



# 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	Business Administration	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Edwin Estes	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	eestes@mtsac.edu / Ext. 6428	<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**

- |                 |   |
|-----------------|---|
| 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: Business Administration

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>
ABA Approval	Continued approval from the American Bar Association for the Paralegal Program	A: Academic Excellence
Resources	Increase resources available to students.	C: Secure Resources
Professional Growth	Attendance at conferences to enhance pedagogy & visibility of the Mt. SAC paralegal and real estate programs, as well as all courses taught within the department.	C: Secure Resources
<i>Give your Goal a name.</i>	<i>Define your Unit Goal here.</i>	<i>Connect to a College Theme</i>

### II. Notable Achievements for: Business Administration

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
Priority	Martin Ramey prepared and submitted the American Bar Association (ABA) report for the Paralegal Program, which is required for continued approval of the paralegal program. Prof. Ramey has also been preparing for the upcoming ABA site visit.	Unit: ABA Approval
		A. Academic Excellence
Priority	Edwin Estes attended the following conferences: a) California Association of REALTORS Annual Conference on October 8-10, 2014; b) California Community College Real Estate Educator's Conference on February 27, 2015; c) California Association of REALTORS Legal Affairs Meeting in Sacramento on April 24, 2015; & d) completed multiple continuing legal education hours required to maintain law license.	Unit: Professional Growth
		C. Secure Resources

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
Priority	Professor Dua attended the following conferences/ seminars: a) Economics Professors Conference at the Federal Reserve System, Los Angeles, September 9, 2014 b) International Economics Conference, Santa Clara University, Santa Clara, October 16-18, 2014 c) NAFSA (International) Annual Conference & Expo, Boston, MA, May 24-29, 2015 d) Western Economics Association Conference, Honolulu, Hawaii, June 28-July 2, 2015.	Unit: Professional Growth
		C. Secure Resources
Priority	Catherine McKee attended the following conferences/ seminars/ continuing legal education: a) Strengthening Student Success Conference in October from 10/8/14-10/9/14; b) National American Association for Paralegal Education (AAfPE) meeting from 11/5/14-11/8/14; c) Building Bridges at Mt. SAC: Career and Technology Education Programs Faculty Retreat and Workshop in the afternoon of 3/20/15; d) Parachutes & Ladders at Mt. SAC on 4/17/15; e) completed multiple continuing legal education hours required to maintain law license; & f) served as Secretary of and Board Member of the Eastern Bar Association of Los Angeles County & served on the Board of the San Gabriel Valley Lawyers Referral Service	Unit: Professional Growth
		C. Secure Resources
Priority	Martin Ramey attended the following conferences/ seminars/ continuing legal education: a) Los Angeles Paralegal Association's Annual Conference in October of 2014; b) National American Association for Paralegal Education (AAfPE) meeting from 11/5/14-11/8/14; & c) completed multiple continuing legal education hours to maintain law license.	Unit: Professional Growth
		C. Secure Resources
Priority	Abby Wood attended the following conferences/ seminars/ continuing legal education: a) National American Association for Paralegal Education (AAfPE) meeting from 11/5/14-11/8/14; b) Parachutes & Ladders at Mt. SAC on 4/17/15; c) Regional American Association for Paralegal Education (AAfPE) meeting from 4/23/15-4/25/15; d) Attendance at the new faculty seminars; e) completed multiple continuing legal education hours required to maintain law license; & f) served as President of and Board Member of the Eastern Bar Association of Los Angeles County & served as Treasurer of the San Gabriel Valley Lawyers Referral Service.	Unit: Professional Growth
		C. Secure Resources
Priority	Edwin Estes completed revisions to his textbook: California Real Estate Principles, 10th edition, with his coauthor Mary Ellen Brady. The book has been delivered to the publisher's warehouse and will be available for adoption in the fall of 2015.	Select Unit Goal
		Select College Theme
Priority	<i>Previously the Accomplishments Section, describe the successes your Unit achieved during the 2014-15 year. These may not be the result of planning. Please include who, what, where, when and and describe the connection to your expected outcomes.</i>	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	<i>Add item</i> External Conditions, Trends, or Impacts	Data Sources
2014-15	An improving economy has impacted course enrollment rates.	Course Enrollment Rates
Year	<i>Add item</i> Internal Conditions, Trends, or Impacts	Data Sources
2014-15	<i>Enter/Discuss Internal Conditions, Trends, or Impacts that will inform your PIE Planning this year. Add(+)rows for each item.</i>	<i>Cite Data Sources</i>
Year	<i>Add item</i> Retention and Success Data	Data Sources
2014-15	<i>Enter/Discuss Retention and Success Data that will inform your PIE Planning this year. Add(+)rows for each item.</i>	<i>Cite Data Sources</i>
Year	<i>Add item</i> Critical Decisions	Data Sources
2014-15	We have sought Department of Real Estate approval for paralegal courses to be used by real estate students to qualify to sit for their real estate examinations.	<i>Cite Data Sources</i>
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	<i>Enter/Discuss your Unit progress on outcomes assessment and how it will inform your PIE Planning this year. Add(+)rows for each item.</i>	<i>Cite Data Sources</i>

