Planning for Institutional Effectiveness

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

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

unitPIE

Planning for Institutional Effectiveness

Introduction

UNIT	Continuing Education Division Office (CED)	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Madelyn Arballo (Associate Dean)	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	marballo@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: Continuing Education Division Office (CED)

Identify up to ten (10) over arching 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
Partnership planning	Complete and submit AB86 Regional Consortium plan. Prepare division & college for expansion.	D: Cooperation/Collaboration
Division Needs-Funding	Continue to advocate for division and adult education needs.	C: Secure Resources
Division Needs-Facilities	Continue to acquire rooms and other facilities to meet division needss.	C: Secure Resources
Statewide Noncredit Advoc ■	Continue to advocate for adult education and continuing education structures and students on a state level. Provide leadership to continuing educa tion practitioners.	D: Cooperation/Collaboration
ACS-WASC Mid-Cycle	Complete, submit Continuing Education Mid-Cycle Report, host visit, and earn reaffirmation.	A: Academic Excellence
Division Needs-Advocacy	Define your Unit Goal here.	C: Secure Resources

II. Notable Achievements for: Continuing Education Division Office (CED)

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	Completed and submitted a collaboratively-written comprehensive plan from the Mt. SAC Adult Education Regional Consortium to the Chancellor's Office, which directs the AB86 Planning Grant. (Consortium is 8 unified school districts and Mt. SAC.) Adjusted the budget to use carry-over funding through December 2015 and to provide indirect to Mt. SAC as the fiscal agent. With regional steering committee, held a region-wide conference to share & celebrate achievements.	Unit: Partnership planning
		D. Cooperation/Collaboration

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Received approval for reorganization of division to address emerging needs, with a net gain of two associate deans (new positions) and one director (promotion of position). Presented positive fiscal implications of equalized CDCP rate starting 7/1/15.	Unit: Division Needs-Advocacy
		C. Secure Resources
Med	Working with grants office, Health Careers successfully won a grant from the Dorothy Rupe Foundation to fund additional Certified Nurse Assistant cohorts in 2015-16.	Unit: Division Needs-Facilities
		C. Secure Resources
Med	Received support for refurbishing and furnishing classroom 40-146 for primary use by ESL using bond funds. Room is to be ready for Fall 2015 classes.	Unit: Division Needs-Facilities
		C. Secure Resources
Med	Served on the state AB86 Work Group (continued from 13-14). Provided service as a reader/complier of submitted regional plans, work group panelist at conferences, and webinar presenter. Provided extensive behind-the-scences input to Chancellor's Office staff on various adult education issues in process.	Unit: Statewide Noncredit Advocat
		D. Cooperation/Collaboration
Med	Served as president of ACCE (Association of Community and Continuing Education) which provided two regional workshops and one state conference for the field. Testified to stat Joint Education Budget Committee on the collaborative planning done by the Mt. SAC region on adult education. Collaborated with lobbyists and colleagues to successfully eliminate aspects of 2015--16 Budget Trailer Bill proposed amendments that would be harmful to the community colleges.	Unit: Statewide Noncredit Advocat
		D. Cooperation/Collaboration
High	Submitted the Continuing Education Mid-Cycle Report to ACS-WASC and hosted a one-day visit. Grained reaffirmation.	Unit: ACS-WASC Mid-Cycle
		A. Academic Excellence
Priority	*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.*	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		Governor's proposed 2015-16 budget (proposed January 2015) and resulting political skirmishes affected adult education planning and regional dynamics. Consortium partnership and allocation of funds from Adult Education Block Grant will continue to challenge relationships while providing opportunity and funding for collaboration.	2015 Governor's Budget Proposal; legislative files, documents, and hearing.
Year	Add item	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		Anticipated implementation of increased/equalized apportionment for CDCP (as of 7/1/15) enabled planning for structural needs in Continuing Education.	2014 Budget Trailer Bill
Year	Add item	Retention and Success Data	Data Sources
2014-15		Retirement of dean as of 7/1/15 impacted planning in 14-15 including broader team involvement in deans' tasks.	*Cite Data Sources*
Year	Add item	Critical Decisions	Data Sources
2014-15		*Enter/Discuss Critical Decisions your Unit made this year. Add(+)rows for each item.*	*Cite Data Sources*
Year	Add item	Progress on Outcomes Assessment	Data Sources
2014-15		*Enter/Discuss your Unit progress on outcomes assessment and how it will inform your PIE Planning this year. Add(+)rows for each item.*	*Cite Data Sources*

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			$		Select Unit Goal
			Source 1		
	Plan Status	Select	Source 2		Select College Theme

SectionTwo

I. Planning Context - Unit Goals Assessed and Revised for: Continuing Education Division Office (CED)

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
Partnership planning	Complete and submit AB86 Regional Consortium plan. Prepare division & college for expansion.	D: Cooperation/Collaboration
Division Needs-Funding	Continue to advocate for division and adult education needs.	C: Secure Resources
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Statewide Noncredit Advoc	Continue to advocate for adult education and continuing education structures and students on a state level. Provide leadership to continuing educa tion practitioners.	D: Cooperation/Collaboration
ACS-WASC Mid-Cycle	Complete, submit Continuing Education Mid-Cycle Report, host visit, and earn reaffirmation.	A: Academic Excellence
Division Needs-Advocacy	Define a new goal appropriate to your Unit mission here.	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: Continuing Education Division Office (CED)

 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 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	Scantron supplies for portable Scantron use by CNA cohorts while active in the lab.	$ [ ] Source 1	Improved student preparation for clinical assignments resulting from immediate feedback from quizzes and tests during class/lab session. ($6,000 provided in one-time, year end funds.)	Unit: CNA Student Success
New	Projected Completion Select	Source 2	Person Responsible [ ]	B. Access and Success
Priority	Funding for external marketing for Short Term Vocational Classes	$ $6,000.00 Source 1	it is the Division's intent to grow noncredit vocational offerings. With the increase in the CDCP rate, there is more opportunity to expand these programs. There is a need to reach target student populations with alternative marketing strategies such as community mailers.	Unit: Division Needs-Funding
Status	Projected Completion Select	Source 2		B. Access and Success
			Person Responsible [ ]	

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	
Donna Burns	☑ Approve	*Add your name as contributing to this Unit PIE and check that you approve*	☑ 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