



## 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](#).*



## Planning for Institutional Effectiveness

### Introduction

UNIT	Upward Bound Program	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Zolita Fisher	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	zfisher@mtsac.edu/4309	<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 mission of the TRiO Upward Bound Program is to provide college advisement and services in a challenging, encouraging and supportive manner to a diverse group of first-generation, and/or low-income high school students, such that all students will be eligible for acceptance into a four-year college or university.***

## 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: Upward Bound 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	College Theme
Academic Tutoring	Ensure student participants are engaged in supplemental instruction (tutoring) provided at school sites.	A: Academic Excellence
Parent Involvement	Ensure project offers opportunities for parents to be engaged with their students' education.	B: Access and Success
College Readiness	Ensure project prepares students college readiness	B: Access and Success
Academic Success Plan	Ensure all project participants have a current academic success plan (ASP) on file and meeting A-G standards.	B: Access and Success
Exceed Objectives	Meet and exceed all mandatory objectives	C: Secure Resources

### II. Notable Achievements for: Upward Bound 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
Priority	TRiO Upward Bound Academic Recognition Ceremony. This event celebrates Students graduating high school and being accepting into college/university. Nineteen Upward Bound students graduated from La Puente and Ganesha High Schools. 100% will be attending community, CSU and UC colleges in the fall.	Select Unit Goal
		Select College Theme

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
Med	Upward Bound Senior Retreat. This three day workshop provided a forum for students to delve deeply into what to expect during college. Students received comprehensive information regarding navigating the college system, study skills, financial planning, peer pressure and support services. Seventeen students learned a great deal about college and what to expect. They were encouraged to ask questions that might typically be afraid to ask. By normalizing fears and concerns that come with attending college, students felt better prepared for challenges they might face.	Unit: College Readiness
		A. Academic Excellence
Med	Upward Bound Northern California Trip . The Upward Bound Juniors visited Private, CSU and UC universities in Northern California to expose students to colleges/universities they have not visited in the past. The purpose of this trip was to have them envision themselves in a new environment. Many Upward Bound students typically choose to apply to local colleges due to family or financial concerns or fear of being far from home. Vi siting in person allows the students to envision themselves there. Also, hearing from UB Alumni who are successful makes the experience seem like something they too can accomplish.	Unit: College Readiness
		A. Academic Excellence
Low	Community Advocacy. Twenty-Five Upward Bound students participated in National TRiO Day (A Day of Service) and were able to realize that they too could make a positive difference in their larger community. Through two advocacy trips: Heal the Bay and Shelter's Partnerships students realized that the world is much larger than their neighborhoods and that they can make a difference in the lives of others experiencing circumstances more XXX challenging than their own.	Unit: College Readiness
		D. Cooperation/Collaboration
High	Academic Performance-GPA. 92% of students earned a gpa of 2.5 or higher which far exceeds our grant objective of 70%.	Unit: Exceed Objectives
		C. Secure Resources
High	Academic Performance-Standardized Tests. 100% of our students achieved at the proficient level on state assessments in reading and language arts (CHASEE), which far exceeds our grant object of 45%	Unit: Exceed Objectives
		C. Secure Resources
High	Retention & Graduation. 100% of our students continued in school for the next academic year or graduated with a regular high school diploma which far exceeds our grant objective of 75%.	Unit: Exceed Objectives
		C. Secure Resources
High	Graduation. 69% of our seniors who graduated completed a rigorous program of study (A-G) which exceeds our grant objective of 65%	Unit: Exceed Objectives
		C. Secure Resources
High	Postsecondary Enrollment. 94% of our seniors who graduated from high school enrolled in college the fall immediately following graduation, this far exceeds our grant objective of 55%	Unit: Exceed Objectives
		C. Secure Resources
High	Funded Number. We served 71 participants which exceeds our grant objective of 66 participants.	Unit: Exceed Objectives
		C. Secure Resources

