



unit **PIE**

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

Planning for Institutional Effectiveness

Introduction

- I. Unit Information
- II. Institutional Mission
- III. Unit Mission
- IV. College Themes and Goals

Section One

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

- I. Summary Context: Unit Goals
- II. Notable Achievements
- III. Tracking External/Internal Conditions, Trends, Impacts, Retention & Success, Critical Decisions and Outcomes Assessment
- IV. Alignment and Progress on Unit and College Goals: Closing the Loop

Section Two

Where We Are Going: Planning for the Next Three Years, 2015-16, 2016-17, 2017-18

- I. Planning Context: Unit Goals Assessed and Revised
- II. Annual Implementation Plan
- III. Resources Identified in Relation to Planning

Section Three

Recommendations for Improving the Planning Process

NOTE: This PIE Form is optimized to be used in Acrobat or [Adobe Reader 10 or later](#).



Planning for Institutional Effectiveness

Introduction

UNIT	Biology	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	David Mirman	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	dmirman@mtsac.edu / 4013	<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

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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: Biology

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
Academic excellence	1. Maintain quality of instruction as the department makes use of new facilities (including the Meek collection, exploratorium, Greenhouse, expanded Wildlife Sanctuary, Biology museum) and responds to enrollment pressures. 2. Improve orientation, training and mentoring of adjunct faculty. For example, institution of annual anatomy training program to include proper use and care of the cadavers.	A: Academic Excellence
Learning styles and tech	3. To address the needs of students with different learning styles by integrating models, technology, specimens, etc. into our courses as appropriate.	C: Secure Resources
Anatomy success	4. Increase student success in our lower performing classes: Anat 10A and Anat 35.	B: Access and Success
Basic skills	5. Improve student instruction in basic skills for success in the sciences, for example by keeping the Biology Resource Room open and by offering Bio 50 again.	B: Access and Success
Anthropology	6. To prepare Anthropology students with knowledge and skills needed for success, especially in transferring to 4-year Anthropology degree programs.	A: Academic Excellence
Histotechnology	7. To offer exemplary training of entry level histotechnicians thereby helping California histology industry which currently suffers from an insufficient number of histotechnicians.	A: Academic Excellence
Biophilia	8. Promote increased biophilia and a more robust scientific literacy among the public.	D: Cooperation/Collaboration
Public Health	9. Develop certificate and/or degree in public health.	A: Academic Excellence
Assessment	10. Continue assessment of course SLOs for all courses in the department, on the college's schedule.	A: Academic Excellence
Outreach and career educa	11. Support the TPI Debbie Day science fair, and Caduceus Pre-Health professions conference.	B: Access and Success

II. Notable Achievements for: Biology

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	Health careers outreach day served 280 high school students including 4 high school health academies, program included suturing, campus tours, histotechnology lab tour, anatomy lab tour, viewing of "Parallel Existence" film	Unit: Outreach and career education
		D. Cooperation/Collaboration
Priority	Dr. Debbie Boroch Discovery Day served 200 students and their parents. They came from 82 different schools along with 18 home schoolers and 1 girl scout. The schools' locations ranged all the way from Sun Valley and Tujunga to Lake Arrowhead, Hesperia and even Placerville! (Along with the local schools around Mt SAC, of course, such as Walnut, Rowland Hts, Diamond Bar, Glendora and Azuza.)	Unit: Outreach and career education
		D. Cooperation/Collaboration
Priority	Caduceus club pre-health professions conference had 700 attendees, 115 speakers including science sessions	Unit: Outreach and career education
		A. Academic Excellence
Priority	Earth week events included 3 speakers in the Wildlife Sanctuary speaking to 280 people	Unit: Biophilia
		D. Cooperation/Collaboration
Priority	Bio resource room continues to be well utilized, especially by anatomy students. The department obtained two new microscopes for student use which have been well received by the students using the resource room.	Unit: Learning styles and tech
		B. Access and Success
Priority	Meek exhibit and Exploratorium were visited by estimated 5,000 people. Classes using the facilities included Astronomy, Biology 1, 2, 3, 17, 25, Geology, Speech and Art. The facilities were opened for the following special events: Chemistry (Mole Day), Debbie Boroch Science Day, Alumni Day, Classified Appreciation Week, Telescope Nights, and Grant – Summer Science Exploration Experience. Visitors also included a mammology class from Cal Poly Pomona and a 3rd grade class from Oak Mesa Elementary School of Bonita Unified School District. \$5,000 of taxidermy services were obtained for needed repairs of the Meek collection and Biology Department Museum.	Unit: Outreach and career education
		D. Cooperation/Collaboration
Priority	"Parallel Existence" film comparing the lives of two smokers of the same age, one who quit smoking and one who did not, was shown on May 21st to about 200 students.	Unit: Public Health
		D. Cooperation/Collaboration
Priority	Science alliance met in the Fall and Spring to obtain student input on what they want in the STEM center, arranged for speaker Dr. Jimmy Hernandez to talk about science careers on May 12th.	Unit: Academic excellence
		A. Academic Excellence

