



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

unit **PIE**

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](#).



unit PIE

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Planning for Institutional Effectiveness

Introduction

UNIT	Aspire Program	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Clarence Banks	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	cbanks@mtsac.edu /Ext. 5661	<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

Aspire is a dynamic program designed to provide essential educational support and services to increase the academic success, retention, degree completion, and transfer rates of African-American and other students at Mt. San Antonio College.

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: Aspire Program

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	<u>College Theme</u>
Increase Student Membership +	Increase the number of student membership in the Aspire Program	B: Access and Success
Increase Participation	Increase the student participation and involvement of students in the Aspire events and activities hosted throughout the year.	B: Access and Success
Increase Retention Rates	Increase the retention of African-American students in the Aspire Program and campus-wide.	A: Academic Excellence
Increase Faculty/Staff	Increase the personnel support by hiring more faculty & staff.	C: Secure Resources
Establish Consistent Funding +	Establish consistent funding sources (i.e. Basic Skills, Student Equity) with an established commitment annually.	C: Secure Resources
Increase Collaboration Among +	Increase the collaboration between Aspire and the academic programs and student services to increase African-American student involvement within campus-wide efforts.	D: Cooperation/Collaboration
Ensure that ALL students have +	Ensure that all Aspire students have a completed Comprehensive Educational Plan on file 3 months from enrolling in the Aspire Program.	A: Academic Excellence
Increase Campus-wide Events +	Increase the amount of events and workshops for Aspire students and African-American students on campus.	D: Cooperation/Collaboration
Expose students to 4-year +	Provide trips in collaboration with ACES, Arise, Bridge, and Career/Transfer Services; Also, expose students to educational cultural trips to include museums, theater shows, and/or Speakers.	D: Cooperation/Collaboration

II. Notable Achievements for: Aspire Program

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	The Aspire Program organized and conducted the college's Black History Month program including the Phillip Maynard Speech Contest with 300 students participating in the speech contest. Program students participated in the UCLA Black Bruin and Black College Expo for the first time.	Unit: Expose students to 4-year uni
		B. Access and Success
High	In collaboration with the Black Student Union and funded by Associated Student Body Government, 8 students and 2 staff members were able to attend the Umoja Conference in San Diego, California	Unit: Increase Participation
		D. Cooperation/Collaboration

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		Aspire received funding from Student Equity that allowed the program to participate in more trips.	<i>Cite Data Sources</i>
Year	<i>Add item</i>	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		Staffing challenges/issues impacted the Aspire Program with services, events, and activities.	<i>Cite Data Sources</i>
2014-15		Lack of proper facilities - The Aspire Program lacks appropriate space for students to have private dialogue with Aspire staff on sensitive topics. This prohibits us from allowing students to disclose in a safe space.	<i>Cite Data Sources</i>
2014-15		Due to lack of staffing, Aspire is not able to proactively monitor student performance. There is a need to closely monitor students' attendance, classroom conduct, class assignments, and submission of progress reports in order to intervene and direct students to appropriate campus resource(s) to increase academic success	<i>Cite Data Sources</i>
2014-15		Aspire will research programs designed with intrusive monitoring models to create and implement a program approach that more closely monitors students.	<i>Cite Data Sources</i>
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		The Aspire Program had to curtail almost all programming due to extensive staff absences.	Department PIE Internal Communication
2014-15		Aspire will no longer have an Aspire Advisory Committee.	<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	The need for counseling services to meet the needs of their students and to become compliant with requirements related to SSSP and Student Equity.	\$ 25,000.00	The Counseling Department approved an adjunct counselor to serve the Aspire Program and assure compliance related to SSSP and Student Equity.	Unit: Establish Consistent Funct
		Student Equity		A. Academic Excellence
	Plan Status	2016-17 Complete		

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: Aspire Program

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
Increase Student Membership +	Increase the number of student membership in the Aspire Program	B: Access and Success
Increase Participation	Increase the student participation and involvement of students in the Aspire events and activities hosted throughout the year.	B: Access and Success
Increase Retention Rates	Increase the retention of African-American students in the Aspire Program and campus-wide.	A: Academic Excellence
Increase Faculty/Staff	Increase the personnel support by hiring more faculty & staff.	C: Secure Resources
Establish Consistent Funding +	Establish consistent funding sources (i.e. Basic Skills, Student Equity) with an established commitment annually.	C: Secure Resources
Increase Collaboration Among +	Increase the collaboration between Aspire and the academic programs and student services to increase African-American student involvement within campus-wide efforts.	D: Cooperation/Collaboration
Ensure that ALL students have a completed Comprehensive Educational Plan on file 3 months from enrolling in the Aspire Program. +	Ensure that all Aspire students have a completed Comprehensive Educational Plan on file 3 months from enrolling in the Aspire Program.	A: Academic Excellence
Increase Campus-wide Events +	Increase the amount of events and workshops for Aspire students and African-American students on campus.	D: Cooperation/Collaboration
Expose students to 4-year universities +	Provide trips in collaboration with ACES, Arise, Bridge, and Career/Transfer Services; Also, expose students to educational cultural trips to include museums, theater shows, and/or Speakers.	D: Cooperation/Collaboration

