.		Unit: Student Success
			Perkins Grant			
New	Projected Completion	<input type="text" value="2015-16"/>	Source 2	Person Responsible	<input type="text" value="Lisa Ledeboer"/>	A. Academic Excellence

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?

Enter additional information suggestions here.

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

Enter your suggestions for improvement here.

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

Contributer		Contributer	
Lisa Ledeboer	<input checked="" type="checkbox"/> Approve	Add your name as contributing to this Unit PIE and check that you approve	<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