



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

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

Planning for Institutional Effectiveness

Introduction

UNIT	EOPS/CARE	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Irene Herrera	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	iherrera@mtsac.edu	<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

The EOPS Program's mission is to encourage the enrollment, retention, and transfer of students handicapped by language, social, economic and educational disadvantages, and to facilitate the successful completion of their goals and objectives in 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: EOPS/CARE

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
Staff	Ensure appropriate staffing to maintain the integrity of the program.	C: Secure Resources
Offices	Continue to request office space for counselors and staff	B: Access and Success
Training	Provide opportunities for professional development and technical training for student workers, staff, counselors and supervisor	C: Secure Resources
Technology	Work collaboratively to advocate for technological support to improve EOPS/CARE services for students.	B: Access and Success
Recruitment	increase access for Foster Youth, Dreamers, and other disadvantaged groups by enhancing recruitment and outreach efforts.	B: Access and Success

II. Notable Achievements for: EOPS/CARE

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	For the 2014-2015 academic year the program increased additional access and services to 130 new EOPS students for a total of 930 students and an increase of 10% from previous year.	Unit: Recruitment
		B. Access and Success
High	Held the annual EOPS staff retreat. Created an improved application check list and EOPS High School Application. Trained the front counter staff and updated EOPS Information sessions to comply with current SSSP requirements.	Unit: Training
		A. Academic Excellence

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Hired and trained 3 new Adjunct Counselors.	Unit: Staff
		B. Access and Success
High	Hired and trained 4 new Foster Youth Peer Advisors.	Unit: Staff
		B. Access and Success
Med	Two EOPS students were selected as Students of Distinction for Personal Achievement.	Unit: null
		B. Access and Success
High	EOPS staff collaborated with High School Outreach, Bridge and Dream programs to provide a seamless process for recruitment of new Foster Youth, AB540, and high school students into the EOPS program.	Unit: Recruitment
		B. Access and Success
High	EOPS received \$36,320 from Career Technical Education (CTE) to fund an Adjunct Counselor, \$50,000 from SSSP to fund Adjunct Counseling. \$10,000 from Student Equity and \$10,000 from Basic Skills was received to fund Basic Skills tutoring .	Unit: null
		C. Secure Resources
Low	Four EOPS students participated in the Study Abroad program (2 for Fall, 2 for Spring).	Unit: null
		B. Access and Success
High	A total of 362 students who participated in EOPS/CARE tutoring successfully passed 1 or more classes in which they were tutored.	Unit: null
		B. Access and Success
High	The EOPS program served 930 students an increased of 10% from the previous year.	Unit: Recruitment
		B. Access and Success
Med	The EOPS and CARE tutoring program experienced an overall success rate, consisting of students passing at least one course or more. The program has sustained an average of 88% success rate.	Unit: Staff
		B. Access and Success
High	A total of 400 new EOPS students attended the program's information sessions, which was an increase of 10% from the previous year. The information sessions consisted of an initial Educational Plan, and college and program requirements.	Unit: Recruitment
		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		State appropriations for EOPS and CARE programs did not reflect an increase. This impacted the number of student applicant that were accepted into the programs.	http://extranet.cccco.edu/Divisions/StudentServices/EOPSCARE/Allocations.aspx
Year	<i>Add item</i>	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		Student increase of (120) AB540/Dreamers and (52) Foster Youth students accepted and utilized the program which limited the services provided to new/or continuing EOPS students.	ARGOS Reports
2014-15		Insufficient space to conduct the business of the program. The program continues to feel that the lack of space impacts the staff and limits the service to students.	<i>Cite Data Sources</i>
Year	<i>Add item</i>	Success Data	Data Sources
2014-15		89.3 percent or 362 students who participated in EOPS/CARE tutoring successfully passed 1 or more classes in which they were tutored.	ARGOS Reports
2014-15		Increased access to new EOPS students by 10% for a total of 930 students served.	ARGOS Reports
Year	<i>Add item</i>	Critical Decisions	Data Sources
2014-15		Assign one full time EOPS counselor 50% of time to the new "AB540 Dream Act" project.	<i>Cite Data Sources</i>
2014-15		Capping the number of students due to lack of increase in funds coupled with an increase demand in students wishing to be served.	<i>Cite Data Sources</i>
2014-15		The decision was made to hire, train and evaluate 3 new adjunct counselors to provide counseling hours and orientations.	<i>Cite Data Sources</i>
Year	<i>Add item</i>	Progress on Outcomes Assessment	Data Sources
2014-15		Coun 2 Class: Stage 1: The curriculum identified study skills and management strategies. - Complete Stage 2: Instructor has planned to implement a project so that the students will be able to identify and demonstrate applied knowledge of at least 2 strategies. CARE: Stage 1: Creation of a CARE Student Orientation for Continuing students-Complete Stage 2: Planned meeting with IT and POD.	<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	The continued demand for services, SSSP requirements, EOPS requirements for mandatory contacts and student education plan requires the consistency of an additional, full time counselor.	\$ 109,060.00	To be requested for 2015-16 through SSSP funds.	Unit: Staff
		Staffing		B. Access and Success
		Source 2		
		Plan Status <input type="text" value="Select"/>		
High	The need to have consistent coverage to work with students accessing EOPS/CARE services requires full-time support staff.	\$ 69,491.00	To be requested for 2015-16 through SSSP funds	Unit: Staff
		Staffing		B. Access and Success
		Source 2		
		Plan Status <input type="text" value="Select"/>		
High	The EOPS data tracking system is an out-date, Access database system developed through a contract with an outside consultant. It is not robust and does not interact with Banner. The entire system is inefficient. EOPS was promised document imaging assistance back in 2005.	\$ 0.00	On Base was implemented in 2015. On Base is used to scan documents. Working with IT for the implementation of APEX, data tracking system, to be completed in 2016.	Unit: Technology
		Other -Add		A. Academic Excellence
		Source 2		
		Plan Status <input type="text" value="Select"/>		

