



Planning for Institutional Effectiveness

Introduction

- I. Unit Information
- II. Institutional Mission
- III. Unit Mission
- IV. College Themes and Goals

Section One

Where We Are: A Summary and Analysis of the Current Year 2014-15

- I. Summary Context: Unit Goals
- II. Notable Achievements
- III. Tracking External/Internal Conditions, Trends, Impacts, Retention & Success, Critical Decisions and Outcomes Assessment
- IV. Alignment and Progress on Unit and College Goals: Closing the Loop

Section Two

Where We Are Going: Planning for the Next Three Years, 2015-16, 2016-17, 2017-18

- I. Planning Context: Unit Goals Assessed and Revised
- II. Annual Implementation Plan
- III. Resources Identified in Relation to Planning

Section Three

Recommendations for Improving the Planning Process

NOTE: This PIE Form is optimized to be used in Acrobat or [Adobe Reader 10 or later](#).



Planning for Institutional Effectiveness

Introduction

UNIT	Administration of Justice	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Paul Jefferson	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	pjefferson@mtsac.edu/3901	<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Planning

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

Institutional Planning Framework

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

Institutional Mission

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

Unit Mission

Enter your Unit mission statement here if applicable

College Themes and Goals

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

Theme A: To Advance Academic Excellence and Student Achievement

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|-----------------|---|
| 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

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|-----------------|---|
| 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

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|------------------|---|
| 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

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|------------------|---|
| 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: Administration of Justice

Identify the 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>
Student Achievement	Advise students regarding new AS-T as an opportunity for transfer	A: Academic Excellence
Career Opportunities	ADJU expansion of a Work Experience program to include additional agencies that allows students the opportunity to gain hands on experience.	D: Cooperation/Collaboration
Collaboration	Establish Intro to Forensics Course in response to Advisory Committee recommendations and industry demand as well as to support CIS department interest in a computer forensics program	D: Cooperation/Collaboration
Efficiency	Increase course offerings during winter and summer to help students reach completion and transfer earlier.	C: Secure Resources
Access	Increase student access to ADJU courses	B: Access and Success
Cooperation	Participate in OEL.	C: Secure Resources

II. Notable Achievements for: Administration of Justice

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	AS/Transfer degree received Chancellor's Office Approval. Will enhance student success and retention rates. Students have begun to receive degrees	Unit: Student Achievement
		A. Academic Excellence

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	ADJU expanded a Work Experience program to include LA County Sheriff and Monrovia Parks that allowed students the opportunity to gain hands on experience.	Unit: Career Opportunities
		A. Academic Excellence
Med	Intro to Forensics Course approved and offered Fall 2014.	Unit: Collaboration
		D. Cooperation/Collaboration
Med	Increased winter and summer offerings by 100%	Unit: Efficiency
		C. Secure Resources
Priority	Aligned discipline courses to maximize student enrollment opportunities	Unit: Access
		B. Access and Success
Low	Contributed to initial stages of OEI, and referred students to on-line tutoring as part of the program	Unit: Cooperation
		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	<i>Add item</i> External Conditions, Trends, or Impacts	Data Sources
2014-15	Increased industry need for better qualified hiring pool, particularly in the area of critical thinking and written communication. CSU San Bernardino offering fully on-line bachelors degree in Criminal Justice. Mt.SAC students are transferring to attend.	Advisory Committee
Year	<i>Add item</i> Internal Conditions, Trends, or Impacts	Data Sources
2014-15	Administration of Justice placed in a new department with Fire Tech. EMS department not part of the new Administration of Justice and Fire Tech department. Due to increase in course offerings to meet student demand, a full-time faculty growth position was requested. Inadequate amount of qualified adjunct to fulfill department need and student demand. Need to have qualified distance learning faculty.	<i>Cite Data Sources</i>
Year	<i>Add item</i> Retention and Success Data	Data Sources
2014-15	Spring 2015 Retention rate estimated as 87.6%	SSR0037-A
Year	<i>Add item</i> Critical Decisions	Data Sources
2014-15	Facilitate process of combining ADJU and Fire Tech department. Modify CORS 10 to ADJU10, Administration of Justice Degree, Administration of Justice Certificate, and AS-T degree. Initiate remodel of simulator classroom to provide space for new Forensics/Traffic/Report Writing/Criminal Investigations lab. Identify and modify discipline courses related to Investigations lab.	<i>Cite Data Sources</i>
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	Incorporated input from all department faculty including adjuncts in assessments. All faculty will contribute to recommendations for course offerings, design, and modifications based on the analysis of outcomes. All department faculty completed alignment of discipline measurable objectives and student learning outcomes with program level outcomes.	<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			\$ <div></div>		Select Unit Goal
			Source 1		
	Plan Status	Select	Source 2		Select College Theme

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: Administration of Justice

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
Student Achievement	Advise students regarding new AS-T as an opportunity for transfer	A: Academic Excellence
Career Opportunities	ADJU expansion of a Work Experience program to include additional agencies that allows students the opportunity to gain hands on experience.	D: Cooperation/Collaboration
Collaboration	Establish Intro to Forensics Course in response to Advisory Committee recommendations and industry demand as well as to support CIS department interest in a computer forensics program	D: Cooperation/Collaboration
Efficiency	Increase course offerings during winter and summer to help students reach completion and transfer earlier.	C: Secure Resources
Access	Increase student access to ADJU courses	B: Access and Success
Cooperation	Participate in OEI.	C: Secure Resources

II. Annual Implementation Plan for: Administration of Justice

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	Request full-time faculty growth position (second year)		\$ <input type="text"/>	The shortage of available faculty to cover increased offerings will be reduced. Students will be able to shorten their time to degree completion as a result.	Unit: Efficiency
			Staffing		
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible	C. Secure Resources
				Paul Jefferson	

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	Increase adjunct hiring pool		\$ <input type="text"/>	This will enable us to more efficiently replenish the depleted adjunct staff. This discipline has more volatility due to retirements and full-time industry commitments.	Unit: Efficiency
			Staffing		
Ongoing	Projected Completion	2015-16	Human Resources	Person Responsible <input type="text" value="Paul Jefferson"/>	C. Secure Resources
High	Modify Courses for Lab Instruction		\$ <input type="text"/>	Improve course delivery to more closely reflect industry related job duties. Expose students to field scenarios in order to assess their ability to demonstrate skill achievement.	Unit: Student Achievement
			Source 1		
New	Projected Completion	2016-17	Source 2	Person Responsible <input type="text" value="Paul Jefferson"/>	A. Academic Excellence
Priority	Development and Maintenance of Investigations Lab		\$ <input type="text" value="\$1,500.00"/>	Students will be able to learn and complete measurable objectives with instructor assistance and evaluation.	Unit: Student Achievement
			Instr. Equipment		
New	Projected Completion	2015-16	Source 2	Person Responsible <input type="text" value="Paul Jefferson"/>	A. Academic Excellence

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.

SectionThree

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?

Shorten the curriculum approval process to enable the department to keep up with changing trends. Explore expansion of immediate needs budget categories to allow for more time for departments to research funding needs and make requests.

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

Contributer		Contributer	
Lance Heard	<input checked="" type="checkbox"/> Approve	Paul Jefferson	<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