unitPIE

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 <u>Adobe Reader 10 or later.</u>

unitPIE

Planning for Institutional Effectiveness

Introduction

UNIT	SOCIOLOGY AND PHILOSOPHY	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	MARLENE GALLARDE	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	mgallarde@mtsac.edu / 3054	✓ 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.

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

I. Summary Context - Unit Goals for: SOCIOLOGY AND PHILOSOPHY

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
Scheduling	Create a more data supported schedule so that the sections and courses are meeting the needs of the students	A: Academic Excellence
Use of Data	Use data and outcomes to target courses with low enrollment and explore reasonable solutions related to pedagogy and curriculum, especially for Distance Learning courses	A: Academic Excellence
ADT	Develop the AA-T in Sociology. Develop the AA-T in Philosophy	A: Academic Excellence
C-ID	Submit all SAP courses to C-ID for approval	B: Access and Success
Dept Processes	Establish and implement clear policies and procedures for important and required faculty tasks such as scheduling and faculty evaluations	D: Cooperation/Collaboration
Communication	Improve effectiveness and consistency of dialogue between and among the HSS Division, the SAP Department Chair, SAP faculty (full- and part-time)	D: Cooperation/Collaboration
Campus Involvement	Engage faculty and students in department coordinated events	C: Secure Resources
POD	Maintain staff and faculty excellence through ongoing professional development	C: Secure Resources
Research	Promote undergraduate research	B: Access and Success
Student Success	Promote student success through personal and professional excellence	D: Cooperation/Collaboration

II. Notable Achievements for: SOCIOLOGY AND PHILOSOPHY

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	Department met with HSS Deans at the August 2014 department meeting to discuss enrollment patterns and how best to use the data available when creating future SAP schedules.	Unit: Scheduling
		A. Academic Excellence
Med	Quarterly emails were sent from SAP Dept. Chair Gallarde to all faculty (including adjuncts) to communicate HSS Division and SAP Dept matters.	Unit: Communication
		D. Cooperation/Collaboration
High	Faculty members Gallarde and Diem continued to work with HSS Asst Dean Velickovic to complete the proposal for both the AA-T in Sociology and the AA-T in Philosophy.	Unit: ADT
		A. Academic Excellence
High	Revised the existing teaching request and availability form with a clear deadline.	Unit: Dept Processes
		D. Cooperation/Collaboration
Med	Partnered with CSUF Sociology Department to coordinate the annual Mock Interview and Teaching Demonstration as well as with the Los Angeles Museum of the Holocaust to coordinate the annual Inspiring Hour with Dr. Henry Oster: Holocaust Survivor.	Unit: Campus Involvement
		C. Secure Resources
High	Chair Gallarde coordinated a SLO workshop in May for adjuncts	Unit: Use of Data
		A. Academic Excellence
Med	Faculty member Gallarde served on the Scholarship committee	Unit: Student Success
		D. Cooperation/Collaboration
Med	Faculty members Gallarde and Rillorta mentored two adjuncts under the Faculty Intern Program	Unit: POD
		C. Secure Resources
High	Dr. Rebecca Hatch continued working with undergraduate research by attending conferences for professional development, coordinating the annual research showcase and competition, and taking students to present their research at conference.	Unit: Research
		B. Access and Success

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Many department members attended conferences (including PSA, ASA, ISA)	Unit: POD
		C. Secure Resources
Med	Sociologist Hatch is club advisor for the Roosevelt Institute Campus Network; the club is doing a panel on Sexual Harassment and Assault on May 20.	Unit: Campus Involvement
		B. Access and Success
High	Chairperson Gallarde attended the 9th Annual International Conference on Sociology at the Athens Institute for Education and Research in Athens Greece, May 4 – 7.	Unit: POD
		C. Secure Resources
Med	Sociologist Stewart Thomas presented a workshop on Reflective Listening to the New Faculty Seminar on April 24, 2015	Unit: POD
		B. Access and Success
Med	Sociologist Stewart Thomas announced that she will be a reader at graduation.	Unit: Campus Involvement
		C. Secure Resources
Med	Sociologist Stewart Thomas attended the Sexual Harassment Seminar presented by Human Resources	Unit: POD
		C. Secure Resources
High	Dr. Hatch and her student to attended the National Undergraduate Research Conference in Spokane, WA.	Unit: Research
		A. Academic Excellence
Med	Sociologist Rillorta attended PSA in Santa Monica this past weekend. She presided over two sessions and really enjoyed the presentation on teaching at community colleges. This presentation was also attended by our adjuncts Karla Hernandez and Jessica Coronel.	Unit: POD
		C. Secure Resources
Med	Sociologist Stewart Thomas has been working with the student leader interested in having a Hijab Day	Unit: Campus Involvement
		B. Access and Success
High	Philosopher Diem Lane and Sociologist Rillorta applied and were granted sabbatical in 2015 – 2016	Unit: POD
		C. Secure Resources

