



Planning for Institutional Effectiveness

Introduction:

I. Unit Information

UNIT	<i>Enter Your Unit Name Here</i>	YEAR 1	Current Year	YEAR 3	YEAR 4
Contact Person	<i>Identify the Contact Person for your Plan</i>	2014-15	2015-16	2016-17	2017-18
E-mail / Extension	<i>Please include both E-mail address and Extension</i>	<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Analysis	<input type="checkbox"/> Planning	<input type="checkbox"/> Planning

II. College and Unit Missions

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.

College Mission Statement

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

Mission Statement

Enter your Unit mission statement here if applicable

III. College Goals and Themes

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.

+ Close above section

SectionOne

Where We Are: A Summary and Analysis of the Current Year 2015-16

IV. Summary Context - Unit Goals

Unit Goal Name	Unit Goal	College Theme	For 2016-17 Planning
			<input type="radio"/> Continue / Revise <input type="radio"/> Delete

V. Notable Achievements

V. Notable Achievements for

Enter your Unit's successes for the 2015-16 year in the table below. Please connect them to your Unit's goals and the College's themes.
 Text boxes will expand as needed. Add rows (+), delete rows (X).

Unit Priority	Unit Achievements for the 2015-16 Year	Unit Goals/College Themes
Rank	<i>Describe the successes your Unit achieved during the 2015-16 year. These may not be the result of planning. Please include who, what, where, when and and describe the connection to your expected outcomes.</i>	Connect Unit Goal
		Connect College Theme

VI. Closing the Loop

VI. Closing the Loop for

Analysis of Progress, Impacts, and the Use of Results toward achieving Unit and College Goals

This section serves a **"reporting"** function. The following table displays your plans and activities from your 2014-15 PIE and allows for comment on "Completed" plans while forwarding "Ongoing" plans to the planning Section Two where they may be modified.

****You can not modify plans in this section.****

1. Select "Ongoing" or "Completed" for each plan.
2. Ongoing plans may be modified in Section Two.
3. Please "Close the Loop" on completed plans using the comment field provided for your analysis. Discuss how your Unit closes the loop by connecting completed plans to the budget allocated and include results, outcomes, and/or impact of the activity. For example: 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.

Update Status	Plans & Activities	Expected Outcomes / Criteria for Success	Funding	Goals / College Themes
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Update Status	Plans & Activities	Expected Outcomes / Criteria for Success	Funding	Goals / College Themes
<input type="radio"/> Ongoing			\$	Select Unit Goal
<input type="radio"/> Completed			Source 1	Select College Theme
Mgr. PIE Priority	Completion	Select	Source 2	Lead Enter Name

Section Two

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

VII. Planning Context: Unit Goals Assessed and Revised

VII. Planning Context - Unit Goals Assessed and Revised for

The following table contains the **over arching** goals that guide your Unit's mission and the mission of the college (as noted in Section One).

- **Over arching goals are not specific plans or activities**, but more general goals that drive your Unit's mission.
- **Continue, revise, or add new goals** as appropriate for the continuation of your planning for the current four-year cycle (2014-15 through 2017-18).
- Add rows (+), delete rows (-) as needed.

Unit Goal Name	Unit Goal	College Theme
Give your goal a name.	Define a new goal appropriate to your Unit mission here.	Select College Theme

VIII. Conditions and Trends Informing Planning

VIII. Conditions and Trends

The following table is intended to track conditions and trends that influence planning over a multi-year period beginning that began with the 2014-15 year. Review, revise and/or add new information as necessary. Please include data sources used. Select the "Year" in column one to reflect changes. The "Link to Data Sources and Support Options" button will open a Mt. SAC webpage that offers suggestions and links for potential data sources for your Unit. *(Text boxes will expand. Add (+) rows, delete (-) rows as needed.)*

Year	External Conditions, Trends, or Impacts	Data Sources
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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	Internal Conditions, Trends, or Impacts		Data Sources
2014-15	<i>Enter/Discuss Internal Conditions, Trends, or Impacts that will inform your PIE Planning this year. Add(+)rows for each item.</i>		<i>Cite Data Sources</i>
Year	Retention and/or Success Data		Data Sources
2014-15	<i>Enter/Discuss Retention and Success Data that will inform your PIE Planning this year. Add(+)rows for each item.</i>		<i>Cite Data Sources</i>
Year	Critical Decisions		Data Sources
2014-15	<i>Enter/Discuss Internal Conditions, Trends, or Impacts that will inform your PIE Planning this year. Add(+)rows for each item.</i>		<i>Cite Data Sources</i>
Year	Progress on Outcomes Assessment		Data Sources
2014-15	<i>Enter/Discuss how outcomes assessment will inform your PIE Planning this year. Add(+)rows for each item.</i>		<i>Cite Data Sources</i>

IX. Institutional Set Standards

IX. Institutional Set Standards



What are Institutional-Set Standards?

- **Institutional-Set Standards** are another set of data used to inform planning assessment and outcomes in this process.
- **Institutions must set standards** for satisfactory performance of student success to meet accreditation requirements.
- These standards also provide the basis for the **Institutional Effectiveness Partnership Initiative (IEPI) indicators** that help colleges and districts improve their fiscal and operational effectiveness while promoting student success.

