Planning for Institutional Effectiveness

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

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NOTE: This PIE Form is optimized to be used in Acrobat or Adobe Reader 10 or later.

unitPIE

Planning for Institutional Effectiveness

Introduction

UNIT	Computer Information Systems	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Barry Andrews and Victor Zamora	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	bandrews@mtsac.edu / Ext. 4943 & vzamora@mtsac.edu	✓ Summary	✓ Planning	✓ Planning	✓ 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

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

I. Summary Context - Unit Goals for: Computer Information Systems

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	College Theme
Update courses	Continue updating our courses to keep them current with industry	A: Academic Excellence
Update equipment	Update our classroom equipment as needed to maintain optimal response times	C: Secure Resources
Student success	Increase the number of students earning CIS certificates and degrees	B: Access and Success
Internships	Continue pursuing internship opportunities for CIS students	D: Cooperation/Collaboration
Improve Virtualization	Improve the performance of the virtualization system and expand to all CIS classrooms	C: Secure Resources
Training funds	Obtain training funds	C: Secure Resources
New FT instructor	Hire a new full time CIS instructor	C: Secure Resources

II. Notable Achievements for: Computer Information Systems

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
Med	Developed three new courses, modified three courses, and had four courses approved by the Chancellor's Office	Unit: Update courses
		A. Academic Excellence

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Obtained a California CTE grant for $300,000 to enhance and expand the networking and network security program	Unit: Update equipment
		C. Secure Resources
Med	16 CIS students participated in the National Cybersecurity League individual competition. Out of 1,044 total participants 9 Mt. SAC students placed in the top 50	Unit: Student success
		B. Access and Success
Med	Continued our partnership with Kaiser Permanente--resulting in four students obtaining full-time help desk positions at Kaiser this year	Unit: Student success
		D. Cooperation/Collaboration
Low	CIS adjunct Paul Mercier won the Mt. SAC torch bearer award	Select Unit Goal
		Select College Theme

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	CIS courses are getting canceled due to lower enrollment, which influences future scheduling. From school year 2010-11 to Fall to 2014-15, enrollment numbers were: 4140. 4066, 4159, 4167, and it drops to 3657 students. CIS needs to schedule appropriately acknowledge market conditions.	Mt. SAC enrollment report
2014-15	A $300,000 California CTE grant will enable the department to enhance and expand the networking and network security program to include computer system forensics, virtualization, containerization, and other newer technologies.	Grants Office
2014-15	Advisory Committee recommendations has resulted in improvements in current courses or development of new courses.	CIS Advisory Minutes
2014-15	Distance Learning regulations influence how we teach our DL courses	Title V
2014-15	Technology changes forces the department to continually update its knowledge, equipment and software. We need to be able to update hardware and software when needed during the semester. We should not be forced to stay with the same software during the entire year if the technology dictates an upgrade for the benefit of our students.	General knowledge
2014-15	Poor success and retention rate of online courses is influencing the number of online courses the CIS Dept is allowed to offer	Mt. SAC schedules

Year	Add item — Internal Conditions, Trends, or Impacts	Data Sources
2014-15	Lower student enrollment in many CIS courses resulted in canceled classes for the 2014-15 school year, which affected many faculty with lesser load. Administration requested that we increase class offerings	Mt. SAC online schedule
2014-15	Although CIS online courses normally fill to capacity, Mt. SAC administration is limiting the number of online courses the department can offer	Mt. SAC schedule
2014-15	The retirement of two full-time faculty in Fall 2014 continued to decrease the CIS department's full-time/part-time teaching ratio	Mt. SAC schedule
2014-15	Certain access control procedures or policies are impeding the full use of the virtualization system in all classrooms. They need to be revised or removed to provide better student retention and success.	Professor reports on classroom conditions.

Year	Add item — Retention and Success Data	Data Sources
2014-15	CIS Success Ratio has been steady. It increased to 77.7% from 77.06% 2013-14 vs. 2012-13 but Fall 2014 dipped to 77.1%. CIS Retention Ratio has dipped. It decreased to 83.05% from 85.72% 2013-14 vs. 2012-13 but Fall 2014 went up slightly to 83.73%. Both could be due to increased in enrollment in 2013-14 and then a decline for 2014-15.	SHR0012-A
2014-15	Enrollment increased 28.7% from 4159 (2012-13) to 5352 (2013-14) but went down to an estimate of 4900 for 2014-15.	SHR0012-A Spring 2015 Fill Rate
2014-15	In 2013-14, out of 4252 students, 3304 were successful. The following disciplines had these successful students: CISB = 1556, CISD = 240, CISM = 19, CISN = 433, CISP = 663, CISS = 292, and CISW = 101. Our two biggest programs are the combined CISN and CISS (Networking and Security) which had 725 successful students and CISP (Programming) which had 663 successful students.	SHR00012-A

