



unit **PIE**

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

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	Fire Technology	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Stephen Shull	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	sshull@mtsac.edu, Ext. 5144	<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

- | | |
|-----------------|---|
| 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: Fire 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>
Director Meetings	Attend four quarterly CFTDA meetings	C: Secure Resources
Southern Illinois University	Promote the SIU Bachelor of Science in Fire Service Management Program	D: Cooperation/Collaboration
Evaluation Team and Equip ⁺	Develop an evaluation team of instructors to Beta test the new national firefighting testing curriculum. Acquire mandated equipment to perform skills testing	A: Academic Excellence
Fire Officer Certificate Progu ⁺	Develop and upgrade the new fire officer curriculum for online/hybrid presentation	A: Academic Excellence
Work Experience Program	Develop the work experience to include additional private industry partners	D: Cooperation/Collaboration
Perkins Grant	Apply for Perkins grant funding to support fire technology instructional equipment, recruitment and retention activities and related conference and travel expenses	C: Secure Resources
Full-time Senior Tool Keeper ⁺	Move current Senior Tool Keeper from part-time to full-time status	C: Secure Resources
Online Insturction	Develop on line course offerings for fire technology core classes	A: Academic Excellence
Public Safety Training Cent ⁺	Develop and construct a public safety training for Fire Technology, Administration of Justice, and Emergency Medical Services	C: Secure Resources
Program recruitment	Provide for recruitment opportunities for under represented students	B: Access and Success

II. Notable Achievements for: Fire 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
Priority	Establish an articulation agreement with SIU	Unit: Southern Illinois University
		D. Cooperation/Collaboration
Priority	Submitted to curriculum 6 fire officer courses as part of the fire officer certificate program	Unit: Fire Officer Certificate Program
		A. Academic Excellence
Priority	Achieved re-accreditation from State Fire Marshals Office for Fire Technology Program	Select Unit Goal
		A. Academic Excellence
Priority	Enter into a 2 year contract for delivery of fire academy training with Chino Fire Department	Select Unit Goal
		C. Secure Resources
Priority	Hired a part-time Senior Tool Keeper for fire academy	Unit: Full-time Senior Tool Keeper
		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	The Fire Academy is mandated by NFPA and OSHA to have a certified technician on staff to repair and maintain all fire academy equipment	NFPA and OSHA mandates
2014-15	The Fire Technology Program is required under State Fire Marshal accreditation to provide credit classes per CFSTES, FSTEP, and CICCIS courses for in-service firefighters	State Fire Marshal policy and procedures manual
2014-15	Fire Academy certification testing required under IFSAC and PRO BOARD accreditation. This requirement requires additional instructional staff to serve as evaluators, and additional equipment to conduct the skills testing.	State Fire Marshals Office
2014-15	Fire Technology does not have an on campus fire training center for fire academy instruction	Advisory board minutes
Year	<i>Add item</i> Internal Conditions, Trends, or Impacts	Data Sources
2014-15	The Fire Technology Program must meet the college requirements to assess student learning outcomes	AP/BP policies
2014-15	Fire Technology needs additional EMT courses to be offered. EMT is a current prerequisite course for fire academy entrance.	Advisory board minutes
Year	<i>Add item</i> Retention and Success Data	Data Sources
2014-15	Fiscal performance report indicated that class fill rate improved from the fall semester to the spring semester. Fill rate increased from 89.6 to 97.4. End of term increased from 76.9 to 89.0	Fiscal performance report
Year	<i>Add item</i> Critical Decisions	Data Sources

2014-15	Move all tools, equipment and supplies from building to building 28B	Division
2014-15	Combine Fire Technology with Administration of Justice	Division
2014-15	Complete 5 year re-accreditation of Fire Technology Program	State Fire Marshals Office
2014-15	Moved Fire Academy from Ontario Fire Department to Chino Fire Department	Department meeting minutes
2014-15	Decision to create an on-line fire officers certificate program	Advisory meeting minutes
2014-15	Decision to create and deliver on-line core classes	Department meeting minutes
2014-15	Adopted the 2013 Firefighter 1 curriculum from State Fire Marshals Office	State Fire Marshal re-accreditation
2014-15	Decision to expand the work experience program	Department meeting minutes
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	Course assessment is complete and up to date	Course assessment plan
2014-15	Outcomes Mapping	Outcomes Mapping Plan