## 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	Supplies - Books, Handbooks, Manuals, Guides and Magazine Subscriptions - PLGL	\$ 3,795.00	PLGL was able to purchase manuals and additional resources for PLGL students.	Unit: Resources
	Plan Status <input type="text" value="Select"/>	Perkins Grant		C. Secure Resources
		Source 2		
Priority	Software - Amicus Attorney Software and CaseMap & Concordance on Demand - PLGL	\$ 7,395.00	PLGL 35B students now have access to this software.	Unit: Resources
	Plan Status <input type="text" value="Select"/>	Source 1		C. Secure Resources
		Source 2		
Priority	Hourly Student Worker - PLGL	\$ 6,080.00	PLGL's student workers assisted the Paralegal Program Coordinator's preparation of the ABA report, required for accreditation and due prior to the ABA site visit.	Unit: ABA Approval
	Plan Status <input type="text" value="Select"/>	Perkins Grant		A. Academic Excellence
		Source 2		
Priority	Conferences - PLGL	\$ 3,575.00	PLGL professors attended the national AAFPE conference and AAFPE regional conference in Portland.	Unit: Professional Growth
	Plan Status <input type="text" value="Select"/>	Perkins Grant		C. Secure Resources
		Prof. Development		
Priority	Conferences - Real Estate	\$ 500.00	Professor Estes was allowed to attend state and national real estate conferences and deliver information back to students and real estate faculty.	Select Unit Goal
	Plan Status <input type="text" value="Select"/>	Prof. Development		C. Secure Resources
		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: Business Administration


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	<a href="#">College Theme</a>
ABA Approval	Continued approval from the American Bar Association for the Paralegal Program	A: Academic Excellence
Resources	Increase resources available to students.	C: Secure Resources
Professional Growth	Attendance at conferences to enhance pedagogy & visibility of the Mt. SAC paralegal and real estate programs, as well as all courses taught within the department.	C: Secure Resources
Give your goal a name.	Define a new goal appropriate to your Unit mission here.	Select College Theme

