



Planning for Institutional Effectiveness (PIE) VICE-PRESIDENT'S SUMMARY 2011-12



INTRODUCTION

This Vice-President's Summary is designed to showcase the major themes from unit planning efforts. It is an opportunity to review your area planning and indicate the common topics that are affecting your area as a whole.

A set of reports from units that report directly to you will be e-mailed to you shortly after the deadline for submission of unit ePIEs passes (June 30). A set will also be placed in the 'Document' tab of your ePIE account. Please remember that the ePIE information will not be complete if your units are using the paper version of PIE; in that case, you will need to collaborate with them to gather what you need. The following table relates each report to its corresponding section in the Vice-President's Summary. Use these reports and the Manager's Summaries in conjunction with any other information to which you have access to respond to the sections in the Vice-President's Summary.

REPORT	MANAGER'S SUMMARY SECTION
I. Accomplishments	I
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The college mission statement, college goals, and team goals are listed on the next page and serve as a reference for this report.

This Vice-President's Summary is due electronically to Virginia Burley, chair of the Institutional Effectiveness Committee, at vburley@mtsac.edu by **September 2, 2012**. Additionally, please email a copy of the Summary to your managers. Contact Virginia Burley at x. 5414 with questions relating to the Summary and Kate Scott (x. 5562) with questions relating to either the reports or to ePIE.

Sincerely,
The Institutional Effectiveness Committee

COLLEGE MISSION STATEMENT

The mission of Mt. San Antonio College is to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic excellence.

COLLEGE GOALS

College 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.

1. The college will secure funding that supports exemplary programs and services.
2. The college will prepare students for success through the development and support of exemplary programs and services.
3. The college will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
4. The college will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
5. The college will utilize and support appropriate technology to enhance educational programs and services.
6. The college will provide opportunities for increased diversity and equity for all across campus.
7. The college will increase access for students by strengthening recruitment opportunities for full participation in college programs and services.
8. The college will encourage and support participation in professional development to strengthen programs and services.
9. The college will provide facilities and infrastructure that support exemplary programs and consider the health and safety of the campus community.
10. The college will ensure that basic skills development is a major focus in its planning efforts.
11. The college will improve effectiveness and consistency of dialogue between and among departments, committees, teams, and employee groups across the campus.
12. The college will engage students in activities and programs designed to increase their term-to-term enrollment (i.e. persistence).
13. The college will ensure that curricular, articulation, and counseling efforts are aligned to maximize students' successful university transfer.
14. The college will utilize assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.
15. The college will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.
16. The college will ensure appropriate staffing to maintain necessary services and support critical functions to implement the college mission.

Team Goals

Team goals were developed by reviewing and summarizing goals articulated at the department/unit level and aligning priorities with resource distribution mechanisms. Each department/division/work unit is part of one of the following 4 teams: Administrative Services, Human Resources, Instruction, or Student Services. Therefore, each unit should indicate where/how its individual goals align with both the College and Team goals that are appropriate to the unit.

Student Services Team

- SS-1. Ensure that pathways are available, efficient, and well-defined for students to pursue their educational goals.
- SS-2. Provide avenues through which students can be involved in the campus community.
- SS-3. Provide comprehensive and coordinated services to enable students to reach their goals.
- SS-4. Provide services that support student learning in an effort to ensure continued enrollment in subsequent terms.
- SS-5. Assure that services provided by the division are designed to provide students with the tools and information required to successfully attain their educational and career goals.
- SS-6. Conduct dynamic research to measure outcomes and student success.
- SS-7. Provide opportunities for professional development and technical training to all staff.
- SS-8. Exercise inclusive planning processes to make budget decisions and share and distribute resources.
- SS-9. Recommend changes to policies and procedures to improve efficiency, ensure equitable treatment of students, and to maintain compliance with state and federal laws and regulations.
- SS-10. Create opportunities to educate the campus and community regarding key student issues and concerns, procedures, policies, and regulations.
- SS-11. Work collaboratively to advocate for technological and infrastructure support to improve services to students.