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
Priority	Bio 25 Conservation Biology was offered for the first time this Spring. Twenty-two students enrolled.	Unit: Academic excellence
		A. Academic Excellence
Priority	CID submissions included Anth1, 1L, 1H, 3 and 22 (TK check 5/22), Anat 10A and 10B (both approved conditionally), and Bio 8 (was not approved).	Unit: Academic excellence
		B. Access and Success
Priority	Micro 26 Immunology was taught for the first time this past summer, and again in the Fall and Winter semesters. It was offered in distance learning format Summer and Winter and traditional format in Fall.	Unit: Academic excellence
		A. Academic Excellence
Priority	AAT Anth in development, needs Anth 1 curriculum updated for conditional CID approval then the degree can be put through	Unit: Anthropology
		B. Access and Success
Priority	Anth 4, an archeology class to replace Anth 3 but now includes a lab, was approved by EDC. This class was designed to match the state CID descriptors for Archeology.	Unit: Anthropology
		B. Access and Success
Priority	An application to the state pilot program for bachelor's degree was submitted. The proposal was to develop a Histotech balchelor's degree. It would be only the third such degree in the nation.	Unit: Histotechnology
		A. Academic Excellence

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		<ol style="list-style-type: none"> 1. Improved college budgets have allowed continued growth, letting us come closer to meeting student demand for our courses. 2. The teaching of evolutionary biology continues to be challenged by creationists, including those ascribing to intelligent design. Other tenets of biology such as the safety and efficacy of vaccines and climate change are being challenged by other pseudoscientific beliefs. 3. Global biological changes require increased biophilia and a more robust scientific literacy among the public. 4. Prolonged regional drought conditions are requiring improved public education regarding water conservation. 	Annual budgets, science stories in the mainstream media
Year	Add item	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		<ol style="list-style-type: none"> 1. Though we have been able to restore sections lost due to the state budget crisis, we still have many courses which cannot meet student demand. In some cases, we are at or approaching capacity due to limited lab space. 2. Despite restoration of the instructional equipment process, instructional equipment funding has fallen behind instructional equipment needs. In particular, the lack of a process for replacing aging technology such as classroom computers is an ongoing problem. 3. Our department is unwilling to sacrifice quality to meet enrollment demands. So far we have been able to find top quality adjunct faculty. With the increasing number of full-time openings this may become a greater problem in the near future. 4. Turnover continues to be a problem with our 49% time lab-tech position. Each time someone leaves, it takes many months before the position is approved to fill and a replacement is found, and then the new person needs to be trained. This is an added burden to our full-time lab techs each time this occurs. 5. Funding for SI positions has not been sufficient to meet the number of sections that could benefit greatly from having an SI. Even if the SIs are limited to courses with lower success rates, this remains true. 6. Department student worker (TK check budget name) budget has fallen behind department needs due to growth in sections of courses that benefit from TAs, addition of the need for student workers to staff the Meek collection and to institutionalize the staffing of the Biology Resource Room. 7. Building 60 was recently painted and hot water was placed in our bathrooms. But buildings 60, 61, 7 and 11 continue to have insufficient custodial support for day-to-day cleaning. E.g. floors not swept, trash not emptied. 8. There is insufficient evening and weekend IT support for faculty and students 9. Media services support has improved but is still not up to past standards. 10. Support for attending conferences has improved due to Increased travel funds in FPDC. 11. The Wildlife Sanctuary has tripled in size, but has not received an increase in staff support or budgetary support. 	<ol style="list-style-type: none"> 1. enrollment data 2. unfulfilled instructional equipment requests 3. No classes have been canceled due to staffing even while we have grown 4. Employment record of this position 5. Number of unstaffed SI requests 6. annual budget, section numbers of Bio 2, 3 offered 7. Anecdotal 8. Anecdotal 9. Anecdotal 10. FPDC budgets, anecdotal from those applying for conference support 11. Wildlife Sanctuary boundaries and budgets
Year	Add item	Retention and Success Data	Data Sources