Year	Add item	Critical Decisions		Data Sources
2014-15	CIS decided to apply for the CTE grant and we successfully received $300,000 to improve our Networking & Security programs and courses.			Grant applications
2014-15	CIS also decided not to apply for the 4 year degree program.			CIS email
Year	Add item	Progress on Outcomes Assessment		Data Sources
2014-15	CIS has done SLOs for all of its courses.			Mt. SAC reports

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
Priority	Instructor Computers for CIS Classrooms	$ $8,690.95 Instr. Equipment	Some instructor stations were updated to aid in delivery of course material. However, network and Internet access speed still hampers delivery of course material in classrooms like 28B-05.	Unit: Update equipment
	Plan Status — Select	Source 2		C. Secure Resources
Priority	CISCO Network Equipment and UPSs for Network Security Courses	$ $46,095.85 Instr. Equipment	Networking and security courses in 28B-01 benefited from these upgrades so that students and professor can use and practice on them. These also helps in preparing students for cyber competitions.	Unit: Student success
	Plan Status — Select	Source 2		B. Access and Success
Priority	Upgrades to CIS Desktop Virtualization Servers (Memory)	$ $1,340.70 Instr. Equipment	Students and professor have better access and speed for the applications and software they need for specific courses. However student success is impeded when artificial cut off time is imposed on classrooms even though there is no class scheduled immediately after current class.	Unit: Improve Virtualization
	Plan Status — Select	Source 2		B. Access and Success
Priority	Apple iPad Air 2, Apple iPod Touch and Samsung Galaxy Tab Tablets	$ $2,347.27 Instr. Equipment	Students in Mobile Application course are now able to install and test applications they created as assignments or lab projects.	Unit: Student success
	Plan Status — Select	Source 2		B. Access and Success
Priority	Memory Upgrades for Dell PowrEdge Servers - Virtualization	$ $6,130.16 Perkins Grant	Students and professor have better access and speed for the applications and software they need for specific courses.	Unit: Improve Virtualization
	Plan Status — Select	Source 2		B. Access and Success
Priority	HP 8-port 10GbE Expansion Module and Intel Ethernet 10GbE 2-Port SFP+ Network Adapters - Virtualization	$ $6,855.40 Perkins Grant	Students and professor have better access and speed for the applications and software they need for specific courses.	Unit: Improve Virtualization
	Plan Status — Select	Source 2		B. Access and Success

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
Priority	600GB SATA Internal Hard Drives and 10GbE Twinax Direct Attach Cables - Virtualization		$ $4,367.32	Students and professor have better access and speed for the applications and software they need for specific courses.	Unit: Improve Virtualization
			Perkins Grant		
	Plan Status	Select	Source 2		B. Access and Success
Priority	Dell PowerEdge R630 Server - Virtualization		$ $6,418.87	Students and professor have better access and speed for the applications and software they need for specific courses.	Unit: Improve Virtualization
			Perkins Grant		
	Plan Status	Select	Source 2		B. Access and Success
Priority	Three Year Maintenance Agreement for Tegile Disk Array System - Virtualization		$ $11,700.00	Students and professor have better access and speed for the applications and software they need for specific courses.	Unit: Improve Virtualization
			Perkins Grant		
	Plan Status	Select	Source 2		B. Access and Success
Priority	Microsoft Xbox One and wireless controller - Game Development		$ $1,669.55	Students in Game Programming course are now able to install and test applications they created as assignments or lab projects.	Unit: Student success
			Perkins Grant		
	Plan Status	Select	Source 2		B. Access and Success
Priority	Tutors for CIS Courses		$ $8,960.00	Students are provided needed help in their assignments and projects leading to higher retention and better success.	Unit: Student success
			Perkins Grant		
	Plan Status	Select	Source 2		B. Access and Success

SectionTwo

I. Planning Context - Unit Goals Assessed and Revised for: Computer Information Systems

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
Update courses	Continue updating our courses to keep them current with industry	A: Academic Excellence
Update equipment	Update our classroom equipment as needed to maintain optimal response times	C: Secure Resources
Student success	Increase the number of students earning CIS certificates and degrees	B: Access and Success
Internships	Continue pursuing internship opportunities for CIS students	D: Cooperation/Collaboration
Improve Virtualization	Improve the performance of the virtualization system and expand to all CIS classrooms	C: Secure Resources
Training funds	Obtain training funds	C: Secure Resources