II. Annual Implementation Plan for: Aspire Program

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	Adjunct Counseling, Aspire Program	\$ 30,000.00	The Aspire Program needs a dedicated Adjunct Counselor to monitor transcripts, create and revise educational plans, provide career and major exploration, provide transfer information, and offer enough counseling appointments to accommodate our growing student population.	Unit: Increase Faculty/Staff
		Student Equity		
New	Projected Completion	2015-16	SSSP	C. Secure Resources
			<p>In order to increase accountability of students in an effort to increase their persistence, additional staffing is required to monitor our current student population and any additional students who join the program in future terms. In order to provide on-demand, high quality walk-in service to students, additional staffing is required.</p> <p>As a result of participation in the Aspire Program, the student will meet with a Counselor to create a clear path by which to achieve their academic goal. Acquiring a dedicated Adjunct Counselor will allow us to better monitor student performance and to identify students' barriers to persistence and/or academic success early on, which in turn will allow us to direct students to the appropriate resource(s) to support their success in a timely manner.</p>	
			Person Responsible	Dr. Francisco Dorame
High	Educational Advisor, Aspire Program	\$ 77,024.00	The Aspire Program needs a full-time Educational Advisor to monitor transcripts, create and revise educational plans, and offer enough advising appointments to accommodate our growing student population. In order to increase accountability of students in an effort to increase their persistence, additional staffing is required to monitor our current student population and any additional students who join the program in future terms.	Unit: Increase Faculty/Staff
		Student Equity		
New	Projected Completion	2015-16	SSSP	C. Secure Resources
			<p>In order to provide on-demand, high quality walk-in service to students, additional staffing is required. Acquiring a full-time Educational Advisor will allow us to better monitor student performance and to identify a student's barriers to persistence and/or academic success early on, which in turn will allow us to direct the student to the appropriate resource(s) to support their success in a timely manner</p>	
			Person Responsible	Dr. Francisco Dorame

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	Professional Development	\$ 4,500.00	Attending conferences will allow staff to keep up with emerging trends, student success strategies and retention models specific to their student population. Having this knowledge will allow staff to refine their work and program components based on best practices. Conferences include CSU Counselors Conference, UC Counselors Conference, DREAM Annual Institute on Student Success, and Ensuring Transfer Success.	Unit: Establish Consistent Func	
		Student Equity			
Ongoing	Projected Completion	2015-16		SSSP	C. Secure Resources
				Person Responsible	Clarence Banks
High	Marketing	\$ 10,000.00	Develop marketing materials such as brochures, fliers, newsletters, and posters to promote the events and activities in the Aspire Program.	Unit: Increase Student Membe	
		Student Equity			
Ongoing	Projected Completion	2015-16		Source 2	B. Access and Success
				Person Responsible	Clarence Banks
High	Cultural/Educational Conferences: Staff and Students	\$ 31,500.00	Attending conferences will allow students and staff to develop critical skills geared towards African-Americans such as A2MEND, UMOJA , iRISE, and NCORE.	Unit: Expose students to 4-yea	
		Student Equity			
Ongoing	Projected Completion	2017-18		Source 2	D. Cooperation/Collaboration
				Person Responsible	Clarence Banks
High	Administrative Assistant/Clerical Specialist	\$ 45,000.00	The Aspire Program needs clerical support to strengthen the day-to-day operations of the program. Clerical support is needed to assist with the following: oversee Aspire front counter, check-in students, booking and monitoring counseling appointments, maintenance of participant roster, create Aspire newsletter, update Aspire's webpage and social media pages, maintain Aspire attributes in Banner, and completion of necessary paperwork (facility requests, requisitions, student travel forms, etc.)	Unit: Increase Faculty/Staff	
		Student Equity			
New	Projected Completion	2015-16		SSSP	C. Secure Resources
				Person Responsible	Dr. Francisco Dorame
High	Create: Director, Aspire Program	\$ 114,000.00	Seek to modify the Coordinator position to Director to provide the infrastructure needed to properly supervise and provide leadership and oversight of the staff and faculty members. The Director position will also be able to develop and direct other efforts including the Male Minority Initiative in collaboration with the Arise Director and the Associate Dean of Counseling.	Unit: Increase Faculty/Staff	
		Student Equity			
New	Projected Completion	2015-16		Source 2	C. Secure Resources
				Person Responsible	Dr. Francisco Dorame

