



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 - HRM	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Dr. Fawaz Al-Malood	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	almalood@mtsac.edu / Ext. 4139	<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

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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 - HRM

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>
New Cohort Models	Develop cohort models for the hospitality management certificates .	A: Academic Excellence
Marketing	Utilize grant funds to market the culinary arts program and cohort.	B: Access and Success
Teaching Space	Ensure that the new business complex design includes proper and sufficient lecture space (not just a kitchen and dining room).	C: Secure Resources
Reinstating DL Classes	Convince the college of the policy to limiting hybrid and online courses and offer more traditional is not the solution to the problem that the college is claiming. This policy is already hurting programs that are successful in teaching hybrid and online courses. This policy is contrary to the college's mission since it prevents access to many students who want to attend college, but distance learning is the only format that would enable to do so.	B: Access and Success

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

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	Hiring one full-time tenure track faculty (in-progress)	Select Unit Goal
		C. Secure Resources

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Developed and operated a new accelerated Culinary Arts cohort program	Select Unit Goal
		A. Academic Excellence
Med	Secured funds to sponsor faculty and student professional development and enrichment at the National Restaurant Association Show (convention) in Chicago.	Select Unit Goal
		C. Secure Resources

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	Job Growth: "Over the year, sector employment was up by 74,700 jobs (4.3 percent)." As more job are being added into the economy within our industry (hospitality), enrollment tends to decline as a result. When that occurs, the college needs to understand that is a good thing. We are happy that people we educated and trained are becoming employed. It lends credibility to our institution. We don't need to be concerned about lower enrollment, we simply need to anticipate these cyclical changes and plan for them. Our enrollment, revenue, and expenditure projections all need to be aligned with an improved economy. We need to reduce class size (not necessarily) eliminate them and offer additional online courses that would allow working people to continue to attend school without giving up their jobs. The college needs to think creatively and be proactive, not reactive to economic conditions.	California Market Labor Review http://www.calmis.ca.gov/file/lfmonth/calmr.pdf
2014-15	Technology Advancements: Changes in technology and processes within the hospitality industry is increasingly requiring faculty to participate and attend professional development workshops, trade-shows, and conferences on a regular basis.	National Restaurant Association
Year	<i>Add item</i> Internal Conditions, Trends, or Impacts	Data Sources
2014-15	Staffing: The biggest issue that we faced is that we only had one full-time faculty to do all of the work in teaching and running a successful program. We've needed to add a second full-time faculty for a number of years and we are currently in the process of interviewing and hiring a prospective candidate.	Previous e-Pie reports
2014-15	This new policy to limited hybrid and online courses is hurting our students, enrollment and retention. We're seeing a drop in enrollment in traditional classes because it makes classes inaccessible to many students. Additionally, faculty should not be told what percentage of their courses should be taught online versus on-campus, that is an issue of academic freedom as well as an issue that should be determined by program coordinators or chairs who are familiar with what works and what does not work for their individual programs.	Division minutes
Year	<i>Add item</i> Retention and Success Data	Data Sources
2014-15	The success rate in the HRM program continues to be the highest within the CSDT department. According to the latest report as of 4/7/2015. The HRM program is the only discipline with an overall success rate above 80%.	Argos Report SHR0012
Year	<i>Add item</i> Critical Decisions	Data Sources
2014-15	We're considering switch the ServSafe Food Manager Exam that we are currently administering to that of another ANSI accredited exam. During the past few years faculty and students have noticed a disconnect between the ServSafe teaching material and the actual questions that appear on the ServSafe exam. We are currently researching the possibility of switching to Prometric or the National Registry of Food Safety Professionals, both of which are accredited and accepted by the health department.	ServSafe exam results.
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	Screen and Projector for 19B-3		\$4,658.58	This was announced at the division meeting that this was going to be purchased and installed, but it still hasn't. The estimated time for completing this project is unclear.	Select Unit Goal
			Instr. Equipment		C. Secure Resources
	Plan Status	Still Pending	Facilities Mod.		

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 - HRM


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
New Cohort Models	Develop cohort models for the hospitality management certificates .	A: Academic Excellence
Marketing	Utilize grant funds to market the culinary arts program and cohort.	B: Access and Success
Teaching Space	Ensure that the new business complex design includes proper and sufficient lecture space (not just a kitchen and dining room).	C: Secure Resources
Reinstating DL Classes	Convince the college of the policy to limiting hybrid and online courses and offer more traditional is not the solution to the problem that the college is claiming. This policy is already hurting programs that are successful in teaching hybrid and online courses. This policy is contrary to the college's mission since it prevents access to many students who want to attend college, but distance learning is the only format that would enable to do so.	B: Access and Success

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

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	Lecture classroom in the new building		\$ <input type="text"/>	Ensuring that the new building includes a regular lecture classroom for the HRM program. Using the dining service lab / restaurant is insufficient and inadequate for the purposes of our 	Unit: Teaching Space
			Facilities Mod		
New	Projected Completion	2015-16	Source 2	Person Responsible <input type="text" value="Division Dean"/>	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	Intervention: Eliminate restriction on hybrid and online courses		\$ <input type="text"/>	Remove the restriction on offering hybrid and online courses. This is an irrational policy that is hurting smaller and successful programs. If there is a problem with "some" disciplines in	Unit: Reinstating DL Classes
			Source 1		
Status	Projected Completion	2015-16	Source 2	Person Responsible	B. Access and Success
				Division Dean/Instruction Office/College Presi	

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?

The process has improved a lot in the past few years. This use to be a unidirectional report from unit levels to the administration and we hard knew if anyone read our reports or did anything with them. That that seems to have changed within the past 4-5 years. Our former dean (Dr. McGowan) took the time to discuss our reports and provided us coordinators and chairs with feedback or a response on them from the instruction office or President's office if needed. I would love to see that continue with our next dean.

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

Contributer		Contributer	
Dr. Fawaz Al-Malood	<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