II. Annual Implementation Plan for: Computer Information Systems

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
Med	Faculty Training		$ $6,000.00	The expected outcome will be instructors who are current with new hardware and software being implemented in industry		Unit: Training funds
			Prof. Development			
Ongoing	Projected Completion	2017-18	Grant	Person Responsible	Staff	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 a new full-time faculty member	$ $70,000.00 Staffing	More CIS courses taught by full-time staff and another instructor to share dept duty workload (curriculum development,adjunct evaluations,etc.)	Unit: Hire faculty
Ongoing	Projected Completion 2015-16	Staffing	Person Responsible Barry Andrews	A. Academic Excellence
Med	Purchase 30 Hot-swap drive trays for 17-11b to allow the CISN students to install operating systems on student ⊞	$ $900.00 Grant	More hands-on activities will increase student understanding of course material and improve student learning outcomes	Unit: Update equipment
Ongoing	Projected Completion 2015-16	Grant	Person Responsible Vic Zamora	B. Access and Success
Med	Purchase adapter to connect drive trays into standard size computers	$ $240.00 Instr. Equipment	More hands-on activities will increase student understanding of course material and improve student learning outcomes	Unit: Update equipment
Ongoing	Projected Completion 2015-16	Grant	Person Responsible Vic Zamora	B. Access and Success
Med	Purchase 3 Solid state hard drives for each workstation in 17-11B to enable students to install various operating ⊞	$ $8,000.00 Instr. Equipment	Improve instructor's ability to teach the course material resulting in better student learning outcomes	Unit: Update equipment
Ongoing	Projected Completion 2015-16	Grant	Person Responsible Vic Zamora	B. Access and Success
Med	Purchase Powerlite Projector	$ $1,300.00 Instr. Equipment	Improve instructor's ability to teach the course material resulting in better student learning outcomes	Unit: Update equipment
Ongoing	Projected Completion 2015-16	Grant	Person Responsible Joe Vasquez	C. Secure Resources
Med	12 RAMchips for virtualization server	$ $7,000.00 Instr. Equipment	improve instructor's ability to teach the course material resulting in better student learning outcomes	Unit: Update equipment
Ongoing	Projected Completion 2015-16	Grant	Person Responsible Vic Zamora	B. Access and Success
Med	Purchase 8 ASA-5512X-FirePOWER-K9 or latest model"	$ $20,000.00 Instr. Equipment	improve instructor's ability to teach the course material resulting in better student learning outcomes	Unit: Update equipment
Ongoing	Projected Completion 2015-16	Grant	Person Responsible Jim Gau	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
High	"14 IPads for hands on in CISP52/52L and CISB16 courses."	$	$7,000.00	More hands-on activities will increase student understanding of course material and improve student learning outcomes		Unit: Update equipment
		Instr. Equipment				
Ongoing	Projected Completion 2015-16	Grant		Person Responsible	Anna Degtyareva	A. Academic Excellence
Med	8 Cisco ISR4321-SEC/K9 Router with Security (SEC) Bundle (or latest)	$	$10,000.00	improve instructor's ability to teach the course material resulting in better student learning outcomes		Unit: Update equipment
		Instr. Equipment				
Ongoing	Projected Completion 2015-16	Grant		Person Responsible	Jim Gau	A. Academic Excellence
Med	1 student assistant to help for NCL, Cyber security competition, and CNASM curricula update. 19 hours per week at ⊞	$	$9,000.00	Student tutor will help students learn course material and help prepare for Cybersecurity competition, which will improve student learning outcomes		Unit: Student success
		Staffing				
Ongoing	Projected Completion 2015-16	Grant		Person Responsible	Jim Gau	A. Academic Excellence
Med	1 student tutor for Java programming 15 hours per week at $12 per hour	$	$6,000.00	Student tutor will help students learn course material and improve student learning outcomes		Unit: Student success
		Staffing				
Ongoing	Projected Completion 2015-16	Grant		Person Responsible	Jaishri Mehta	B. Access and Success
Med	1 student tutor for C++ programming 19 hours per week ar $12 per hour	$	$9,000.00	Student tutor will help students learn course material and improve student learning outcomes		Unit: Student success
		Staffing				
Ongoing	Projected Completion 2015-16	Grant		Person Responsible	Anna Degtyareva	B. Access and Success
Med	1 student tutor for other: VB, SQL, Microcomputer applications 5 hours per week at @12 per hours ⊞	$	$2,000.00	Student tutor will help students learn course material and improve student learning outcomes		Unit: Student success
		Staffing				
Ongoing	Projected Completion 2015-16	Grant		Person Responsible	CIS Staff	B. Access and Success
High	Replace obsolete student and instructor computers in 17-1, 17-11A, 17-13 and 18-9 to bring them to current standards.	$	$160,000.00	Quicker and better access to instructional material leading to better student success and retention.		Unit: Update equipment
		Instr. Equipment				
New	Projected Completion 2015-16	Instr. Equipment		Person Responsible	CIS Staff	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
High	Purchase required hardware and software for 28B-05, 28B-01 and 17-11B to accomplish goals of $300,000 CTE ⊞	$ $194,376.00 Grant	Create new lab/classroom and improve other CIS classrooms to implement new and revised courses in virtualization, networking, forensics, cybersecurity, secure software, and wireless security. All ⊞	Unit: Student success
New	Projected Completion 2015-16	Grant	Person Responsible Vic Zamora	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.

Section Three

Recommendations for Improving the Planning Process

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

The department will benefit if we get all the supporting reports previous to develop our PIE report.

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

Nothing at this point.

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

Contributer		Contributer	
Barry Andrews	☑ Approve	Victor Y. Zamora	☑ 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