Administrative Services Team

- AS-1. Develop a College-wide Sustainability System
- AS-2. Develop Emergency Preparedness Procedures and Provide Training.
- AS-3. Develop and Make Available College Data Information/Reports
- AS-4. Implement Custodial OS1 Program
- AS-5. Develop and Implement Master Planning Facilities/Education/Technology/Utilities
- AS-6. Develop Title 8 written programs and provide employee safety training.
- AS-7. Develop Enterprise Application System Training/ Implementation
- AS-8. Develop Purchasing Card System

- AS-9. Provide Academic/Student Technology Support
- AS-10. Protect Investment in Facilities/Infrastructure
- AS-11. Update Campus building, architectural, and classroom technology standards.
- AS-12. Evaluate/update construction project delivery methods including major capital, small projects, and safety.
- AS-13. Evaluate and implement a maintenance management system.
- AS-14. Expand the use of electronic document imaging to reduce the utilization of paper.

Instruction Team

- IN-1. Enhance communication among and between internal and external stakeholders, including students, faculty, advisory committee members, industry representatives and the general public.
- IN-2. Provide and maintain state-of-the-art instructional technology, equipment, facilities and infrastructure for safety, currency, and effectiveness and to accommodate growth.
- IN-3. Address staffing needs to maintain and enhance delivery of instruction and instructional services (including replacement, growth, and contribution to technical or disciplinary currency.)
- IN-4. Encourage and support participation of instructional personnel in ongoing professional development to improve instruction and service to students.
- IN-5. Update curriculum and expand successful modes of delivery for currency and to improve effectiveness.
- IN-6. Support and expand opportunities for academic enrichment, including provision of guest lecturers, visiting artists, as well as student participation in regional, state, and national competitions and events.
- IN-7. Secure funding to support ongoing operational needs of programs (supplies, accreditation, transportation, travel, etc.).
- IN-8. Encourage and support unit-level participation in planning and evaluation processes including PIE, SLOs, GEOs, and accreditation self-study (to establish a culture of meaningful assessment and documentation for both internal and accreditation purposes).
- IN-9. Expand opportunities for external funding and acquisition of other supporting resources through pursuit of grants and partnerships.
- IN-10. Increase support for basic skills activities that benefit an increasing number of students across the College.
- IN-11. Strengthen the ability to access data on student success and achievement through the development and maintenance of effective instructional support activities and course delivery models.

Human Resources Team

HR-1. Create an institutional approach to address faculty, management, and staff recruitment, assessment, and retention efforts.

HR-2. Strengthen the district’s professional development program through a cohesive organizational approach to assist employees in maintaining excellence in their professions.

HR-3. Promote a healthy work environment that nurtures personal and professional development.

HR-4. In accordance with the California Community Colleges State Chancellor’s Office new requirements, communicate the Equal Employment Opportunity plan to the campus community. Provide regular and ongoing training to assist employees in developing sensitivity to ethnic, racial, physical, and lifestyle diversity.

I. ACCOMPLISHMENTS

Using the **Accomplishments report**, identify the top 5 to 10 major accomplishments for your area/team and their alignment with college goals. Accomplishments are items that have been achieved as of the writing of this summary and since you last did PIE. Expand as needed.

COLLEGE GOAL(S) (LIST BY #)	PREVIOUS YEAR ACCOMPLISHMENTS
<i>CG 15</i>	Established Long Term Care (LTC) Program
<i>CG 5, 11 and 15</i>	Electronic signatures for benefit statements
<i>CG 5, 11 and 15</i>	Successfully created and maintained benefit website
<i>CG 5 and 11</i>	Sending out monthly health newsletters provided by health agencies

<i>CG 15</i>	Upgraded the PeopleAdmin Applicant Tracking System (ATS) from 5.8 to PA7; a much more user-friendly system for applicants and college users. PA7 allows the recruiters more access to make necessary changes to certain fields directly with minimum assistance from the vendor. HR revised the pre-screening process for Classified positions which require testing to only invite applicants that meet the minimum requirements and have submitted the required documents.
<i>CG 11 and HR-1</i>	Met with department/division leaders to collaborate on revising the Reference Check form. Updated the Reference Check form to have one form to be used for all positions. It includes a section for specific information for each category (Classified, Management, and Faculty). HR is in the process of developing a recruitment procedure that will assist with the consistency of the process.
<i>CG 11 and HR-1</i>	Updated Job Notices/brochures with current and more clear/precise details to try to help applicants better understand the application procedure. HR created the voluntary lateral transfer process to give internal incumbents the opportunity to transfer to a different department for growth opportunity.
<i>CG 8; HR-2 and HR-3</i>	Participated in developing the New Classified Employee Resource Manual and planning for the New Employee Welcome as a member of the Classified Professional Development Committee. HR has provided EEO training for all campus employees and is hoping to offer more training in the future.