### 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		Threats to Funding. The 2016 Presidential elections may impact TRiO funding for the FY 2016. TRiO has a tenuous funding history. The programs, though necessary and effective, have constantly had to fight for funds. Mostly recently, the programs received a 12% and 5% cut. Though some of those funds were restored, the programs have to fight for legitimacy. The TRiO Community is unsure if the new President and Congress will continue to support TRiO. A funding increase in 2016 is still very likely given our strong support in the House. However, we won't know what our final appropriation will be until close to the end of the year. Therefore, TRiO Programs nationwide have been urged to continue sharing our TRiO stories, inviting members of Congress and Senators to visit our programs and to join in advocacy efforts to raise awareness about TRiO.	WESTOP Conference 2015, Dept. of Education Updates, GAN documents
2014-15		Both the CSU and UC Systems have become much more selective in the type and number of students they accept. There are several campuses impacted for first-time freshmen. This affects which campuses and majors our students pursue. We have shared with them that due to these very competitive admissions requirements, it is extremely important to maintain outstanding grades, apply broadly and to be open different majors.	2014 CSU and UC Counselor's Conferences
Year	Add item	Internal Conditions, Trends, or Impacts	Data Sources
2014-15		Staffing. In May 2015 the Upward Bound Counselor Coordinator resigned and began employment elsewhere. After having working the with college and students for a long period of time, there is a void in staffing. This position will be filled asap with a tent. start date in Oct.	Mt. Sac Human Resources Dept.
2014-15		Staffing. The current staffing of the Upward Bound Program is misaligned. There is no dedicated clerical support and there is a Director, a Coordinator and Specialist for 70 students. As a result, the Director is responsible for programmatic and clerical duties. Having to attend to the clerical duties takes away from the productivity and efficiency of the overall program. In addition, clerical support is provided as needed by the Assoc. Dean of Counseling Secretary. Though this is extremely helpful, this too takes away from the Counseling Area. A reorganization is planned for Fall 2015. We are proposing to have the Director two Academic Specialist and a 50% Clerical Specialist. This reorganization will allow the program to run much more efficiently and effectively.	US Dept. of Ed., Mt. Sac Human Resources Dept.
2014-15		Facility Concerns. The placement of the current program does not allow for visitation by the students and parents of the program. Due to space constraints students/parents have to meet with the staff in very tight quarters or rooms have to be reserved. Additionally, the placement of the Upward Bound Program separate from ACES (SSS TRiO Program) does not allow for the programs to easily collaborate. In Jan. 2016 both TRiO Programs along with the REACH Program (Foster Care) will share a dedicated space in the newly built Student Success Center. This state of the art building will have ample space for meetings, classes and joint programming.	Mt. Sac. Construction Team
2014-15		Technology Needs. Over the course of the Spring semester we have learned that several students not only lack computers in their homes, but also in some cases our target schools have limited computer access for students as well. We would like to create a more formal laptop loan program for our students. We would also like to provide computer access during our tutoring sessions. Access to a computer would greatly enhance our students ability to succeed.	UB Students and Staff
Year	Add item	Success Data	Data Sources