### II. Annual Implementation Plan for: Business Administration

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
Priority	Mock courtroom		\$ <input type="text"/>	A courtroom would assist students with practical application of theories and/or skills learned in the classroom and would develop their public speaking skills, a necessary component of the 	Unit: Practical Application
			Facilities Mod		
Status	Projected Completion	Other - Unknown	Source 2	Person Responsible <input type="text"/>	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
Priority	Legal Clinic	\$ <input type="text"/>	Providing students with practical application of theories and/or skills learned in the classroom, as well as the ability to work with the local community would enhance the marketability of our	Unit: Resources
		Source 1		
Status	Projected Completion <input type="text"/> Select <input type="text"/>	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Software/ Online Account Access/ Licenses/ Subscriptions (e-Portfolio software, Amicus Attorney Software and	\$ <input type="text"/>	Access and/or continued access would provide students with practical skills training in industry-specific software required for obtaining jobs in the current legal market.	Unit: Resources
		Source 1		
Status	Projected Completion <input type="text"/> Select <input type="text"/>	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Legal Research - Lexis and/or Westlaw for all PLGL students	\$ <input type="text"/>	Students must be prepared to perform online research to compete in the marketplace. Currently, fewer than 80 students have access to such resources and training.	Unit: Resources
		Source 1		
Status	Projected Completion <input type="text"/> Select <input type="text"/>	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Student response systems	\$ <input type="text"/>	Providing students with a different mechanism to interact in class would enhance student participation and provide instant feedback to professors concerning whether students are grasping	Unit: Resources
		Source 1		
Status	Projected Completion <input type="text"/> Select <input type="text"/>	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Smart boards	\$ <input type="text"/>	Enhanced technology in the classroom improves student retention and provides faculty with alternative technology.	Unit: Resources
		Source 1		
Status	Projected Completion <input type="text"/> Select <input type="text"/>	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Presentation Software/License (Prezi, etc.)	\$ <input type="text"/>	Enhanced technology in the classroom improves student retention and provides faculty with alternative technology. This is an alternative and more modern than Microsoft Powerpoint.	Unit: Resources
		Source 1		
Status	Projected Completion <input type="text"/> Select <input type="text"/>	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Part-time clerical assistance	\$ <input type="text"/>	As part of the approval process, the American Bar Association will conduct a site visit, currently expected in Spring of 2016. The ABA called attention to the lack of clerical assistance during their last	Unit: ABA Approval
		Source 1		
Status	Projected Completion <input type="text"/> Select <input type="text"/>	Source 2	Person Responsible <input type="text"/>	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
Priority	Attendance at professional conferences, workshops, seminars, meetings, and/or continuing education events for full-time faculty members.		\$ <input type="text"/>	The ABA requires institutional support, not grant-based support, of professional development opportunities in paralegal education. These requirements apply equally to part-time faculty members.	Unit: Resources
			Source 1		
Status	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	PLGL Tutors		\$ <input type="text"/>	Continued funding of academic support of the PLGL program enhances campus resources available to our students.	Unit: Resources
			Source 1		
Status	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Full-time marketing-economics professor		\$ <input type="text"/>	No full-time marketing professor to teach and assist in marketing program data assessment. No economics replacement was ever made following the departure of Professor Glenn Vice.	Unit: Resources
			Source 1		
Status	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Constant Contact subscription		\$ <input type="text"/>	Continued access to this service allows the paralegal program to send an electronic newsletter to students, alumni, administrators, and other supporters of the program.	Unit: Resources
			Source 1		
Status	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Updates to practice guides and other materials in the PLGL classroom law library.		\$ <input type="text"/>	Perkins funds have provided for some updates, but many of the books need update services to maintain currency and many of the books have not been updated.	Unit: Resources
			Source 1		
Status	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	Select College Theme
Priority	Participation in the 2+2+3 program		\$ <input type="text" value="\$10,000.00"/>	The paralegal program previously applied to participate in the 2 +2+3 program to facilitate students' entrance into a 4 year university and, ultimately, law school. If the paralegal program is	Unit: Resources
			Source 1		
Status	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	A. Academic Excellence
Priority	Research concerning the limited license legal technician and the ability of Mt. SAC to offer this license should the State		\$ <input type="text" value="\$5,000.00"/>	The paralegal program would like to explore, research and report back regarding the feasibility of developing and implementing standards for creating a limited license to practice law and/or the	Unit: Resources
			Source 1		
Status	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	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
Priority	KCura license and professor certification on KCura's e-discovery program and live database	\$ <input type="text" value="\$5,000.00"/>	This certification requires travel and accommodations to a KCura training class, as well as possible fee for the course itself. This also requires re-assigned time to develop the curriculum of offering e <sup>+</sup>	Unit: Resources
		Source 1		
Status	Projected Completion <input type="text" value="Select"/>	Source 2	Person Responsible <input type="text"/>	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?

Enter additional information suggestions here.

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

We recently elected a department chair, which has greatly assisted in the planning process for our Unit.

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

Contributer		Contributer	
Add your name as contributing to this Unit PIE and check that you approve	<input 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](mailto:dsciore@mtsac.edu)