<p><i>CG 5 , 11 and 15, HR1</i></p>	<p>Used current existing resources (Banner, Portal and Argos) more efficiently and to our advantage. Began sending electronic versions of Flex Forms to all full time faculty members as a cost-saving, more efficient method of using current resources. This allowed us to provide this required document while cutting down on the paper flow. Faculty were able to log onto their portal and view the electronic version of the flex form and indicate the training, dates and hours to meet their annual Flex Day certification.</p>
<p><i>CG 5 and CG 15, HR1</i></p>	<p>Used current existing resources (Banner, Portal and Argos) more efficiently and to our advantage. Began sending electronic versions of Notice of Assignments to all full time faculty and adjunct faculty members as a cost-saving, more efficient method of using current resources. This allowed us to provide this required document while cutting down on the paper flow. F/T and adjunct Faculty were able to log onto their portal and view the electronic version of the notice of assignment, verify the classes and give us an electronic approval of the courses they are scheduled for.</p>
<p><i>CG 9; HR3</i></p>	<p>Used current existing resources (Banner, Portal and Argos) more efficiently and to our advantage. Began sending electronic versions of Notice of Assignments to all full time faculty and adjunct faculty members as a cost-saving, more efficient method of using current resources. This allowed us to provide this required document while cutting down on the paper flow. F/T and adjunct Faculty were able to log onto their portal and view the electronic version of the notice of assignment, verify the classes and give us an electronic approval of the courses they are scheduled for.</p>

CG 6	<p>In 2010 to 2011, HR will increase opportunities for diversity in employment by identifying at least five (5) new recruitment sources targeting underrepresented applicant groups. (Human Resources) Objective was met. Human Resources used five (5) new recruitment sources, targeting under-represented applicant groups, during the 2010/11 year. A large number of these new sources specifically targeted the Veteran population. Recommendation for next year: As part of the Campus Equity and Diversity Committee efforts and requirements, Human Resources will continue to strive</p>
CG 7	<p>By June 2012, the Campus Equity and Diversity Committee will conduct at least one presentation to increase employee awareness of equity and/or diversity issues. (Campus Equity and Diversity Committee) Objective is ongoing. The Campus Equity and Diversity Committee has not begun securing a presentation to increase employee awareness of equity and/or diversity at this point. Currently, the committee's focus has been on creating and publishing the College's EEO plan. Once this is completed, the committee will begin the task of securing a presentation on campus. Recommendation for next year: Keep same SO.</p> <p>Examples of Reported Accomplishments:</p> <ul style="list-style-type: none"> • Added three advertising sources to reach out to (military) Veterans and four to reach out to underrepresented groups (Human Resources) • Completed EEO Plan with the newly reconvened Campus Equity and Diversity committee (Human Resources)

CG 8	<p>In 2010 to 2011, the College in collaboration with CSEA will develop and conduct at least one new classified employee orientation session. (Professional and Organizational Development) Objective is ongoing. The Classified Professional Development Committee (CPDC) is currently in the very early planning stages of resurrecting the classified employee orientation program that it had in operation some years ago. Human Resources is being consulted along with representatives from both CSEA unions. Recommendation for next year: Keep same SO.</p>
CG 9	<p>In 2010-11, the Health & Safety Committee formed a task force to review online training and tracking capabilities of three programs for the purpose of providing all existing and new employees with the training that is required by Cal OSHA Title 8 regulations. The Task Force looked at the services and programs that can be offered through the Professional and Organizational Development department; the Alliance of Schools for Cooperative Programs (ASCIP) online training programs; and the Keenan Safe Schools online training program.</p> <p>The Task Force recommended that the College pilot the Keenan Safe Schools program with a target group on campus. The Task Force has selected the target group and will test the program with this group in fiscal year 2011-12.</p>
CG 11	<p>Successfully implemented monthly Payroll staff meetings as well as monthly meetings between Human Resources, Benefits, and Payroll (Fiscal Services)</p>

II. INTERNAL AND EXTERNAL CONDITIONS

IIA. INTERNAL CONDITIONS

Using the *Internal/External Conditions report*, identify the **major internal conditions** affecting planning in your area. Internal conditions are conditions that exist within your area over which you may or may not have an influence. Please only list 5 to 10 for your team.