2014-15	College Acceptance. 100% of our Seniors are attending college in the fall of 2015. Of our 19 students the majority of them are attending U.C. schools and colleges and universities outside of our local region. This is very exceptional and can be attributed to the individualized attention given to students within UB and to their exposure to colleges through our campus/university visits, especially our Northern California Tour that exposes students to a variety of Private, CSU and UC campuses in a short period of time allowing them to compare and contrast each campus while each is fresh in their minds	Official college Acceptance Letters
2014-15	Grant Mandated Objectives. The Upward Bound Program has far exceeded the following grant mandated objectives:  Academic Performance-GPA. 92% of students earned a gpa of 2.5 or higher which far exceeds our grant objective of 70%.  Academic Performance-Standardized Tests. 100% of our students achieved at the proficient level on state assessments in reading and language arts (CHASEE), which far exceeds our grant objective of 45%.  Retention & Graduation. 100% of our students continued in school for the next academic year or graduated with a regular high school diploma which far exceeds our grant objective of 75%.  Graduation. 69% of our seniors who graduated completed a rigorous program of study (A-G) which exceeds our grant objective of 65%  Postsecondary Enrollment. 94% of our seniors who graduated from high school enrolled in college the fall immediately following graduation, this far exceeds our grant objective of 55%.  By successfully completing the aforementioned objectives, the Upward Bound Program earned 13.5 Prior Experience Points which will aid our grant during the next competition.	Dept. of Ed. Website, Annual Performance Report, Data from Ganesha and La Puente High Schools
2014-15	Student First Mentality. Our program motto is truly "Students Come First" Our environment is very deliberately and intentionally warm and supportive. Though these concepts may seem opposites they are consistently put into practice in order to help counter areas in student's lives in which they may feel that they are not very important. This is shown in how they are welcomed into our program, the support and encouragement they receive, and the staff's willingness to go the extra mile. Students and their families are very perceptive and have expressed that they truly feel that they are in an environment where they are genuinely cared for, challenged and that their academic endeavors are taken seriously.	UB Staff & Students
2014-15	Program Support. The Upward Bound Program receives support from our Mt. Sac Administration and our target school liaisons. This support is shown on multiple levels from the placement of a full time TRiO Director utilizing District funds to the ease in which we are accepted into the high schools. This positive relationship demonstrates the value of the program and the priority placed on serving students. Direct placement under a former TRiO Director allows for a level of understanding and advocacy for the TRiO Programs which is necessary in successfully completing its grant mandated objectives.	Mt. Sac Administration, Target School Liaisons
Year	<i>Add item</i> Critical Decisions	Data Sources
2014-15	After several months without a TRiO Director, Dr. Zolita Fisher was hired in the role. Her years of experience with TRiO and her prior experience successfully running both Upward Bound and Student Support Services will allow for more consistent direction and leadership; thus allowing for the other positions within the dept. to thrive.	Mt. Sac Human Resources Dept., TRiO Programs
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	Meet Objectives. The program has been very successful in far exceeding most objectives for our grant. The one area of concern is successfully graduating college in six years. We are currently at 64% with our objective being 80%. Over the upcoming months we will have to examine factors that are contributing to students taking longer than six years to graduate. It will be important to ensure that students are remaining connected with programs like TRiO at their respective campuses that can provide intrusive advisement and follow-up	Annual Performance Report (APR), UB Data

2014-15	<p>Parent Component. Though there is a great need for parental engagement, efforts thus far have fallen short of expectations. During the upcoming school year we will engage parents in dialogue as to the types of workshops they would like to receive. it seems like there is interest, but perhaps it is an issue with date/time. We will also explore parent training sessions run within the community or schools that offer additional training.</p>	Upward Bound Grant, Parent Comment
2014-15	<p>Academic Success. The program has been very successful in ensuring that college preparatory services needed to prepare students for post-secondary education take place on a consistent basis. Each student receives academic advisement, tutoring, career exploration, test-preparation, and cultural and educational field trips. Combined, these services help prepare students for acceptance into and graduation from a four year college or university.</p>	UB Records