2014-15	Anatomy 10A success rate had fallen to 37% in Spring 2012. It spiked up to 62% the next semester, was 50-55% for three semesters in a row, and then fell again to 35% in Fall 2014. Even at 50% it was the lowest success rate course in our department.	ARGOS grade distributions.
2014-15	HT graduation and success rates TK	<i>Cite Data Sources</i>
Year	<i>Add item</i> Critical Decisions	Data Sources
2014-15	We applied to the state bachelor's degree pilot program to develop a bachelor's degree in Histotechnology (B.S. Histotechnology). If approved this would be the only such program in the state. This proposal was not approved.	Distribution of HTL programs in the country, employer survey, HT graduate survey
2014-15	Bio 34L will be moved from Fall to Spring for 2015-2016 to see if we can increase its enrollment. Many students take Bio 34 near the end of their time at Mt. SAC, and by having the class in Spring we hope to capture Fall and Spring Bio 34 lecture students. When the 34L lab class was in the fall, it attracted almost no students from the previous Spring, we believe because many of them were no longer at Mt. SAC the following Fall.	Bio 34L enrollment history
2014-15	We added (or will add in summer and Fall) sections of Anth 1L, 22, Bio 1, 2, 3, 6, 8, 20 Micr 22 based largely on enrollment demand data.	Apex decision support enrollment data.
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	Department has fallen behind on SLOs over the past 2 years. Department chair is planning to teach one less class Spring next year and will increase his leadership in this area next year.	<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
High	16 Advanced Human Physiology Teaching Kits		\$ \$63,916.73	Training on the iWorx system is pending.	Unit: Learning styles and tech
			Instr. Equipment		C. Secure Resources
	Plan Status	Select	Source 2		
High	16 HP Elite 850 Laptops Computers		\$ \$19,565.93	Training on the iWorx system is pending.	Unit: Learning styles and tech
			Instr. Equipment		C. Secure Resources
	Plan Status	Select	Source 2		
High	Gel Doc System w/ Sample Trays		\$ \$8,382.80	Bio 8 lab has used the Gel Doc. Bio 34L was not offered this semester. In Bio 8 lab there has been a savings of class time needed for imaging and analyzing results. Bio 8 faculty will meet to discuss whether there is enough time savings to add curricula. Image quality for GMO lab has improved. Bio 8 faculty are working with lab techs this summer to see if the superior imaging abilities of the Gel Doc will allow us to replace the carcinogen ethidium bromide with a safer alternative for DNA staining in the GMO lab.	Unit: Learning styles and tech
			Instr. Equipment		C. Secure Resources
	Plan Status	Select	Source 2		
Med	TRUE-T-23 Refrigerator for Microbiology		\$ \$2,212.70	All the Micro cultures can fit into our refrigerators now, making storage safer and more convenient.	Unit: Academic excellence
			Instr. Equipment		A. Academic Excellence
	Plan Status	Select	Source 2		
Med	Color printer replacement		\$	NSD obtained a replacement color printer for us when ours failed. This has allowed us to continue printing color images for Bio 2 lab and other cases where color images are needed.	Unit: Learning styles and tech
			Source 1		C. Secure Resources
	Plan Status	Complete	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: Biology