Lack of Banner Reports – Resulting in need to communicate with other departments to find existing worksheets, requesting a report to be created, or creating a worksheet ourselves.

Communication – Lack of communication between people within the department and finding out time-sensitive issues and having to go back and fix an employee's benefits if possible.

Title and Responsibility Change – affecting whom we seek the proper information needed to perform our job.

Moving from one location to another and participating in file transfer.

Internal: Budget cuts (supplies, equipment & staffing): centralized printing, department renovation (front desk area.)

IIB. EXTERNAL CONDITIONS

Using the *Internal/External Conditions report*, identify the **major external conditions** affecting planning in your area. External conditions are conditions that exist outside of your area over which you may have little influence. Please only list 5 to 10 for your team.

Interruptions – Having no control over the amount of spontaneous phone calls and visits from employees and retirees.

CalPERS and Delta Dental online systems – Training, massive errors, not user friendly screens and difficult wait times and agents without proper training that are overwhelmed with phone calls. Errors that have not been corrected for almost one year causing monthly micromanagement of all outstanding issues.

Communication – Lack of communication between people within the various departments and finding out time-sensitive issues and having to go back and fix an employee's benefits, if possible.

IIC. Critical Decisions

Describe the critical decisions your area made this year and the reasons for those decisions. *Example: Departments may revise curriculum and distance learning workload due to interpretation of the faculty contract.*

What is one major aspect you learned about your team from doing this review of internal/external conditions?

In spite of the changing fiscal environment, HR continues to meet demands of the District without compromising compliance with legal mandates.

III. INFORMATION ANALYSIS

Using various sources of information including the **Information Analysis reports** and department/unit information, identify the common trends, the source(s) that provide evidence for the trends, and their impact on area planning.

Expand the table below as needed.

TREND	SOURCE	IMPACT
Reduction in State Budget	California State Budget	Limited resources for staffing in meeting increased workload demands.
Increase of unemployment claims and unemployment insurance benefits paid.	TALX report via LACOE	Possible increase of Unemployment Insurance rates for Fiscal Year(s) to come.

<p>Confidential and Supervisory groups continually left out of representation on committees across campus and/or other non-represented groups (i.e. Management)</p>	<p>Employee Group Meetings</p>	<p>As more processes are considered for “streamlining” i.e. Classified Prof. Development Committee, the orientation program being considered to revise excludes Confidentials/ Supervisor staff. The orientation program should include ALL regular hired employees offering campus tours and feedback from ALL employee groups, not just Classified and Faculty.</p>
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IV. OUTCOMES ASSESSMENT

To answer the following questions (see below), consider all the measurement and assessment efforts occurring in the unit-level including SLOs, GEOs, and AUOs. Other sources of data include discussions with departments and program/course-level information in ePIE. Where available, use the *Program Level Outcomes* report, the *Course-level Outcomes* report, and the *ePIE Transparency report* to answer the following questions.

1. What is your assessment of the overall progress in your unit(s) relative to SLOs, GEOs, and AUOs implementation and assessment? Identify any specific areas that need additional assistance in meeting the target objectives.
2. Identify key examples where assessments by your unit(s) have led to the implementation of specific changes or produced measurable improvements.

V. RESOURCES NEEDED TO ACHIEVE GOALS

Resources requested by department/unit faculty, staff, and management support plan implementation toward the achievement of identified goals. Resources may include **budget, facilities, staffing, research support, training, marketing, equipment, etc.** To justify and endorse the department/unit goals, please provide supporting information, including outcomes assessment work, advisory committee minutes, and the like. Please prioritize the requests. (note: one table per priority) **Completed Team Category Prioritized lists should be included as part of the VP Team submission as well as should be sent directly to the person/group responsible for that category of work.** For example, facilities requests should be sent to the Facilities Advisory Committee for their review and that committee should respond with a re-evaluation of where your Team’s priorities are aligned with other Team’s priorities. At the end of the next fiscal year, this group should provide your team with an update as to what they were able to accomplish. This updated list should be used as part of your Team’s next year’s review of resource requests and prioritization.

PLEASE ALSO PRIORITIZE YOUR REQUESTS (E.G., RESEARCH #1, STAFFING #2, ETC.)

