



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	Facilities Support	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Becky Mitchell	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	bmitchell@mtsac.edu ; Ext. 5175	☒ 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

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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: Facilities Support

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
SchoolDude Implementatic +	Implement the Maintenance Management System (SchoolDude)	C: Secure Resources
Appropriate Staffing	Increase staffing to provide the required level of support. (Ensure appropriate staffing to maintain necessary services and support critical functions to implement the college mission.)	C: Secure Resources
Develop Policies & Procedu +	Develop responsibilities, policies and procedures, including: general front office responsibilities, procedures for construction management, financial and purchasing activities.	C: Secure Resources

II. Notable Achievements for: Facilities Support

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	Went live to the campus with SchoolDude maintenance management system. Staff are using it for all new work orders and assisting select campus staff in entering work orders.	Unit: SchoolDude Implementation
		C: Secure Resources
Med	Provided training for Construction Management staff on fiscal processes related to requisitions and construction contracts.	Unit: Develop Policies & Procedure:
		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	The delay of State Capital Outlay Bonds, and the delay in selling Measure RR bonds as required revisions to Measure RR bond funding and schedules.		Bond Budgets
Year	<i>Add item</i>	Internal Conditions, Trends, or Impacts	Data Sources
2014-15	nsufficient department budgets leads to the inability to properly plan and budget for facilities maintenance. Ongoing expenses funded with one-time money.		Facilities Budgets
Year	<i>Add item</i>	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	<i>Enter/Discuss Critical Decisions your Unit made this year. Add(+)rows for each item.</i>		<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			\$		Select Unit Goal
			Source 1		
	Plan Status	Select	Source 2		Select College Theme

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: Facilities Support

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
SchoolDude Implementatic ⁺	Implement the Maintenance Management System (SchoolDude)	C: Secure Resources
Appropriate Staffing	Increase staffing to provide the required level of support. (Ensure appropriate staffing to maintain necessary services and support critical functions to implement the college mission.)	C: Secure Resources
Develop Policies & Procedu ⁺	Develop responsibilities, policies and procedures, including: general front office responsibilities, procedures for construction management, financial and purchasing activities.	C: Secure Resources
New Timekeeping System	Complete purchase, installation and training for staff with new Kronos timekeeping system to replace outdated timeclock system.	C: Secure Resources
Key Control	Assess and update key policies and procedures throughout campus	C: Secure Resources

II. Annual Implementation Plan for: Facilities Support

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	Implement new timekeeping system.		\$ 6,130.00	Provide digital time records for employee and supervisor access, and to take the place of paper timesheets to payroll. Save staff time with the deletion of the paper records. Provide up to date information to employee on leave balances.	Unit: New Timekeeping System
			Other - Add		
New	Projected Completion	2015-16	Source 2	Person Responsible	C. Secure Resources
				Becky Mitchell	

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	
Add your name as contributing to this Unit PIE and check that you approve	☐ 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