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: EOPS/CARE

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
Staff	Ensure appropriate staffing to maintain the integrity of the program.	C: Secure Resources
Offices	Continue to request office space for counselors and staff.	B: Access and Success
Training	Provide opportunities for professional development and technical training for student workers, staff, counselors and supervisor. Provide extensive front counter customer service training to new and continuing staff.	C: Secure Resources
Technology	Work collaboratively to advocate for technological support to improve EOPS/CARE services for students. Complete APEX Banner program for EOPS/CARE to replace current EOPS database. Create an on-line EOPS application.	B: Access and Success
Recruitment	increase access for Foster Youth, Dreamers, CARE, Re-entry, and other disadvantaged student groups by enhancing recruitment and outreach efforts. Provide a CARE link to CCC Apply. Provide EOPS & CARE outreach to high schools, community and across campus.	B: Access and Success
Appeal process	Review appeal form and 6 semesters/70 units policy to include revisions to the content for consistency.	B: Access and Success
EOPS Club	Form an EOPS Foster Youth club and other FY activities	B: Access and Success
Coordination	CARE coordination with CalWORKs for activities, referrals, events	D: Cooperation/Collaboration

II. Annual Implementation Plan for: EOPS/CARE

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	Provide student worker opportunities for temporary employment in the EOPS department		\$ \$10,000.00 SSSP	To retain, train and support students in EOPS and guide them to leadership and scholarship opportunities.	Unit: Training
New	Projected Completion	2016-17	Student Equity	Person Responsible Irene Herrera	B. Access and Success
High	Plan to hire a full time counselor		\$ \$109,060.00 SSSP	The demand of students requesting EOPS services has increased and the program is unable to serve additional disadvantaged student.	Unit: Staff
New	Projected Completion	2015-16	Other - Add	Person Responsible Irene Herrera	B. Access and Success
High	Plan to hire a front counter support person		\$ \$69,491.00 Other - Add	To continue to provide consist access and services to the disadvantaged population on campus this position is needed.	Unit: Staff
Status	Projected Completion	2015-16	SSSP	Person Responsible Irene Herrera	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?

Enter additional information suggestions here.

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

To have more time to plan and work on the department PIE. We suggest that we meet two to three times during the academic year.

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

Contributer		Contributer	
Irene Herrera	<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
Michelle Williams	<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
Ana Tafoya Diaz	<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
Debbie Erickson	<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
Huu Bui	<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
Laura Muniz	<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
Tony Rivas	<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
Hector D. Sanchez	<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
Carla Tablas	<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
Evie Loadjaja	<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