



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	Financial Aid, Scholarships, and Veterans	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Chau Dao	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	cdao@mtsac.edu /5970	<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

Maintain efficiency and service to Financial Aid/Scholarships/Veterans recipients with adherence to Federal, State, and District regulations and policies.

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: Financial Aid, Scholarships, and Veterans

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
Increase Applications	Increase number of Financial Aid/Veterans applications from completion of FAFSA, CA Dream Act, BOG Fee Waiver, and Veterans Benefits (VA).	C: Secure Resources
Increase Applications	Increase number of Financial Aid/Veterans applications from completion of FAFSA, CA Dream Act, BOG Fee Waiver, and Veterans Benefits (VA).	B: Access and Success
Inreach/Outreach	Continue inreach/outreach efforts with other departments to reach out to students on campus and in surrounding community.	D: Cooperation/Collaboration
Inreach/Outreach	Continue inreach/outreach efforts with other departments to reach out to students on campus and in surrounding community.	B: Access and Success
Compliance/Efficiency	Maintain efficiency and service to financial aid/Veterans recipients with adherence to Federal, State, and District regulations and policies.	C: Secure Resources
Compliance/Efficiency	Maintain efficiency and service to financial aid/Veterans recipients with adherence to Federal, State, and District regulations and policies.	B: Access and Success
Informed Staff	Ensure Financial Aid, Scholarship, and Veterans staff members are trained and informed of continued and new rules and processes.	C: Secure Resources
Informed Staff	Ensure Financial Aid, Scholarship, and Veterans staff members are trained and informed of continued and new rules and processes.	D: Cooperation/Collaboration

II. Notable Achievements for: Financial Aid, Scholarships, and Veterans

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 for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Implementation of Financial Literacy Initiative	Unit: Inreach/Outreach
		B. Access and Success
High	Conducted annual Cash for College event with record high attendance; we helped 553 students (family members not included in count) in 2015. We assisted 506 students in 2014 and 364 in 2013. Out of the 553 attendees, 527 indicated they will attend Mt. SAC, 97 indicated they are Dreamers, and 140 requested workshops conducted in Spanish.	Unit: Inreach/Outreach
		B. Access and Success
High	Streamlined Verification process through committee process: pulled together experts in verification; committee members were systems analysts and financial aid specialists. The committee studied prior year data to assess the impact of our verification selection. Did we do a good job of identifying common errors families make on the FAFSA and did verification help the right students get the right financial aid? The committee also review all financial aid forms - edit to make it more clear for students.	Unit: Compliance/Efficiency
		B. Access and Success
High	Staff actively participated in year round training: tax workshop, CASFAA conference, VAWA, Active Shooter, Sexual Harassment, etc.	Unit: Informed Staff
		D. Cooperation/Collaboration
High	Provided over a 100's FA/Scholarship/Veterans workshops on and off campus constituents; outcome from this effort is our consistent increase in the rate of applications received, year after year for FAFSA's, CA Dream Act, BOG fee waivers, scholarship applications, and Veterans benefit requests - average increase is 10% annually.	Unit: Increase Applications
		B. Access and Success
High	Streamlined Front Counter In-take process while maintaining quality of customer service.	Unit: Increase Applications
		B. Access and Success
High	Monthly meetings with specialized groups: Clerical Specialists, FA Specialist, Veterans team, Sch team to better address unique issues and enhancements.	Unit: Informed Staff
		D. Cooperation/Collaboration
High	Instituted student referral protocol to help with service efficiency and maintain quality customer service.	Unit: Compliance/Efficiency
		D. Cooperation/Collaboration
High	Improved FA cycle - loaded and processed applications earlier; sent real-time student communications. Created a master calendar for FA processing, internal tool for all FA staff to reference and track. The earlier we begin a new aid year, the likelihood of capturing returning students attention to re-apply for FA is high because they are still on campus for the Spring term; for example, we started processing FAFSA/CA Dream Act applications for 2015-2016 in April/May 2015. We also applied this concept to student communication - when a financial aid status is run, a communication is sent out to impacted students so that they will be able to connect communication message with the change in status.	Unit: Increase Applications
		B. Access and Success