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
Academic excellence	1. Maintain quality of instruction as the department makes use of new facilities (including the Meek collection, exploratorium, Greenhouse, expanded Wildlife Sanctuary, Biology museum) and responds to enrollment pressures. 2. Improve orientation, training and mentoring of adjunct faculty. For example, institution of annual anatomy training program to include proper use and care of the cadavers.	A: Academic Excellence
Learning styles and tech	3. To address the needs of students with different learning styles by integrating models, technology, specimens, etc. into our courses as appropriate.	C: Secure Resources
Anatomy success	4. Increase student success in our lower performing classes: Anat 10A and Anat 35.	B: Access and Success
Basic skills	5. Improve student instruction in basic skills for success in the sciences, for example by keeping the Biology Resource Room open and by offering Bio 50 again.	B: Access and Success
Anthropology	6. To prepare Anthropology students with knowledge and skills needed for success, especially in transferring to 4-year Anthropology degree programs.	A: Academic Excellence
Histotechnology	7. To offer exemplary training of entry level histotechnicians thereby helping California histology industry which currently suffers from an insufficient number of histotechnicians.	A: Academic Excellence
Biophilia	8. Promote increased biophilia and a more robust scientific literacy among the public.	D: Cooperation/Collaboration
Public Health	9. Develop certificate and/or degree in public health.	A: Academic Excellence
Assessment	10. Continue assessment of course SLOs for all courses in the department, on the college's schedule.	A: Academic Excellence
Outreach and career education	11. Support the TPI Debbie Day science fair, and Caduceus Pre-Health professions conference.	B: Access and Success

II. Annual Implementation Plan for: Biology

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	Ag department obtain chipper/shredder		\$ \$30,000.00	Assist Biology department in maintaining Wildlife Sanctuary		Unit: Outreach and career edu
			Instr. Equipment			
Status	Projected Completion	Select	Source 2	Person Responsible	Craig Petersen	C. Secure Resources
Med	Obtain additional gel boxes		\$ \$6,000.00	Student results in Bio 4 would be more consistent, more students could load gels simultaneously saving class time.		Unit: Academic excellence
			Instr. Equipment			
New	Projected Completion	Select	Source 2	Person Responsible	quote from Donna Lee, Cindy Shannon	A. Academic Excellence
Priority	Have a back-up way to print if department printer goes down		\$	Faculty will be able to print tests and handout originals if the mailroom printer goes down.		Unit: Academic excellence
			Source 1			
Status	Projected Completion	Select	Source 2	Person Responsible	David Mirman	C. Secure Resources
High	Anatomy camera		\$ \$6,223.50	Students could be shown what structures look like so they could better find them on their own scopes and possibly learn histology better.		Unit: Anatomy success
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Melissa Presch/Sarah Scott	B. Access and Success
High	improve wi-fi quality in all 4 NSD buildings and added to the Wildlife Sanctuary.		\$ \$12,000.00	Bio 8 and 34L students would waste less lab time and learn bioinformatics better. Instructors may use more animations and videos in class helping students learn all subjects better.		Unit: Academic excellence
			Facilities Mod			
Status	Projected Completion	Select	Source 2	Person Responsible	David Mirman	C. Secure Resources
Priority	Improved custodial support for science complex		\$	Buildings would look cleaner and nicer, making Mt. SAC a more inviting place, improving student retention and our ability to attract donors.		Unit: Academic excellence
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	C. Secure Resources
Priority	Convert half-time lab tech to full-time		\$	Improved lab tech support would allow more growth of sections, and more development of new curriculum.		Unit: Academic excellence
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence

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	full-time cultural anthropologist		\$ <input type="text"/>	Quality of instruction in Anth 1, 5 and 22 could be improved. Anth 5 and 22 might be able to grow further. Anth majors interested in cultural Anthropology would receive better advising.		Unit: Anthropology
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence
Med	department chair clerical support		\$ <input type="text"/>	Adjunct evaluations would be tracked better, resulting in less late evaluations and less missed evaluations. Dept meeting minutes would be distributed more promptly. Adjunct candidates would +		Unit: Academic excellence
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence
High	NSD clerical support		\$ <input type="text"/>	Students would receive more accurate information. Faculty would receive faster response times. Chairs would be less overworked. Adjunct evaluations would be in a more timely and more +		Unit: Academic excellence
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence
Priority	There needs to be an easy way to share large files with students and with other faculty through the portal.		\$ <input type="text"/>	Proofreading of Biology schedule would be improved. Students would be better able to access course materials.		Unit: Academic excellence
			Source 1			
Status	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence
Priority	Obtain 6 dissecting microscopes for Anatomy 35 lab		\$ <input type="text" value="\$3,600.00"/>	Students see specimens better and possibly learn histology better.		Unit: Anatomy success
			Instr. Equipment			
New	Projected Completion	Select	Source 2	Person Responsible	Melissa Presch/A+P group	B. Access and Success
Priority	The college lacks a college hour.		\$ <input type="text"/>	Meetings would be planned more easily. Faculty participation in college committees might become more broadly based.		Unit: Academic excellence
			Source 1			
Status	Projected Completion	Select	Source 2	Person Responsible	Chris Briggs	A. Academic Excellence
Med	Spectrophotometer than can detect DNA (can go down to 200 nm)		\$ <input type="text" value="\$6,828.00"/>	This would let Micro 1, Bio 8 and Bio 34L improve some of the lab exercises. Bio 34L dropped half a lab topic on DNA quantification because the methods we are using without the spec were not +		Unit: Learning styles and tech
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Carmen Rexach/David Mirman	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
High	Wildlife Sanctuary irrigation system		\$ <input type="text"/>	Plants would not die.		Unit: Biophilia
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	<input type="text" value="Craig Petersen"/>	C. Secure Resources
Med	13 microscopes for microbiology		\$ <input type="text" value="\$16,900.00"/>	Micro 22 students would not be distracted by ocular micrometers. Would also make more quality microscopes available for the resource room/STEM center by domino effect.		Unit: Academic excellence
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	<input type="text" value="Cindy Anderson/Carmen Rexach"/>	C. Secure Resources
Med	surgical lighting for cadaver lab		\$ <input type="text" value="\$3,000.00"/>	Improve safety and quality of dissections in Anat 40A and 40B, cadavers used in Anat 10A and 35.		Unit: Academic excellence
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	<input type="text" value="Carmen Rexach/Virginia Pascoe"/>	C. Secure Resources
Low	Archaeology shed for Anth 4		\$ <input type="text" value="\$3,500.00"/>	New curriculum for Anth 4 lab would be possible.		Unit: Anthropology
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	<input type="text" value="Betsy Lawlor"/>	C. Secure Resources
Med	plastinated cats		\$ <input type="text" value="\$6,000.00"/>	Reduce ongoing costs of cats for dissection with one-time cost of plastinated cats for Anat 10A		Unit: Anatomy success
			Source 1			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	<input type="text" value="Loni Nguyen/Sarah Scott"/>	C. Secure Resources
Med	Museum specimens, large skulls		\$ <input type="text" value="\$10,731.00"/>	Complete museum biodiversity collection to improve instruction of Bio 2.		Unit: Academic excellence
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	<input type="text" value="Mark Cooper"/>	C. Secure Resources
High	Cantilever racks for cadavers		\$ <input type="text" value="\$4,000.00"/>	More students in Anat 10A and Anat 35 would be able to see more systems on the cadavers.		Unit: Anatomy success
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	<input type="text" value="Carmen Rexach/Virginia Pascoe"/>	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
Low	2 ergometric exercise bicycles		\$ <input type="text"/>	Support expanded curriculum in exercise physiology for Anat 36.		Unit: Academic excellence
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Virginia Pascoe/Alison Chaimberlain	C. Secure Resources
Low	additional iClicker sets		\$ <input type="text" value="\$3,000.00"/>	Make iclickers available to more instructors. Increase student engagement in class.		Unit: Learning styles and tech
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Cindy Anderson	B. Access and Success
High	Wildlife Sanctuary Technician		\$ <input type="text"/>	Provide a more skilled worker and one who could be trained and then stay in the position longer, as opposed to hourly student workers who have low levels of training and high turnover.		Unit: Biophilia
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Craig Petersen	D. Cooperation/Collaboration
High	staff for STEM/Resource room		\$ <input type="text"/>	Make models and microscopes available to students outside of class. Make group studying on campus more convenient. Make more interdepartmental connections.		Unit: Learning styles and tech
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Tim Revell	B. Access and Success
High	Student workers for Meek collection		\$ <input type="text"/>	Allow the student body and the public to view this 1.5 million dollar collection.		Unit: Outreach and career edu
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Mark Cooper	D. Cooperation/Collaboration
High	Increase funding for SI program		\$ <input type="text"/>	Hiring more SIs would increase student success in more sections.		Unit: Learning styles and tech
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	B. Access and Success
High	increase department student worker budget		\$ <input type="text"/>	To support growth in sections, increasing student success in Bio 2 and 3, possibly also Bot 3 and Micr 22.		Unit: Learning styles and tech
			Source 1			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	B. Access and Success