For more information about IEPI indicators: <http://www.mtsac.edu/administration/research/iepi.html>

Mt. San Antonio College must demonstrate that it:

- Establishes standards for its own performance
- Analyzes how well it is meeting its own standards
- Makes results available to all constituent groups
- Plans to improve in areas where its own performance is inadequate

The measures to be assessed are:

- student success
- number of degrees and certificates
- licensure, transfers
- and job placement (for CTE areas)



Current Standards

Review the Institution-set Standards information in the following table and describe how your Unit will address the trend data you observe using these guiding questions:

- Do the data indicate there is room for improvement?
- What plans or activities might your Unit do to lead and support the targeted improvement?

(The plan or activities will be further detailed in Section IX: Plans, Activities, and Resources for)

What if I am not in an instructional area? *(click here to open and close)*

Examples of how non-instructional areas could describe contributions to instructional outcomes data:

Administrative Services

- Clean, beautiful, well maintained grounds and facilities contribute to a positive learning environment. Aesthetically pleasing facilities and grounds show students that we value them, teaching, and learning.
- Well maintained fields provide competitive sport teams with adequate learning environment for instruction, practice, and competitions, thereby contributing to the many championships our student athletes have achieved.
- IT networking, security, and programming enable all business processes, instruction, and student support services to occur.
- IT Help Desk is often the one place where callers always gets information and are directed to campus departments and staff.
- Fiscal Services accounting and reporting ensure the college's compliance with state and federal regulations so that we meet accreditations standards thereby helping to affirm our accreditation.

Human Resources

- Streamlined request-to-fill to recruitment process so that timely assignment of HR recruiters reduced the amount of lag time before urgently needed positions are filled. Having vacant positions filled sooner expands the college's capacity to provide instruction and services to students.

Instruction

- The Library's re-appropriation of existing space increased the number of student seats so that more students may study in the library. The more time students can dedicate to studying, the higher the likelihood that they will succeed in their classes.
- The computer lab across campus with staff to help students use electronic technology to learn and do their work increases their ability to complete their courses.

Student Services

- The new Student Services Center Building 9E provides permanent “homes” for students with special needs to feel a sense of belonging to the college, e.g., the Veteran Resources Center, Bridge Program, ACES. The Student Health Services Annex expands that unit's service capacity by being located near the center of campus. The expanded capacity to support students will increase their likelihood of being healthier and more successful in their studies.

Mt. San Antonio College	2016 Annual Report*	Institution-set Standard
Success (Based on 3-year average 2012-2014)		
Most recent rate for	Not Applicable	67.89%
Completion of Degrees and Certificates		
Combined	2090	2034
Degrees Only	1855	1,761
Certificates Only	851	911
Non- Credit Certificate	1296	1285
Transfer		
Transferred to 4-year University	1,757	1,637

Based on the Institution-set Standards data offered above, briefly describe the actions and plans your area will take or continue to contribute to meeting the College's standards in the field below.

* = Rates from 7 years of data, Mt. SAC Scorecard <https://collegescorecard.ed.gov/>

**=Only one semester, Fall 2015 data



Job Placement Information (for CTE areas)

Mt. San Antonio College

The Research and Institutional Effectiveness team conducts annual surveys of CTE program graduates to gather information on job placement. The most recent Alumni Survey Report of CTE program graduates receiving awards between Summer 2012 and Spring 2013 and the results of that survey can be found here: http://www.mtsac.edu/governance/committees/iec/planning/pie_alumnisurvey.html

Based on the job placement survey information, briefly describe below, the actions and plans your area will take, or continue, in order to meet the Institution's job placement standards set for your CTE programs.

- Close table above

X. Plans, Activities, and Resources

XI. Plans, Activities, and Resources for

The following table serves the "**planning**" function for the 2nd year of this four-year cycle. Here, add new action plans, activities, and resources needed, as well as modify "Ongoing" plans, so designated in Section One, Closing the Loop. Use the Expected Outcomes section to describe how the plan and resources requested are supported through your Unit's outcomes assessment. *Add rows (+) as needed. Delete rows (-).*

	Plans & Activities	Expected Outcomes / Criteria for Success	Resources Requested	Goals / Themes
Plan Status	<i>Describe the new plan, activity, or intervention.</i>	<i>Discuss expected outcomes for this plan and assessment criteria for success. This refers to learning, service, organizational structure, structural elements, or Institutional Set Standards.</i>	\$	Unit Goal
Mgr. Priority			Source 1	College Theme
	Completion		Date	Source 2

Section Three

Recommendations: Improving the Planning Process

XI. Additional Information Needed

XI. What additional information should the College provide to assist your Unit's planning? *Add rows (+) as needed.*

XII. Suggestions for Improving the Planning Process

XII. What suggestions do you have for improving the planning process for your Unit? *Add rows (+) as needed.*

XIII. Contributors to the Plan

XIII. Contributors

Enter your name and information as a contributor to this Unit PIE Plan. *Add rows (+) as needed.*

Contributor	Dept/Program	Contributor	Dept/Program
<i>Add your name as a contributor to this Unit PIE</i>		<i>Add your name as a contributor to this Unit PIE</i>	