



unit **PIE**

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

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	Electronics and Computer Technology	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Jonathan Hymer	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	jhymer@mtsac.edu , Ext. 4978	<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

- | | |
|-----------------|---|
| 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: Electronics and Computer Technology

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>
EST Program Transition	Prepare to transition EST program to noncredit (Community Education) offerings; develop one-year streamlined certificate by combining existing courses.	B: Access and Success
Facilities Issues	Stools are continuing to fail. Three rooms need at least one additional white board each, and the department's high-value equipment cannot be adequately secured. Secure self-locks or an electronically actuated key system (with surveillance) is desperately needed. The security of several hundred thousand dollars' worth of equipment depends on this.	C: Secure Resources
Personnel support	Need for qualified lab assistants continues. Also critically needed is an individual with subject-matter expertise to provide additional support for ELEC 74 (Microcontroller Systems), based on student feedback regarding bottlenecks created as the result of competition for instructor's attention.	B: Access and Success
<i>Give your Goal a name.</i>	<i>Define your Unit Goal here.</i>	<i>Connect to a College Theme</i>

II. Notable Achievements for: Electronics and Computer Technology

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	Three new EST courses (EST 51, 53, and 61) have been developed and submitted for approval through Community Education division. Program has transitioned to Community Education, and existing courses (EST 50, 52, 54, 56, 62, 64) will continue to be offered until new courses come online. Further action in Fall 2015 is dependent on timely appointment of new Dean of Continuing Education, who will then provide further advice and direction.	Unit: EST Program Transition
		B. Access and Success

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
High	New task chairs have been purchased for all 4th floor labs and will be delivered in July, rectifying a long-standing facilities issue that has impacted student success in combined lecture-laboratory courses. Also, additional white boards are in the process of being installed in rooms 402, 410, and 412. Security of classrooms and equipment room (Rm. 406) is still inadequate.	Unit: Facilities Issues
		C. Secure Resources
High	A student lab assistant, who had previously completed ELEC 74, was hired to provide one-on-one support for students in the spring 2015 offering of this course, to great success. It will be essential to have this type of support in the future for the course, and in the very likely event a qualified student will not be available, it may be necessary to hire a nonstudent either as a lab assistant or an individual with professional expertise at the noninstructional rate to fill the same role in Spring, 2016.	Unit: Personnel support
		B. Access and Success
High	A new room has been identified for the soldering lab, permitting it to be moved from ad-hoc space into a new facility that is both larger and wheelchair accessible, allowing for more students to be enrolled per section than before. The new facility will also have space for fabrication tools and storage, as well as a utility sink and counter tops. It is located close to the department's computer laboratory, permitting computer-aided design tasks to be conducted closer to the fabrication shop. Furniture has been moved from existing rooms into the new room; the department is awaiting College-supplied facilities support for power and data communications access.	Unit: Facilities Issues
		C. Secure Resources
High	Perkins funding has been secured to purchase new servers for use in CNET networking and virtualization courses, allowing the instructor to enhance lab activities he has developed to reflect industry trends and suggestions for improvement made by the department's industry advisory board.	Select Unit Goal
		A. Academic Excellence
Priority	The department has developed new Program Level Outcomes for both ELEC and CNET that are both meaningful and assessable while students are actively engaged with the program. These PLOs have been fully mapped to institutional Level Outcomes, and course-level SLOs and measurable objectives have, in turn, been mapped to PLOs. This effort has demonstrated that the programs have an overall coherence that can be communicated and publicized to current and potential students, prospective employers, and other stakeholders.	Select Unit Goal
		A. Academic Excellence
Med	The department has been recognized as an authorized CompTIA academy, entitling students to discount vouchers for certification exams, among other benefits. The department is continuing to investigate steps needed for our campus testing center to be recognized as an authorized CompTIA testing location.	Select Unit Goal
		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	<i>Enter/Discuss External Conditions, Trends, or Impacts that will inform your PIE Planning this year. Add(+)rows for each item.</i>		<i>Cite Data Sources</i>
Year	<i>Add item</i>	Internal Conditions, Trends, or Impacts	Data Sources
2014-15	Staffing: Department technician will no longer provide maintenance support for patient simulation labs for health programs.		<i>Cite Data Sources</i>
Year	<i>Add item</i>	Retention and Success Data	Data Sources
2014-15	A total of 7 AS degrees and 22 certificates at all levels were awarded in the 13-14 year for ELEC, and 8 AS degrees and 14 certificates were awarded for CNET. The department has made a concerted effort to make students aware of all certificates available and has updated the department web site to include an interactive worksheet to help students learn when they become eligible for certificates. The department also intends to make use of the LaunchBoard data set from the Chancellor's Office to capture those who leave the program (such as to transfer) before obtaining a certificate or degree.		<i>Cite Data Sources</i>
Year	<i>Add item</i>	Critical Decisions	Data Sources
2014-15	The Electronic Systems Technology (EST) program has been moved to Community Education as a non-credit certificate. New courses have been developed and are in the approval pipeline to provide a one-year (two semester) path to completion. Department technician will stand down from providing maintenance support for patient simulators.		<i>Cite Data Sources</i>
Year	<i>Add item</i>	Progress on Outcomes Assessment	Data Sources
2014-15	Program Level Outcomes have been updated and expanded for both the Electronics Technology (all ELEC certificates and degrees) and Computer and Networking Technology (CNET) programs. Assessments have begun on these PLOs and have been recorded in Tracdat.		<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	(33) HP EliteOne All-in-One 23-inch touch PC		\$ \$54,087.36	Equipment has been purchased and will be deployed in department's computer laboratory (Room 404) for use in CNET networking and server virtualization courses. Existing machines will be transitioned to Room 312, and machines currently in Room 108 (to be vacated by department Summer 2015) will be moved to Room 401. Machines in room 401 are over 12 years old and will be excessed.	Unit: Facilities Issues
	Plan Status Complete		Instr. Equipment		A. Academic Excellence
			Source 2		
Priority	(12) IPC Rework/Repair Guide Set and Kits		\$ \$2,451.53	To be purchased in 2015-16 school year pending funding.	Select Unit Goal
	Plan Status 2015-16 Complete		Lottery		B. Access and Success
			Source 2		
Priority	Switches and phones		\$ \$2,569.62	Items are currently used in CNET networking courses in labs created for coverage of Voice over Internet Protocol (VoIP) telephony.	Select Unit Goal
	Plan Status Complete		Perkins Grant		A. Academic Excellence
			Source 2		
Priority	Motors and Drives		\$ \$2,205.06	Items are currently used in ELEC 54 (Industrial Systems) course for coverage of variable frequency drives and other topics tied to energy efficiency.	Select Unit Goal
	Plan Status Complete		Perkins Grant		A. Academic Excellence
			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: Electronics and Computer Technology