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	clerical support for annual pre-health conference		\$ <input type="text"/>	Reduce work load on volunteer club coordinator and on club officers, possibly increase class performance of club officers, possibly expand the conference attendance and prestige.		Unit: Outreach and career edu
			Staffing			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Carmen Rexach	D. Cooperation/Collaboration
Med	Adjunct mentor release time		\$ <input type="text"/>	Increased adherence to college policies by adjunct faculty. Increased adherence to course outlines by adjunct faculty. Better work environment for new adjunct faculty. Reduced student +		Unit: Academic excellence
			Source 1			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence
High	Repair Wildlife Sanctuary sink hole		\$ <input type="text"/>	Safety, prevention of future disaster (erosion threatens college utilities like gas and internet lines)		Unit: Biophilia
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Craig Petersen	D. Cooperation/Collaboration
High	New lab rooms for Microbiology and Physiology		\$ <input type="text"/>	To allow these courses to expand and to meet student demand: Anat 10B, Anat 36, Bio 4, 8, 34L, Micro 1 and 22		Unit: Academic excellence
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence
Med	Better soap dispensers for building 60 labs		\$ <input type="text"/>	Soap will be available for students to wash their hands in lab.		Select Unit Goal
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Donna Lee	Select College Theme
Med	Decide who is responsible for cleaning building exteriors		\$ <input type="text"/>	Building exteriors will be cleaned.		Unit: Academic excellence
			Source 1			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	D. Cooperation/Collaboration
High	building 60 projector screens not well mounted and can fall off		\$ <input type="text"/>	No one will be injured by falling projectors and students will be able to see digital projections in class.		Unit: Academic excellence
			Facilities Mod			
Status	Projected Completion	Select	Source 2	Person Responsible	Deidre Vail	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
Med	buidling 61 women's restroom fan not working		\$ <input type="text"/>	Restroom will have adequate ventilation.		Unit: Academic excellence
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Betsy Lawlor	C. Secure Resources
High	change signage at bus pick up area by PAC		\$ <input type="text"/>	Field trips will be able to leave on time. No one will be injured or killed in traffic accidents.		Select Unit Goal
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	Select College Theme
High	signage discourage drop offs in small faculty parking lot		\$ <input type="text"/>	No one will be injured or killed in traffic accidents, traffic will flow better.		Unit: Academic excellence
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	C. Secure Resources
Med	Anatomy labs too cold, air blowing at 52F		\$ <input type="text"/>	Students and faculty will be more comfortable, college will save money on electricity.		Unit: Anatomy success
			Facilities Mod			
New	Projected Completion	Select	Source 2	Person Responsible	Melissa Presch/Sarah Scott	B. Access and Success
High	Meek collection needs humidifier		\$ <input type="text" value="\$75,000.00"/>	1.5 million dollar collection will suffer less damage		Unit: Outreach and career edu
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Mark Cooper	D. Cooperation/Collaboration
High	Some doors of buildings 60 and 61 do not automatically open in the morning		\$ <input type="text"/>	Students will be able to attend class on time.		Unit: Learning styles and tech
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	B. Access and Success
Med	Hallway seating in building 60 (of allowed by fire code) or more outdoor seating in NSD complex/courtyard		\$ <input type="text"/>	Students sit in the halls with their legs blocking peoples movement, benches would allow a clear path for walking and make waiting students more comfortable (if allowed by fire code)		Unit: Learning styles and tech
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Chris Briggs	B. Access and Success