PRIORITY #1	TEAM GOAL(S) CONNECTED WITH THIS RESOURCE NEED (RE-STATE IT):			
	RESOURCES NEEDED (BE SPECIFIC, BUT NO \$'S NEEDED) & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED: DESCRIBE INFORMATION YOU HAVE TO SUPPORT REQUEST (Argos Rpt, Advisory Group, Service Level, Outcomes Assessment, etc.)	NEW REQUEST (YES, NO)	DEPT/AREA TO GET THE REQUEST (E.G., BUDGET, STAFFING, ETC.)
I-9 digital storage; electronic employment authorization system including E-Verify	E-Verify offered by the Dept. of Homeland Security (is now required by every employer) numerous companies including, TALX and HireRight, offering such a product that would eliminate the “paper process” of employment authorization in the United States, run through the Social Security database) and electronically store the District’s I-9s in compliance with DHS regulations. Assist in streamlining hiring processes with departmental hiring including Adjunct Faculty and short-term employees. Implementing this software will require campus-wide training for all user groups.	Argos Reports / Banner System	Staffing/Training/Budget	HR: I-9 digital storage; electronic employment authorization system including E-Verify

PRIORITY #2	TEAM GOAL(S) CONNECTED WITH THIS RESOURCE NEED (RE-STATE IT):			
	RESOURCES NEEDED (BE SPECIFIC, BUT NO \$'S NEEDED) & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED: DESCRIBE INFORMATION YOU HAVE TO SUPPORT REQUEST (Argos Rpt, Advisory Group, Service Level, Outcomes Assessment, etc.)	NEW REQUEST (YES, NO)	DEPT/AREA TO GET THE REQUEST (E.G., BUDGET, STAFFING, ETC.)
	Training and Development	On-going need for “info sessions” of new and current employees regarding changes in collective bargaining agreements (CBAs) – this training is especially important for departmental managers/supervisors working with staff w/CBAs; trainings for new/current employees regarding “LEAVES” including managers i.e. FMLA, Pregnancy Disability Leave, Workers’ Compensation, ADA, EEO etc.; continued on-going training for ALL employees updates w/technology etc.	No	Training/Budget
	Staffing	Updated HR website and provide most updated and accurate information (salary schedules), hiring processes, forms, employee resources. Employee information i.e. Benefits, Leaves, CBAs etc. As a part of the Website Improvement Project, HR will be overhauling their website in an effort to provide the most accurate and helpful information to 1) employees and 2) the public.	Yes	Staffing/Budget

PRIORITY #3	TEAM GOAL(S) CONNECTED WITH THIS RESOURCE NEED (RE-STATE IT):			
	RESOURCES NEEDED (BE SPECIFIC, BUT NO \$'S NEEDED) & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED: DESCRIBE INFORMATION YOU HAVE TO SUPPORT REQUEST (Argos Rpt, Advisory Group, Service Level, Outcomes Assessment, etc.)	NEW REQUEST (YES, NO)	DEPT/AREA TO GET THE REQUEST (E.G., BUDGET, STAFFING, ETC.)
	Wellness Committee & EAP	Increase productivity and healthy work environment in employees' personal and professional lives by providing wellness incentives/information/education in addition to an Employee Assistance Program	No	

PRIORITY #4	TEAM GOAL(S) CONNECTED WITH THIS RESOURCE NEED (RE-STATE IT):			
	RESOURCES NEEDED (BE SPECIFIC, BUT NO \$'S NEEDED) & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED: DESCRIBE INFORMATION YOU HAVE TO SUPPORT REQUEST (Argos Rpt, Advisory Group, Service Level, Outcomes Assessment, etc.)	NEW REQUEST (YES, NO)	DEPT/AREA TO GET THE REQUEST (E.G., BUDGET, STAFFING, ETC.)
	Training/Staffing	Continued, on-going, trainings, more than once a year for EEO, Diversity, Sexual Harassment, Evaluation Training, etc.	No	Training/Staffing/Budget

VI. Planning for the Future

Using the *Planning for the Future report* and Managers responses to this question, what are your Team’s planning themes for the 2012-12 academic year.

PLANNING FOR THE FUTURE (PLEASE NOTE RELATED COLLEGE GOALS)	TEAM GOAL (NOTE GOAL #)
The College will improve effectiveness and consistency of dialogue between and among departments, committees, teams and employee groups across the campus.	

VII. TEAM GOALS

Based on unit/division-level planning efforts, provide a brief analysis of progress and challenges encountered towards meeting Team goals. Would you recommend any revisions to the team goals?