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
EST Program Transition	Prepare to transition EST program to noncredit (Community Education) offerings; develop one-year streamlined certificate by combining existing courses.	B: Access and Success
Facilities Issues	Stools are continuing to fail. Three rooms need at least one additional white board each, and the department's high-value equipment cannot be adequately secured. Secure self-locks or an electronically actuated key system (with surveillance) is desperately needed. The security of several hundred thousand dollars' worth of equipment depends on this.	C: Secure Resources
Personnel support	Need for qualified lab assistants continues. Also critically needed is an individual with subject-matter expertise to provide additional support for ELEC 74 (Microcontroller Systems), based on student feedback regarding bottlenecks created as the result of competition for instructor's attention.	B: Access and Success

II. Annual Implementation Plan for: Electronics and Computer Technology

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	Soldering Lab Remodel	\$ <input type="text"/>	Need white boards, overhead projector, screen, and presentation camera for Room 314 (new soldering lab). Also need upgraded power capability in the form of circuits moved to each student +	Unit: Facilities Issues
		Source 1		
New	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>
				C. Secure Resources

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	Computer Lab Remodel		\$ <input type="text"/>	Need new white boards, overhead projector, screen, and presentation camera for Room 312 (moved computer lab). Also need upgraded power and data communications capability.	Unit: Facilities Issues
			Source 1		
New	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
High	In-class assistants		\$ <input type="text"/>	Need funding support (augmentation to existing hourly instructional aide line item) for qualified assistant in ELEC 74 (Microcontroller Systems) lab. If available student workers do not	Unit: Personnel support
			Source 1		
Ongoing	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	A. Academic Excellence
High	White boards--rooms 403, 410, 412		\$ <input type="text"/>	Need three white boards installed in rooms 403, 410, and 412.	Unit: Facilities Issues
			Source 1		
Ongoing	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
High	Software maintenance for Industrial Electronics courses		\$ <input type="text" value="\$2,616.00"/>	Software currently used to control lab equipment for Industrial Electronics (ELEC 54A/B) courses is incompatible with computers running browsers more recent than Internet Explorer 6 and	Select Unit Goal
			Instr. Equipment		
New	Projected Completion	2015-16	Source 2	Person Responsible <input type="text"/>	A. Academic Excellence
High	Software maintenance for Programmable Logic Control course		\$ <input type="text"/>	Ongoing software license and support agreement for ladder-logic software used in ELEC 54B.	Select Unit Goal
			Source 1		
New	Projected Completion	2015-16	Source 2	Person Responsible <input type="text"/>	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?

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	
Jonathan Hymer	<input checked="" 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