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	Process to replace classroom computers sets, class set needed now for majors biology lab (60-2628)		\$ \$16,450.50	Bio 4, 8 and 34L will not waste time due to computer issues. Bio 8 and 34L students will learn bioinformatics better.		Unit: Learning styles and tech
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	C. Secure Resources
High	digital projector lightbulbs		\$	Faculty will continue to be able to project powerpoint and other images in class to promote student learning.		Unit: Academic excellence
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	C. Secure Resources
High	Faculty computer replacements		\$	Aging computers fail and need replacement		Unit: Academic excellence
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence
High	maintenance of projectors and digital projector wiring		\$	Faculty will continue to be able to project powerpoint and other images in class to promote student learning.		Unit: Academic excellence
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence
Low	21 GIS software licenses		\$	New curriculum for Anth 4 will be able to be offered.		Unit: Academic excellence
			Instr. Equipment			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Betsy Lawlor	A. Academic Excellence
Med	Meek collection website		\$	More of the student body and the public will be aware of the collection and the collection will have more visitors.		Unit: Outreach and career edu
			Source 1			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Mark Cooper	D. Cooperation/Collaboration
High	Anatomy cadaver training		\$	Cadavers are handled and cared for properly.		Unit: Anatomy success
			Prof. Development			
Status	Projected Completion	Select	Source 2	Person Responsible	Carmen Rexach/ Virginia Pascoe	A. Academic Excellence

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
Low	GIS software training		\$ <input type="text"/>	Anth 4 instructor will be able to teach new curriculum.		Unit: Anthropology
			Prof. Development			A. Academic Excellence
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Betsy Lawlor	A. Academic Excellence
Med	Bio 1 adjunct training		\$ <input type="text"/>	Improved quality of instruction in Bio 1 lab, improved consistency between sections and adherence to course outline.		Unit: Academic excellence
			Prof. Development			A. Academic Excellence
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Tim Revell/Karyn Kakiba-Russell	A. Academic Excellence
Med	Anth 1 lab adjunct faculty training		\$ <input type="text"/>	Specimens are properly handled and cared for.		Unit: Anthropology
			Source 1			A. Academic Excellence
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Frances Borella	A. Academic Excellence
Med	Bio 50 student success data		\$ <input type="text"/>	If Bio 50 is effective, offer more sections of Bio 50. If not, not.		Unit: Assessment
			Research			A. Academic Excellence
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Loni Nguyen	A. Academic Excellence
Med	HT program needs updated electronic brochure, newsletter, and NSH career brochure		\$ <input type="text"/>	HT advisory committee recommendation will be met.		Unit: Outreach and career edu
			Other - marketing			B. Access and Success
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Jennifer MacDonald	B. Access and Success
Med	Debbie Boroch Science Day marketing		\$ <input type="text"/>	More students from more schools will be made aware of the event, early registration will increase, possibly attendance will increase.		Unit: Outreach and career edu
			Other - marketing			D. Cooperation/Collaboration
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Cindy Shannon	D. Cooperation/Collaboration
High	Wildlife Sanctuary fencing and new specimens		\$ <input type="text"/>	Formalize the boundaries of the expanded sanctuary, enhance its use in teaching, and protect the sanctuary from vandalism/misuse.		Unit: Biophilia
			Facilities Mod			D. Cooperation/Collaboration
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Craig Petersen	D. Cooperation/Collaboration

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	Grounds plantings		\$ <input type="text"/>	Pond creatures will not die, possibly reducing expenditures on live specimens. Instruction in Bio 2 and 3 will be improved.		Unit: Academic excellence
			Facilities Mod			
Ongoing	Projected Completion	Select	Source 2	Person Responsible	Mark Cooper	A. Academic Excellence
Priority	Articulated female skeletons for Bio 1		\$ <input type="text" value="\$4,500.00"/>	Students would learn skeletal anatomy and male/female skeletal differences better.		Unit: Learning styles and tech
			Instr. Equipment			
New	Projected Completion	Select	Source 2	Person Responsible	Deidre Vail	C. Secure Resources
Priority	2 exploded skulls for Anat 10A, Anat 35		\$ <input type="text" value="\$16,000.00"/>	Students would learn skeletal anatomy better		Unit: Anatomy success
			Instr. Equipment			
New	Projected Completion	Select	Source 2	Person Responsible	Melissa Presch	B. Access and Success
Priority	Replace networked printer in our mailroom		\$ <input type="text" value="\$1,000.00"/>	Faculty will continue to be able to print test and handout originals.		Unit: Academic excellence
			Source 1			
New	Projected Completion	Select	Source 2	Person Responsible	David Mirman	C. Secure Resources
Priority	Replace classroom computers (for instructors) desktops 7-1104, 1120, 12105, 1209, laptops 60-2503, 2511, 2515, 2522		\$ <input type="text" value="\$7,600.00"/>	Faculty will continue to be able to project powerpoint and other images in class. IT will be able to maintain computers.		Unit: Learning styles and tech
			Instr. Equipment			
New	Projected Completion	Select	Source 2	Person Responsible	David Mirman	C. Secure Resources
Priority	Replace classroom computers in 7-1121 and 60-2506		\$ <input type="text" value="\$27,500.00"/>	Students will continue to be able to use computers in lab. IT will be able to maintain computers.		Unit: Learning styles and tech
			Source 1			
New	Projected Completion	Select	Source 2	Person Responsible	David Mirman	C. Secure Resources
High	Full-time faculty member to teach general biology for non-majors		\$ <input type="text"/>	Improve quality of instruction in Bio 1, allow additional growth of Bio 1 to meet student demand.		Unit: Academic excellence
			Source 1			
New	Projected Completion	Select	Source 2	Person Responsible	David Mirman	A. Academic Excellence