## 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	Blumen Database	\$ 0.00	As part of our Annual Performance Report (APR) to the Dept. of Education we are required to maintain an accurate database of services to our participants. We purchased the upgrade of the database, but there have been some issues with installation and data transfer. We will work with them this upcoming year to complete the process.	Unit: Exceed Objectives
		Other - IT		C. Secure Resources
	Plan Status	Other-Ongoing	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: Upward Bound 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
Parent Involvement	Ensure project offers opportunities for parents to be engaged with their students' education. Working in conjunction with our target high schools/communities partner with a parenting workshop provider who has classes that lead to a certificate. The UB program would still offer college prep. workshops; but we would draw on the expertise of others to provide more specific child/family information.	B: Access and Success
College Readiness/Academ +	Ensure project prepares students college readiness. The program has been very successful in ensuring that college preparatory services needed to prepare students for post-secondary education take place on a consistent basis. Each student receives academic advisement, tutoring, career exploration, test-preparation, and cultural and educational field trips. Combined, these services help prepare students for acceptance into and graduation from a four year college or university.	B: Access and Success
Career Exploration	We would like to expand our career information and exposure. In addition to our cultural and university visits we would like to provide students career assessments help them clarify their goals and to take them on industry visits and help them conduct informational interviews and research internship opportunities.	B: Access and Success
Exceed Objectives	Meet and exceed all mandatory objectives. By keeping track of activities offered and student progress, we will have a clear picture of where we are in terms of successfully completing all required objectives. Monthly monitoring of target objectives allows for intervention to take place in a timely manner to make sure that the objectives are ultimately met.	C: Secure Resources
Financial Resources	The uncertainty regarding the Dept. of Ed. budget is prompting us to look for additional funding sources. We will work more closely with the Grants Office and the Foundation to seek additional funds to support program goals.	C: Secure Resources
Technology	We would like to address technological needs both with our program and within our school environment. Several students do not have access to personal computers within there homes. Likewise, one of our target high schools has very limited computer access which impairs students ability to complete assignment.  On a program level, we need additional training in Blumen in order to fully and correctly implement the system.	Select College Theme

## II. Annual Implementation Plan for: Upward Bound 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
Priority	Parent Involvement	\$ \$2,000.00	After participating in the UB parent component the parents will have received a certificate in parenting as well as information regarding preparing their child for college (a-g, four college systems, financial aid, scholarships, what to expect when your child attend college, etc)	Unit: Parent Involvement
	Working in conjunction with our target high schools/communities partner with a parenting workshop provider who has classes that lead to a certificate. The UB program would still offer college prep workshops; but we would draw on the expertise of others to provide more specific child/family information.	Student Equity		D. Cooperation/Collaboration
Ongoing		Source 2		
		Projected Completion		2015-16
Priority	Career Exploration	\$ \$2,000.00	We would like for students to have a greater understanding of where their interests lie and what type of careers best fit them. We would also like to have students broaden their possibilities in terms of non traditional careers and learn the value of participating in internship programs.	Unit: Career Exploration
	We would like to expand our career information and exposure. In addition to our cultural and university visits we would like to provide students career assessments help them clarify their goals and to take them on industry visits and help them conduct informational interviews and research internship opportunities. In addition, because transportation is an issue for several of our students we would like to request funds to help off-set the costs of transportation for students accepting in internships or special programs addressing career readiness.	Student Equity		A. Academic Excellence
Ongoing		Source 2		
		Projected Completion		Other - ongoing

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	<p>We would like to address technological needs both with our program and within our school environment. Several students do not have access to personal computers within their homes. Likewise, one of our target high schools has very limited computer access which impairs students' ability to complete assignment.</p> <p>On a program level, we need additional training in Blumen in order to fully and correctly implement the system.</p> <p>We would like to address our students and programmatic issues by purchasing the following:</p> <p>six laptop computers that can be loaned to students in need or can be used at the school site</p> <p>mobile wireless routers to allow for internet access at our current high school that does not have wifi</p> <p>1 printer to be used in our dedicated classroom at La Puente High School</p> <p>Combined TRiO Staff Blumen Database Training</p>	\$ 9,000.00	<p>We would like students to have access to computers at both home and school in order to fully participate in their academic careers.</p> <p>We would like our staff to be knowledgeable regarding Blumen and confident in utilizing to serve our program needs.</p>	Select Unit Goal
New		Source 1		<p>Person Responsible</p> <p>Dr. Fisher</p>
		Source 2		
	Projected Completion	2015-16		

### 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	
Zolita Fisher	<input checked="" type="checkbox"/> Approve	Eliza Hoyos	<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](mailto:dsciore@mtsac.edu)