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	Fire Fighting Protective Equipment		\$ 5,574.43	Equipment have been purchased and placed into service	Unit: Perkins Grant
			Instr. Equipment		C. Secure Resources
	Plan Status	Complete	Source 2		
Priority	(2) 16' Drive Blowers		\$ 4,013.10	Equipment has been purchased and placed into service	Unit: Perkins Grant
			Instr. Equipment		C. Secure Resources
	Plan Status	Complete	Source 2		
Priority	Portable Generator, 600 Gallon Portable Tank w/ Vinyl Liner, Draft Hose w/ Brite Barrel Strainer, Rescue Randy Manikin, ORA EMS Case w/ first aid kit, Electronic PPV Blower		\$ 6,884.44	Equipment has been purchased and placed into service	Unit: Perkins Grant
			Instr. Equipment		C. Secure Resources
			Source 2		
	Plan Status	Complete			
Priority	14" Roof Ladders		\$ 1,298.58	Equipment has been purchased and placed into service	Unit: Perkins Grant
			Instr. Equipment		C. Secure Resources
	Plan Status	Complete	Source 2		
Priority	CMC Escape Tether, Escapeline (50ft), Escape Artist, Flash Hook Lite, Escape Bag, Escape Web (50ft)		\$ 5,010.58	Equipment has been purchased and placed into service	Unit: Perkins Grant
			Instr. Equipment		C. Secure Resources
	Plan Status	Complete	Source 2		
Priority	40" Alum 3-section Ladder		\$ 3,383.36	Equipment has been purchased and placed into service	Unit: Perkins Grant
			Perkins Grant		C. Secure Resources
	Plan Status	Complete	Source 2		

Priority for Manager Summary	Plan from Previous PIE (2013-14) and Resources Obtained <i>(if any)</i>		Resources Secured <i>(if any)</i>	Progress/Outcomes/Result/Impact (Resource requests should be based on outcomes assessment)	Connected Unit Goal/ College Theme
Priority	Standard VentProp w/ freight		\$ <input type="text" value="\$4,560.00"/>	Equipment has been purchased and placed into service	Unit: Perkins Grant
			Perkins Grant		C. Secure Resources
	Plan Status	<input type="text" value="Complete"/>	Source 2		
Priority	Used Silo w/ base plates and labor		\$ <input type="text" value="\$4,995.00"/>	Equipment has been purchased and placed into service	Unit: Perkins Grant
			Perkins Grant		C. Secure Resources
	Plan Status	<input type="text" value="Complete"/>	Source 2		
Priority			\$ <input type="text"/>		Select Unit Goal
			Source 1		Select College Theme
	Plan Status	<input type="text" value="Select"/>	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: Fire 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
Director Meetings	Attend four quarterly CFTDA meetings	C: Secure Resources
Southern Illinois University	Promote the SIU Bachelor of Science in Fire Service Management Program	D: Cooperation/Collaboration
Evaluation Team and Equip ⁺	Develop an evaluation team of instructors to Beta test the new national firefighting testing curriculum. Acquire mandated equipment to perform skills testing	A: Academic Excellence
Fire Officer Certificate Progra ⁺	Develop and upgrade the new fire officer curriculum for online/hybrid presentation	A: Academic Excellence
Work Experience Program	Develop the work experience to include additional private industry partners	D: Cooperation/Collaboration
Perkins Grant	Apply for Perkins grant funding to support fire technology instructional equipment, recruitment and retention activities and related conference and travel expenses	C: Secure Resources
Full-time Senior Tool Keeper ⁺	Move current Senior Tool Keeper from part-time to full-time status	C: Secure Resources
Online Instrurction	Develop on line course offerings for fire technology core classes	A: Academic Excellence
Public Safety Training Cente ⁺	Develop and construct a public safety training for Fire Technology, Administration of Justice, and Emergency Medical Services	C: Secure Resources
Program recruitment	Provide for recruitment opportunities for under represented students	B: Access and Success

II. Annual Implementation Plan for: Fire 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	Solicit the donation of a new fire engine for fire academy use		\$ 0.00	The use of operational fire apparatus during the fire academy is an required to ensure student success		Unit: Perkins Grant
			Donation			
Status	Projected Completion	2015-16	Source 2	Person Responsible	Stephem P. Shull	C. Secure Resources
Med	Purchase a used wild land fire engine for fire academy use		\$ \$25,000.00	The use of a wild land fire engine during the fire academy is required to unsure students success		Unit: Evaluation Team and Equ
			Instr. Equipment			
Status	Projected Completion	Select	Lottery	Person Responsible	Stephen P. Shull	C. Secure Resources
Priority	Fund recruitment and retentions activities to out reach to under represented students		\$ \$2,500.00	State Fire Marshal accreditation requires that the program remain proactive in recruitment and retention of under- represented students		Unit: Program recruitment
			Instr. Equipment			
Status	Projected Completion	Select	Grant	Person Responsible	Jamie Hirsch	B. Access and Success
Priority	Purchase equipment for National Certification skills testing		\$ \$20,000.00	A result of adopting the 2013 Firefighter 1 curriculum requires that the fire academy purchase equipment to teach new mandated skills		Unit: Evaluation Team and Equ
			Instr. Equipment			
Status	Projected Completion	2015-16	Perkins Grant	Person Responsible	Stephen P. Shull	B. Access and Success

III. Resources Identified in Relation to Planning

This section will serve the budget prioritization function in the Manager's PIE. Your manager will inform you when actual quotes are due.

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	
Stephen P. Shull	<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