Priority for Manager Summary	Plans, Activities, or Interventions		Resources Needed <i>(if any)</i>	Expected Outcomes / Criteria for Success (Resource requests should be based on outcomes assessment)		Connected Unit Goal/ College Theme
Low	Full-time faculty member to teach major's biology		\$ <input type="text"/>	Improve quality of instruction in Bio 4, allow additional growth of major's classes (Bio 2, 4, 8?).		Unit: Academic excellence
			Source 1			
New	Projected Completion	<input type="text" value="Select"/>	Source 2	Person Responsible	<input type="text" value="David Mirman"/>	A. Academic Excellence

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?

I don't think we've been given annual budgets lately, in most cases the budgets amounts have not changed, but I think that should be given out annually to chairs.

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

It would be nice if the implementation plan could roll-over to the rough draft for next year, so that the items that are not completed don't have to be data entered again each year. Because my department is so large and contains many disciplines and facilities, it would be nice to be allowed to have more than 10 goals. With the limit of 10, I had to make the goals more like themes. Pull-down menus for unit goals and college themes are user friendly but as I said in past PIE reports, when the goals and themes are broad enough, anything a reasonable person will come up with as a goal is going to fall under one of the goals and themes and adding those post facto doesn't have any value to me. Also many times full under more than one goal or theme.

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

Contributer		Contributer	
David Mirman	<input checked="" type="checkbox"/> Approve	Cindy Anderson	<input checked="" type="checkbox"/> Approve
Frances Borella	<input checked="" type="checkbox"/> Approve	Chris Briggs	<input checked="" type="checkbox"/> Approve
Alison Chamberlain	<input checked="" type="checkbox"/> Approve	Mark Cooper	<input checked="" type="checkbox"/> Approve
Lynda Hoggan	<input checked="" type="checkbox"/> Approve	Karyn Kakiba-Russell	<input checked="" type="checkbox"/> Approve
Janine Kido	<input checked="" type="checkbox"/> Approve	Betsy Lawlor	<input checked="" type="checkbox"/> Approve
Jennifer MacDonald	<input checked="" type="checkbox"/> Approve	Beta Meyer	<input checked="" type="checkbox"/> Approve
Loni Nguyen	<input checked="" type="checkbox"/> Approve	Virginia Pascoe	<input checked="" type="checkbox"/> Approve
Craig Petersen	<input checked="" type="checkbox"/> Approve	Melissa Presch	<input checked="" type="checkbox"/> Approve
Tim Revell	<input checked="" type="checkbox"/> Approve	Carmen Rexach	<input checked="" type="checkbox"/> Approve

Contributer		Contributer	
Sherry Schmidt	<input checked="" type="checkbox"/> Approve	Sarah Scott	<input checked="" type="checkbox"/> Approve
Cindy Shannon	<input checked="" type="checkbox"/> Approve	Deidre Vail	<input checked="" type="checkbox"/> Approve
Carola Wright	<input checked="" type="checkbox"/> Approve	<i>Add your name as contributing to this Unit PIE and check that you approve</i>	<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