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Sociologist Hatch coordinated the Undergraduate Research Showcase on April 21 and 22	Unit: Research
		B. Access and Success
High	On March 28, the Honors Student Research Conference was held at UCI; students from Sociologist Hatch and Rillorta's classes presented	Unit: Research
		B. Access and Success
Med	Sociologist Rillorta attended the Eastern Sociological Conference. Her daughter presented and even helped to coin a new term "Hyper Matching."	Unit: POD
		C. Secure Resources
Med	Sociologist Stewart Thomas submitted two proposals to POD: One for a certificate in Personal Management and one for a Seminar Series on Interpersonal Relations.	Unit: POD
		C. Secure Resources
Med	Sociologist Stewart Thomas participated in the on-campus March for Justice organized by the Black Student Caucus on Dec. 4	Unit: Campus Involvement
		C. Secure Resources
High	Our department created and approved Program Level Outcomes	Unit: Use of Data
		A. Academic Excellence
High	The Annual Human Trafficking Conference in November was a success, with over 500 in attendance	Unit: Campus Involvement
		A. Academic Excellence
Med	Sociologist Rillorta had an article published in the American Sociologist	Unit: POD
		C. Secure Resources
High	Sociologist Hatch served as a facilitator-in-training for SCCUR at the Social Science Division Institute in Florida March 13 - 15	Unit: Research
		B. Access and Success
Med	Sociologist Stewart Thomas presented her conflict resolution seminar to the Biology Department on October 23	Unit: POD
		C. Secure Resources

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
Med	Philosophers Diem-Lane and Lane were invited to be the plenary speakers at the Quantum and Nano Systems Application Conference in India in November	Unit: POD
		C. Secure Resources
Med	Michelle Stewart Thomas presented at Flex Day: Fight it? Flee it? or Face it? Understanding Your Conflict Management Style	Unit: POD
		C. Secure Resources
High	Honors students submitted six abstracts to the Southern California Conference on Undergraduate Research (SCCUR) and five of them were Sociologist Hatch's students	Unit: Research
		B. Access and Success
High	Sociologist Hatch served as the faculty advisor for the Roosevelt Institute Network	Unit: Research
		B. Access and Success
Med	Sociologist Stewart Thomas served on the Leadership Task Force	Unit: POD
		C. Secure Resources
Med	Adjuncts Brooke Tolmasov and Jessica Moss coordinated a work shop on teaching practices and outcomes. The goal is to offer opportunities for everyone to strengthen various areas of our pedagogy. Doing so can make teaching the same courses more interesting for us and more engaging for the students. One hope is that more engaging classes will yield stronger enrollment numbers.	Unit: Student Success
		B. Access and Success
High	Marlene Gallarde evaluated over 25 faculty members in the classroom	Unit: Dept Processes
		C. Secure Resources
High	Marlene Gallarde met with several adjuncts to discuss strategies for improvement	Unit: Dept Processes
		C. Secure Resources
Med	Faculty member Linda Rillorta served on the Sociology Scholarships committee and attended the Annual Scholarship Ceremony.	Unit: Campus Involvement
		B. Access and Success
Med	Faculty member Rebecca Hatch served as a reader for the Sociology Scholarships	Unit: Student Success
		B. Access and Success

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Faculty member Linda Rillorta has advised the Culture Shock club for fall and spring	Unit: Student Success
		B. Access and Success
High	Faculty member Charles McGruder has advised the Philosophy Club for fall	Unit: Student Success
		B. Access and Success