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Enhanced process of Pell Grant Recalculation at Census to determine and inform students of overpayment in real time.	Unit: Compliance/Efficiency
		B. Access and Success
High	Enhanced Direct Loan processing: multi-year MPN, and disbursement notification. We enhanced the Banner loan processing to be able to download MPN for students; it is now recorded as a document in student's file - improved customer service for staff to provide to loan students. We also identified a need to provide an immediate and systematic disbursement notification to student as soon as the loan is disbursed; in prior years, this was a manual process.	Unit: Compliance/Efficiency
		B. Access and Success
High	Provided real-time, customized Satisfactory Academic Progress communication to students.	Unit: Compliance/Efficiency
		B. Access and Success
High	Integrated new technologies with existing systems to allow for more user friendly scholarship application process.	Unit: Increase Applications
		B. Access and Success
High	Integrated more in-depth scholarship training for Financial Aid and Veterans staff.	Unit: Informed Staff
		D. Cooperation/Collaboration
High	Provided more training for student workers on Financial Aid and Scholarships; utilized student's language skills to increase assistance for students.	Unit: Inreach/Outreach
		B. Access and Success
High	Increase participation of departments (DSPS, Counseling, VSOC, FA) during Veterans Week and Veterans Recognition Night.	Unit: Inreach/Outreach
		B. Access and Success
High	Established custom Orientation program for Veterans, collaborating with Counseling department.	Unit: Inreach/Outreach
		D. Cooperation/Collaboration
High	Participated in extensive Veterans training: VPAC, WAVES, Veterans Summit, etc.	Unit: Informed Staff
		C. Secure Resources
High	Conducted Satisfactory Academic Progress (SAP) workshops.	Unit: Informed Staff
		D. Cooperation/Collaboration

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	Streamlined Appeal Intake process; provided thorough training to all staff, including student workers.	Unit: Compliance/Efficiency
		B. Access and Success
High	Implementation of REACH, foster youth support program; hired coordinator to run REACH.	Unit: Inreach/Outreach
		B. Access and Success
High	Hired a Student Services Program Specialist for Veterans to increase student Veteran engagement and programming such as mentorship, assistance with educational supplies, tutoring, and expansion of partnership with Vet Success on Campus (VSOC) program with Veterans Affairs.	Unit: Inreach/Outreach
		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
2015-16 Cont'd.		<ol style="list-style-type: none"> 1. New Policies/legislative changes: loans, Veterans, Education Plans, and SAP for BOG recipients 2. Increased number of requests for FA presentations from within the campus as well as outside community. Implemented a Request for FA/Scholarship Presentation protocol; created a point of contact in FA office to gather needs of school/agency to identify appropriate topic expert from department to conduct presentation. Logged all presentation commitments to avoid scheduling conflicts. As the cost of college increase, more and more families will need assistance with options to pay for school. 3. Reliance on technology: FA is dependent on technology due to the need to implement multiple rules and regulations; need to establish a protocol for staff to make request and follow through with IT department 	Department of Education, Veteran Affairs, CCC Chancellor's Office
Year	<i>Add item</i>	Internal Conditions, Trends, or Impacts	Data Sources
2015-16 Cont'd.		<ol style="list-style-type: none"> 1. Needed changes at the institutional level to accommodate student, staff, and campus community needs 2. Increase in student volume, therefore increase in Financial Aid applications; 3 different applications (FAFSA, Dream Act, BOG) 3. New Staff learning curve and additional staff needed to address service concerns for Veterans and Foster Youth 4. Increase in student Veterans usage of the Veterans Resource Center and request for VA Benefits; increase engagement 5. Increase in our Foster Youth population; no formal process to identify and communicate 6. Increased number of requests for FA presentations from within the campus as well as outside community. As the cost of college increase, more and more families will need assistance with options to pay for school. 7. Purchases of equipment and software to enhance processing as well as comply with regulations. 	Department of Education, CCC Chancellor's Office, student traffic, staff concerns
Year	<i>Add item</i>	Success Data	Data Sources
2015-16 Cont'd.		<ol style="list-style-type: none"> 1. Successful implementation of OnBase system; implementation completed for the 2015-2016 aid year. 2. Conducted two Financial Literacy workshops for over 200 student participants; Fall 2014 and Spring 2015. 	Campus decision to use OnBase system, Financial Literacy was initiated from President Cabinet as well as recommendation of Department of Education
Year	<i>Add item</i>	Critical Decisions	Data Sources
2015-16 Cont'd.		<ol style="list-style-type: none"> 1. Business process flows: analyzed student population needs and staff workload, analyzed available technology options to determine best fit business flow for each project. During the evaluation of FA business processes, it was decided that a critical position to support department need was missing; requested Business Analyst position to support this need. 2. Implementation of SSSP and Student Equity: staff training, created communication business protocol and student communications. 3. Collaborate to build REACH program with business protocol and collaborative referral process. 	Student Traffic, Staff Concerns, SSSP and Student Equity initiatives, and internal campus sources for FY

Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	None	<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	Position: Student Services Program Specialist, Veterans	\$ \$60,000.00	Hired position and incumbent has increased engagement and programming for student Veterans.	Unit: Inreach/Outreach
		Staffing		B. Access and Success
	Plan Status	Complete	Source 2	
High	Position: Program Coordinator, Foster Youth	\$ \$60,000.00	Hired position and incumbent is starting to create REACH programming and support services for current and entering foster youth at Mt. SAC.	Unit: Inreach/Outreach
		Student Equity		B. Access and Success
	Plan Status	Complete	Source 2	
High	Position: REACH Student Ambassador positions	\$ \$10,000.00	To help build REACH program, student ambassadors are needed to help provide insight and assistance to Coordinator.	Unit: Inreach/Outreach
		Student Equity		B. Access and Success
	Plan Status	Complete	Source 2	
High	Business Analyst/Administrative Analyst	\$ \$80,000.00	Changes in program requirements necessitate this level of program analysis to include documentation; training staff; up keep of policy and regulations; maintenance of consumer information; ensure regulatory compliance; and support with various reporting mandates.	Unit: Compliance/Efficiency
		Staffing		C. Secure Resources
	Plan Status	2015-16 Complete	Source 2	
High	Student Services Program Specialist-Scholarships	\$ \$60,000.00	Workload demand: administration of internal and external scholarships, over \$300,000 volume; no full-time dedicated staff; regulated by Dept of Educ.	Unit: Compliance/Efficiency
		Staffing		C. Secure Resources
	Plan Status	2015-16 Complete	Source 2	
High	Director, Veterans	\$ \$120,000.00	Workload demand; federal regulations from VA, and increase in student Veterans population and service needs.	Unit: Compliance/Efficiency
		Student Equity		C. Secure Resources
	Plan Status	2016-17 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: Financial Aid, Scholarships, and Veterans

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 Applications	Increase number of Financial Aid/Veterans applications from completion of FAFSA, CA Dream Act, BOG Fee Waiver, and Veterans Benefits (VA).	C: Secure Resources
Increase Applications	Increase number of Financial Aid/Veterans applications from completion of FAFSA, CA Dream Act, BOG Fee Waiver, and Veterans Benefits (VA).	B: Access and Success
Inreach/Outreach	Continue inreach/outreach efforts with other departments to reach out to students on campus and in surrounding community.	D: Cooperation/Collaboration
Inreach/Outreach	Continue inreach/outreach efforts with other departments to reach out to students on campus and in surrounding community.	B: Access and Success
Compliance/Efficiency	Maintain efficiency and service to financial aid/Veterans recipients with adherence to Federal, State, and District regulations and policies.	C: Secure Resources
Compliance/Efficiency	Maintain efficiency and service to financial aid/Veterans recipients with adherence to Federal, State, and District regulations and policies.	B: Access and Success
Informed Staff	Ensure Financial Aid, Scholarship, and Veterans staff members are trained and informed of continued and new rules and processes.	C: Secure Resources
Informed Staff	Ensure Financial Aid, Scholarship, and Veterans staff members are trained and informed of continued and new rules and processes.	D: Cooperation/Collaboration
Solidify Program	For REACH, solidify programming and services available for foster youth attending Mt. SAC	B: Access and Success