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	Aspire: 30 laptops		\$ \$40,000.00	Current laptops belong to Bridge and as we move to our new location we would like to share with DREAM and Arise laptops. New laptops will also be used as instructional equipment when needed by faculty for student use (such as reviewing on-line college catalog/website, completing registration, submitting career assessments, research on majors, careers, transfer options). Since classrooms with computers are limited on-campus, this lab on the go, would be very useful.	Unit: Establish Consistent Func
			Student Equity		
New	Projected Completion	2015-16	Source 2		D. Cooperation/Collaboration
				Person Responsible	Clarence Banks
High	On-Campus: Faculty Professional Development/Training		\$ \$5,000.00	Provide professional development to faculty members across campus regarding the issues and challenges facing African-American students in the classroom. Bring distinguished Professionals who can provide Mt. SAC Faculty the opportunity to become institutional agents and influence students in a positive and meaningful way by reaching out to our African-American students.	Unit: Increase Campus-wide Ev
			Student Equity		
New	Projected Completion	2015-16	Source 2		A. Academic Excellence
				Person Responsible	Clarence Banks
Priority	Renowned Guest Speakers		\$ \$10,000.00	Invite Renowned Guest Speakers to discuss and motivate African-American students regarding their education, social-economic conditions, and national trends/issues taking shape and form.	Unit: Increase Collaboration Ar
			Student Equity		
Status	Projected Completion	2015-16	Source 2		D. Cooperation/Collaboration
				Person Responsible	Clarence Banks
High	Short-term Hourly & Tutors		\$ \$25,000.00	Provide student mentors and tutors to provide on-going academic support in multiple subject matters, specifically Math and English. This will allow Aspire to work with the LAC, MARC, and Writing Center and continue gaining tutors to go to the Aspire Center to provide services.	Unit: Increase Retention Rates
			Student Equity		
Ongoing	Projected Completion	2017-18	SSSP		A. Academic Excellence
				Person Responsible	Clarence Banks
High	Graduation Items & Event		\$ \$9,000.00	Celebrate the achievements of Aspire students on an Annual basis to provide families and students the opportunity to personalize their graduation. Provide sash's and recognize each student for their accomplishments.	Unit: Expose students to 4-yea
			Student Equity		
Ongoing	Projected Completion	2017-18	SSSP		A. Academic Excellence
				Person Responsible	Clarence Banks

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	Outreach Event: Family Cookout		\$ 7,000.00	This event will serve as a community outreach service to gain trust and publicity to our African-American families in our service areas. The cookout will allow families to gain knowledge and understanding about Aspire and its services.	Unit: Increase Student Membe
			Student Equity		
Ongoing	Projected Completion	2017-18	Source 2	Person Responsible	Clarence Banks
Priority	Faculty Stipends		\$ 4,000.00	Faculty stipends will allow Aspire to provide small tokens to faculty for their active participation in Aspire trainings.	Unit: Increase Participation
			Student Equity		
Status	Projected Completion	2017-18	Source 2	Person Responsible	Clarence Banks
					A. Academic Excellence
Priority	Office Supplies		\$ 4,000.00	Aspire will be able purchase office supplies for the day to day operations of the program, including paper, pens, staples, etc.	Unit: Establish Consistent Func
			Student Equity		
Status	Projected Completion	2017-18	Source 2	Person Responsible	
					C. Secure Resources
Priority	Textbooks: Student Supplies		\$ 8,000.00	Aspire will be able to purchase textbooks for students in the Learning Community courses.	Unit: Increase Retention Rates
			Student Equity		
Status	Projected Completion	2017-18	Source 2	Person Responsible	Clarence Banks
					A. Academic Excellence
Med	Student Leadership Conference: ACES, Arise, Aspire, Bridge, DREAM, and REACH		\$ 30,000.00	The Student Leadership Conference will collaborate each of the special programs and provide a student conference where they will learn leadership skills.	Unit: Increase Participation
			Student Equity		
Ongoing	Projected Completion	2017-18	Source 2	Person Responsible	Clarence Banks
					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?

On-going training throughout the academic year. Also, stick to one template as we move forward.

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

(1) More PIE planning meetings within the year with the unit manager (2) Inclusion of department leads (non-managers) in any managers' trainings related to PIE, SLO, ILO, ALO
(3) For next year, I will increase the number of staff meetings dedicated to completing PIE

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

Contributer		Contributer	
Dr. Francisco Dorame, Associate Dean of Counseling	<input checked="" type="checkbox"/> Approve	Clarence Banks, Project/Program Coordinator, Aspire	<input checked="" 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