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	There is a lack of a research center or a centralized coordinator on campus. Disciplines engage in undergraduate research at varying levels.	Academic Senate Meeting, June 2015
2014-15	Faculty member Rebecca Hatch spends numerous hours weekly beyond her contract hours to meet with students and guide them in their research projects.	SOCIOLOGY
2014-15	Limited funding of conference and travel and professional development	POD
2014-15	Limited or unreliable technology in classrooms in 26 building.	Repair Rquests
2014-15	Limited classroom availability during the T/TH 945am-1110am time slot which is ideal for our Phil courses	Argos
2014-15	Limited space for adjunct faculty to meet with students	Facilities
2014-15	More demands on department chair with less or insufficient compensation	FA, Contract
2014-15	Changes in the adjunct faculty evaluation process three years in a row	FA, Contract
2014-15	H.8 Adjunct Summary changes in criteria are unclear and vague	FA, Contract
2014-15	More restrictions and compliance requirements for online classes without the staff support to help faculty in the transition	OLSC

Year	Add item — Internal Conditions, Trends, or Impacts	Data Sources
2014-15	Staffing: David Medina retired (Fall 2013); increased demand for SOC 5, increased demand for SOC 1, AD-T in Sociology will create more demand for specialized courses.	Argos/Enrollment for Fall 2014, Winter 2015, Spring 2015
2014-15	Several broken desks in the classrooms, missing instructor desk in 26A-3630, faculty rearranging classrooms.	Repair Requests from 2014-2015
2014-15	Enrollment Issues: Some courses and sections do not fill as quickly and are at risk of cancellation. Some faculty are limited to teaching in the evenings only, but student demand for evening philosophy courses is not as strong as previous years.	Argos/Enrollment for Fall 2014, Winter 2015, Spring 2015
2014-15	Facilities Issues: Many of sections are offered during prime times to meet student demand. However, the classrooms in 28B offer limited technology and create instructional barriers.	Argos/Enrollment for Fall 2014, Winter 2015, Spring 2015

Year	Add item — Retention and Success Data	Data Sources

2014-15	*Enter/Discuss Retention and Success Data that will inform your PIE Planning this year. Add(+)rows for each item.*	*Cite Data Sources*
Year	*Add item* Critical Decisions	Data Sources
2014-15	Increased focus on course offerings, focusing on core courses like SOC 1, SOC 5	Argos
2014-15	Limit Phil 9 course offerings to meet demand	Argos
2014-15	Rotate specialized courses to meet demand	Argos
2014-15	Participated in Honors Program Cohort	Argos
2014-15	Assign classes to adjuncts in the pool due to unfulfilled faculty position requests	Argos
2014-15	Requested two full time faculty positions	Argos
2014-15	Recruit more adjunct for sociology due to reassignment of faculty	Argos
Year	*Add item* Progress on Outcomes Assessment	Data Sources
2014-15	Created PLOs for Philosophy and Sociology	TracDat
2014-15	Facilitated adjunct outcomes department meeting in May 2015 to review outcomes	SAP
2014-15	Will assess SOC 36 in Summer 2015	SAP, TractDat
2014-15	Communicate and facilitate the inclusion of outcomes on all faculty course syllabi	SAP

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
High			$		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: SOCIOLOGY AND PHILOSOPHY

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).*

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II. Annual Implementation Plan for: SOCIOLOGY AND PHILOSOPHY

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	Hire full-time faculty for sociology		$ ☐ Staffing	Update the Request to Fill with current enrollment data, staffing data, and outcomes data		Unit: Use of Data
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible	Marlene Gallare	C. Secure Resources
High	Seek reassign time for an undergraduate research coordinator		$ ☐ Staffing	This position will provide the college and students with coordination of research activities on and around campus, research guidance and mentorship for students and faculty, and ⊞		Unit: Research
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible	Marlene Gallarde	B. Access and Success
High	Request and acquire reassignment time for a faculty mentor		$ ☐ Staffing	This position will evaluate adjunct faculty and work with them on areas of improvement to increase student success, retention, and teaching effectiveness.		Unit: Student Success
Ongoing	Projected Completion	Select	Source 2	Person Responsible		B. Access and Success

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?

Email department chairs directly with the most current form and updates.

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	
Marlene Gallarde	☑ 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