TEAM GOAL	PROGRESS/CHALLENGES IN MEETING GOALS	PROPOSED CHANGES/ ADDITIONS/DELETIONS TO THE TEAM GOALS ITSELF
Involvement in the newly proposed wellness program by President Scroggins and Mike Gregoryk	In early communication with various vendors to set up the program. Scheduling of meetings and programs offered and making all employees aware	

TEAM GOAL	PROGRESS/CHALLENGES IN MEETING GOALS	PROPOSED CHANGES/ ADDITIONS/DELETIONS TO THE TEAM GOALS ITSELF
Setting up the EASE workshops to better educate the campus regarding services available of EASE	In early communications with EASE to set up workshops. Scheduling with POD and the vendor for easy access for all employees.	
Create an institutional approach to address faculty, management, and staff recruitment, assessment, and retention efforts.	Support, from all levels of employee groups, regarding the processes that are implemented that are in line with legal regulations including Title V, Title VII, ADA, EEO, Educational Code, Labor Codes, Federal Regulations, etc.	Campus-wide Training for those unknowing of District Policies and Procedures.
Strengthen the district's professional development program through a cohesive organizational approach to assist employees in maintaining excellence in their professions.	Resources are limited, including budget, to provide much needed training to sustain professional updated information across campus. Employees need to be informed from the beginning to end of employment; overhaul of the orientations, lack of cohesive process i.e. no campus tours or familiarity of the District, working beyond one's departments; understanding the fundamentals and functions of departments as a whole in an effort to meet District's mission.	Brown-bag sessions, mini-trainings????; Be inclusive of ALL employee groups ensuring representation of groups regarding requests for trainings, workshops, etc.

TEAM GOAL	PROGRESS/CHALLENGES IN MEETING GOALS	PROPOSED CHANGES/ ADDITIONS/DELETIONS TO THE TEAM GOALS ITSELF
<p>Promote a healthy work environment that nurtures personal and professional development.</p>	<p>Participation from other departments; committees that are formed tend to lag and for whatever reason are delayed. Surveys should be conducted this year to get feedback from employees.</p>	<p>More involvement with assessing the needs of employees; increased communication with employees via feedback surveys etc.</p>
<p>In accordance with the California Community Colleges State Chancellor's Office new requirements, communicate the Equal Employment Opportunity plan to the campus community. Provide regular and ongoing training to assist employees in developing sensitivity to ethnic, racial, physical, and lifestyle diversity..</p>	<p>EEO training offered through HR on Flex Day had to "compete" with other trainings being offered and many Faculty and employees overall, were not present. The training, as advertised, to the District appeared to lack support from many areas including Faculty.</p>	<p>Multiple trainings through the year for ALL groups in ALL areas; advertising needs to be more pushed out more aggressively due to its importance – mandated for ALL employees??</p>

VIII. ADDITIONAL COMMENTS

In the space below, share any additional comments that may not have been captured within the sections above.

IX. EVALUATION OF VICE-PRESIDENT'S SUMMARY PROCESS

The Institutional Effectiveness Committee is interested in assessing the forms and processes (i.e. the PIE process, the Vice-President's Summary, etc.) that have been established as planning guides for the college. Please comment on the following components:

1. What suggestions can you offer to improve the Vice President’s Summary?

Additional workshops for PIE, a compilation of ALL reports from previous year; I had to refer to the website and “search” for items from the previous year, an at-a-glance from last year’s reports would be helpful and avoiding having to recreate PIE every year. The information provided is crucial and gives all areas the opportunity to provide much needed input and notate accomplishments throughout the year (communicating to the District what our department actually does and the positive effects of our efforts).

2. What additional information should the College provide to assist your Team?

Would like to work with Research and Institutional Effectiveness department in utilizing surveys in an effort to gather concrete data regarding services requested of the District employees. What employees think we do? What they’d like us to do? What we are required to do? Coming to a happy medium and building a positive outlook from the District regarding the services of Human Resources.

X. TIMELINE

September 2, 2012	Vice-Presidents prepare a summary of reports they have received to take to budget allocation discussions; VPs submit summaries via e-mail to Ginny Burley, Chair, Institutional Effectiveness Committee (IEC).
October 2012	IEC reviews all submitted summaries to prepare a year-end report to PAC on progress made in meeting College goals, and communication is given to the campus that the relevant documents are placed on the web and the next cycle is to begin.