



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](#).



unit PIE

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

Planning for Institutional Effectiveness

Introduction

UNIT	CalWORKs	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Stephen Brown	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	sbrown73@mtsac.edu/ ext. 5391	<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning

Your Unit Program Review will be recorded on this form summarizing the current year and documenting planning for the next three-year cycle. **Please remember** that all outcomes assessment work should be recorded in TracDat (<http://tracdat.mtsac.edu/tracdat>) in order for your assessment work to best contribute to institutional reports. Outcomes assessment work may include courses, programs, direct and indirect services, organizational structure, structural elements, and institutional outcomes. Respond to only the outcomes categories or types that apply to your unit.

Institutional Planning Framework

The college is unified through its demonstrated connection to the mission. Driven by the California Master Plan for Higher Education, revised by the President's Advisory Council, and approved by the Board of Trustees, it informs all planning and assessment.

Institutional Mission

The mission of Mt. San Antonio College is to support students in achieving their full educational potential in an environment of academic excellence.

Unit Mission

Enter your Unit mission statement here if applicable

College Themes and Goals

College themes and goals allow the campus to focus on critical issues. Articulated by the President's Advisory Council and approved by the Board of Trustees, they guide institutional planning and assessment processes.

Theme A: To Advance Academic Excellence and Student Achievement

- College Goal #1 The college will prepare students for success through the development and support of exemplary programs and services.
- College Goal #2 The college will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
- College Goal #3 The college will utilize student learning outcome and placement assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.

Theme B: To Support Student Access and Success

- College Goal #4 The college will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.
- College Goal #5 Students entering credit programs of study will be ready for college level academic achievement.
- College Goal #6 The college will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.

Theme C: To Secure Human, Technological, and Financial Resources to Enhance Learning and Student Achievement

- 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: CalWORKs

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
Counseling Hours	Hire full time counselor to accommodate the programs steady growth; ensure that students have knowledge of their educational plan in order to successfully matriculate through their program of study.	B: Access and Success
APEX	Develop a comprehensive electronic case management system	C: Secure Resources
Growth	Continue campus in-reach to grow the program by 100 students during the coming academic year	B: Access and Success
Student Success	Increase overall GPA rates of transfer of CalWORKs students	A: Academic Excellence

II. Notable Achievements for: CalWORKs

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	Successfully implemented a CalWORKs Work Study program through a partnership with the South Bay Workforce Investment Board that allowed and additional 48 students to obtain jobs on campus during the Spring Semester with even more anticipated for the upcoming year.	Unit: Student Success
		D. Cooperation/Collaboration
High	64 students made the Dean's/ President's List (30% increase); 58 students earning AA/ AS degrees (20% increase); 27 students transferred to 4 year universities during the 14-15 academic year (17 during 13-14 year).	Unit: Student Success
		A. Academic Excellence

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Developed and implemented the program first Work Preparedness Conference, where students were provided with workshops that included Resume Writing, Mock Interviews, and Soft Skill development; 50 students attended this conference during the Spring Semester.	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	<i>Add item</i>	External Conditions, Trends, or Impacts	Data Sources
2014-15		Mt. SAC's CalWORKs Program, due to its physical location, is the only program in the state that serves the DPSS in four (4) counties; (Los Angeles, San Bernardino, Orange & Riverside counties).	<i>Cite Data Sources</i>
Year	<i>Add item</i>	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		Program has a severe deficit in office space for counselors; The program does not have one dedicated counselor office and this has caused the program to lose adjuncts due to the lack of office space and thereby reduction of hours. The only office the program has is the CW Director office which is used as the back up counselor office when needed.	<i>Cite Data Sources</i>
Year	<i>Add item</i>	Success Data	Data Sources
2014-15		64 students made the Dean's/ President's List (30% increase from 44 student during the 13-14 year); 58 students earning AA/ AS degrees (20% increase); 27 students transferred to 4 year universities during the 14-15 academic year (17 during 13-14 year).	<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
High	Hire a full-time CalWORKs Counselor	\$ <input type="text"/>	Academic Senate has approved hiring committee for a full-time CalWORKs Counselor and are looking to have this position hired by the end of the Fall Semester.	Unit: Counseling Hours
		Staffing		B. Access and Success
	Plan Status	2015-16 Complete	Source 2	

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 for: CalWORKs

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
Counseling Hours	Hire full time counselor to accommodate the programs steady growth; ensure that students have knowledge of their educational plan in order to successfully matriculate through their program of study.	B: Access and Success
APEX	Develop a comprehensive electronic case management system	C: Secure Resources
Growth	Continue campus in-reach to grow the program by 100 students during the coming academic year	B: Access and Success
Student Success	Increase overall GPA rates of transfer of CalWORKs students	A: Academic Excellence

II. Annual Implementation Plan for: CalWORKs

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	Secure office space for the program for counselors (full time/ adjunct)	\$ <input type="text"/>	Construction begins so that program can add two additional offices; which will give the program daily counseling hours availability which is reduced to about 2-3 days per week currently.	Unit: Counseling Hours
Status		Source 1		B. Access and Success
	Projected Completion	2015-16	Source 2	Person Responsible <input type="text"/>

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?

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	
Stephen Brown	<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