II. Annual Implementation Plan for: Financial Aid, Scholarships, and Veterans

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	Veterans Services Specialist	\$ <input type="text" value="\$60,000.00"/>	Workload demand and stringent VA regulations; we currently have one formal position to do this work and based on workload demand, we need another position to meet processing time frame set by the VA.	Unit: Compliance/Efficiency
		Student Equity		C. Secure Resources
New	Projected Completion <input type="text" value="Select"/>	Source 2	Person Responsible <input type="text" value="Chau Dao"/>	
High	Transfer Cash for College Budget from BFAP to Student Equity/District Funding	\$ <input type="text" value="\$50,000.00"/>	The majority of BFAP funds is covering staff salaries and benefits. The rate of increase in salary/benefits out weigh the slight increase in BFAP funds each year. In prior years when FA has not been fully staffed, BFAP funds covered all expenditures. FA is now fully staffed and BFAP funds are unable to cover all expenditures. To mitigate the loss of staff, move our Cash for College expenses to Student Equity or District funding.	Unit: Compliance/Efficiency
		Other - Add		D. Cooperation/Collaboration
Ongoing	Projected Completion <input type="text" value="Select"/>	Student Equity/Distr	Person Responsible <input type="text" value="Chau Dao"/>	
High	Student Services Program Specialist, REACH	\$ <input type="text" value="\$60,000.00"/>	As REACH program gets built with projected growth, program coordinator will need staffing assistance. REACH will need a specialist in the next year to handle increase. New legislation to incorporate service support for homeless youth in higher education will increase need for staffing position.	Unit: Compliance/Efficiency
		Student Equity		C. Secure Resources
New	Projected Completion <input type="text" value="Select"/>	Source 2	Person Responsible <input type="text" value="Chau Dao"/>	
High	Student Services Program Specialist, Financial Literacy	\$ <input type="text" value="\$60,000.00"/>	Due to College Presidents as well as Department of Education recommendation to initiate a Financial Literacy program on campus, we have implemented two large workshops for students in Fall 2014 and Spring 2015. This position would formalize Financial Literacy as a permanent, as needed. Staff members have collaborated to plan and conduct workshops, but there is a need for designated personnel and operational budget to focus and enhance program as envisioned by Mt. SAC administration and Department of Education.	Unit: Inreach/Outreach
		Staffing		B. Access and Success
New	Projected Completion <input type="text" value="Select"/>	Source 2	Person Responsible <input type="text" value="Chau Dao"/>	

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	Financial Literacy operational budget	\$ <input type="text" value="\$40,000.00"/>	Due to College Presidents as well as Department of Education recommendation to initiate a Financial Literacy program on campus, we have implemented two large workshops for students in Fall 2014 and Spring 2015. This position would formalize Financial Literacy as a permanent, as needed. Staff members have collaborated to plan and conduct workshops, but there is a need for designated personnel and operational budget to focus and enhance program as envisioned by Mt. SAC administration and Department of Education.	Unit: Inreach/Outreach
		Other - Add		
New	Projected Completion <input type="text" value="Select"/>	Source 2		B. Access and Success
				Person Responsible <input type="text" value="Chau Dao"/>

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	
Chau Dao	<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
Manuel Cerda	<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
Desiree Marquez	<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
Education Advisors: Windy Lozano and Marlene Sandoval	<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
Sandy Miranda	<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
Systems Specialists: Daniel Zavala and Ed Estacio	<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
Financial Aid Specialists: Terrence Pratt, Sean Wallace, Patricia Hamilton	<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
Veterans Services: Jazmin Vargas, Lorenzo Harmon	<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
Frontline team: Rosemary Rodriguez, Debra Ibarra, Xochitl Vallarta, Laksh	<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
Hourly/Student Workers: Lorenzo Zubieta (Vet), Vanessa Minero (FA), Jan	<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
<i>Add your name as contributing to this Unit PIE and check that you approve</i>	<input type="checkbox"/> Approve	<i>Add your name as contributing to this Unit PIE and check that you approve</i>	<input type="checkbox"/> Approve

Contributer		Contributer	
Add your name as contributing to this Unit PIE and check that you approve	<input type="checkbox"/> Approve	Add your name as contributing to this Unit PIE and check that you approve	<input type="checkbox"/> Approve
Add your name as contributing to this Unit PIE and check that you approve	<input type="checkbox"/> Approve	Add your name as contributing to this Unit PIE and check that you approve	<input type="checkbox"/> Approve
Add your name as contributing to this Unit PIE and check that you approve	<input type="checkbox"/> Approve	Add your name as contributing to this Unit PIE and check that you approve	<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