



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	Medical Services	Current Year	YEAR 1	YEAR 2	YEAR 3
Contact Person	Kelly Sherwood/Tina Ziolkowski	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	ksherwood@mtsac.edu/tziolkowski@mtsac.edu	<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 Mt. San Antonio College Paramedic Program is to provide excellence in paramedic education with a focus on the student as a future healthcare provider to the community, both local and global.

The EMT program does not have a mission statement currently.

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: Medical Services

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>
Retention	Accreditation standards require a 70% paramedic retention goal	A: Academic Excellence
Continued Quality	Quality end-product as evidenced by success on National Registry of EMTs exams	A: Academic Excellence
Survival	Remaining FT faculty must multi-task to a higher level with fewer resources.	C: Secure Resources
<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: Medical Services

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	In light of tremendous workload to remaining full-time faculty, student completion numbers have remained at an all-time high. Due to this success, the Paramedic program was removed from At Risk status.	Unit: Retention
		B. Access and Success
Priority	Faculty also had four successful site visits resulting in continuing program approval of the EMS Continuing Education program, the Emergency Medical Technician program and Paramedic program (at the Los Angeles County EMS Agency level) as well as the site visit for the Paramedic program.	Unit: Continued Quality
		A. Academic Excellence

Priority for Manager Summary	Unit Achievements for the 2014-15 Year	Connected Unit Goal/ College Theme
Priority	Several Adjunct faculty were hired to oversee higher student numbers in Clinical and Field rotations of training. Also, these individuals are being groomed for expansion to the number of course offerings of the past as well as preparing for a future of growth as EMS takes a larger role in community patient care.	Unit: Retention
		C. Secure Resources
Priority	Division has offered some increases in clerical support. Though the amount of time remains minimal, it is a step in the right direction.	Unit: Survival
		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	EMS is predicted to grow much more than average	http://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm
2014-15	Hiring continues at private EMS companies as well as fire departments.	Quotes from Advisory members
2014-15	Fire departments cite the need to hire licensed paramedics. This saves departments \$150,000.00 - \$200,000.00 per firefighter the cost of sending a paid firefighter to paramedic school for 6-8 months.	Quotes from Advisory members
Year	<i>Add item</i> Internal Conditions, Trends, or Impacts	Data Sources
2014-15	Lack of replacement for FT retirees has severely impacted both Paramedic and EMT programs in a negative way.	50% reduction of FT faculty in dept.
2014-15	Adjunct faculty are increasingly unable to fulfill teaching and program support roles in our very labor intensive programs.	<i>Cite Data Sources</i>
Year	<i>Add item</i> Retention and Success Data	Data Sources
2014-15	We have doubled the number of completers in the Paramedic program in just over a two year period, with the largest classes occurring in the last year.	Banner student numbers
Year	<i>Add item</i> Critical Decisions	Data Sources
2014-15	Due to poor performance, it became necessary to change the re-hire status of a long-time Adjunct faculty member.	Spring 2015 faculty evals
Year	<i>Add item</i> Progress on Outcomes Assessment	Data Sources
2014-15	Our outcomes assessments are becoming more detail-oriented. In addition to Paramedic persistence and success, we need to turn our attention to our EMT students. While state figures cite a 50% attrition rate in programs statewide, we are striving to keep higher numbers. Also, outcomes assessments are focusing on national exam data for basic EMT students, which are a less advanced and compliant student pool than our paramedic students.	<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	11) Emergency Medical Services Protective Equipment		\$ \$11,058.32	Equipment has been received and is available for students and faculty. Given the number of Field Internship slots at various fire departments and EMS agencies, the need for proper personal protective equipment is crucial.	Unit: Retention
			Instr. Equipment		C. Secure Resources
	Plan Status	Complete	Source 2		
Priority	(1) Infant, (2) Standard and (3) Deluxe Airway Trainers		\$ \$12,283.84	Airway care is paramount in EMS training, especially at the Paramedic level. Airway trainers have a high use frequency and are subject to damage in a short period of time. Additionally, our paramedic accrediting body, the Committee on Accreditation of EMS Programs issued the recommendation to increase the number of live AND simulated airway practice.	Unit: Continued Quality
			Instr. Equipment		B. Access and Success
	Plan Status	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: Medical Services

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
Retention	Accreditation standards require a 70% paramedic retention goal	A: Academic Excellence
Continued Quality	Quality end-product as evidenced by success on National Registry of EMTs exams	A: Academic Excellence
Survival	Remaining FT faculty must multi-task to a higher level with fewer resources.	C: Secure Resources
Give your goal a name.	Define a new goal appropriate to your Unit mission here.	Select College Theme
Innovation	Consider Community Paramedic training curriculum offerings.	A: Academic Excellence

II. Annual Implementation Plan for: Medical Services

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	New FT faculty to replace retirees and restore prior course offerings.		\$ <input type="text"/>	Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes	Unit: Survival
			Staffing		
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible	C. Secure Resources
				Tina Ziolkowski	

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 RT for Clinical Coordinator		\$ <input type="text"/>	Clinical Coordinator currently works substantial number of hours for free beyond her RT and Supplemental Hours. She is the Coordinator for both Paramedic and EMT. Our local EMS agency	Unit: Survival
			Source 1		
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible <input type="text" value="Tina Ziolkowski"/>	C. Secure Resources
High	Increase RT for EMS Program Director		\$ <input type="text"/>	Program Director is currently attempting to fulfill duties for both Paramedic and EMT programs with a substantial teaching load, in addition to serving well in excess of Supplemental Hours	Unit: Survival
			Source 1		
Ongoing	Projected Completion	2015-16	Source 2	Person Responsible <input type="text" value="Tina Ziolkowski"/>	C. Secure Resources
High	Increase the Professional Expert budget for Paramedic and EMT Programs		\$ <input type="text"/>	While we are planning to implement cost-saving measures utilizing adjunct faculty immediately, we foresee the need to prepare for possible increases in the future, as student retention	Unit: Continued Quality
			Staffing		
Ongoing	Projected Completion	2015-16	Other - Add - Raise:	Person Responsible <input type="text" value="Tina Ziolkowski"/>	C. Secure Resources
Med	Increase pay for Medical Director or convert some of her adjunct pay to stipend. One local college source quoted \$100,000 for this position		\$ <input type="text"/>	Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes	Unit: Continued Quality
			Rate-Driven		
Ongoing	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	C. Secure Resources
Priority	Describe the new plan, activity, or intervention your Unit will be pursuing		\$ <input type="text"/>	Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or institutional outcomes	Select Unit Goal
			Source 1		
Status	Projected Completion	Select	Source 2	Person Responsible <input type="text"/>	Select College Theme

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	
Tina Ziolkowski	<input checked="" type="checkbox"/> Approve	Kelly Sherwood	<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