Manager PIE Report



**Manager PIE Report**

Instruction Office: VP Analysis & Summary

undefined

undefined

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

Communication: Enhance communication among stakeholders, including students, faculty, staff, advisory committee members, industry representatives and the general public.

**VP Goal Status**

Inactive

VP Goal

**Goal Name**

3. Infrastructural Support for Instruction

**VP Goal**

Instructional Support: Provide and maintain state-of-the-art instructional technology, equipment, facilities and infrastructure for accreditation, currency, effectiveness, growth, and health/safety.

**VP Goal Status**

Active

Updates on Goals

**Date of Analysis**

11/26/2023

**Results/Analysis of Progress**

The Instructional Leadership Team (ILT) will continue to advocate for resources to meet critical instructional programs' needs through the annual PIE and resource allocation process. By "critical," ILT considers accreditation requirements, program jeopardy, health and safety, enrollment growth, and inter-connections with other campus resources (e.g., adjacency to another facility for efficiency or proximity with another program to maximize faculty/student engagement or success).  
  
The ILT has been contributing to a meaningful program review (and resource allocation) process and discussing ways to leverage categorical funds such as Strong Workforce Program, COVID-19 Recovery Block Grant, Retention and Engagement Program, and SEAP.   
  
To achieve this goal at 100%, the college needs to have a clearly defined process for all VP teams to engage in meaningful program review and resource allocation processes. It is critical for the college to have a comprehensive audit and analysis of the disconnects among these processes and to address how to plan and budget for the total cost of programs and operations. Historically, each instructional unit has been required to put everything they need into PIE including instructional supplies required by the curriculum, custodial services for new buildings, and repairs to equipment that needed replacement many years ago.

**Reporting Year**

2022-23

**Update Status**

25

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

Staffing: Address staffing needs to maintain and enhance delivery of instruction and instructional services.

**VP Goal Status**

Inactive

VP Goal

**Goal Name**

7. Professional, Team, and Organizational Development

**VP Goal**

Encourage and support participation of instructional personnel in ongoing professional development: to improve curriculum, instruction, and services to students as defined by the college's Strategic Plan, Educational and Facilities Master Plan, and Vision 2030.

**VP Goal Status**

Active

Updates on Goals

**Date of Analysis**

11/26/2023

**Results/Analysis of Progress**

Since July 2021, the Instructional Leadership Team has been engaging in learning about DEISAA+ and team building through a series of common reads (The Book of Joy, The Four Agreements, Thanks for the Feedback, Let's Talk about Race, How to be an Anti-racist) and semi-annual team retreats. By agendizing DEISAA+ as a standing topic, the team regularly delves into our personal reflections and professional actions to advance DEISAA+ in our work.   
  
The Office of Instruction, Dual Enrollment, Grants, and RIE team has been engaged in the common read The Sum of Us at our first team retreat. There is a follow up retreat being planned for Winter 2024. This work unites the staff and managers of the four units under the VPI and focuses learning on how to be anti-racists.   
  
The Curriculum Team attended the annual ASCCC Curriculum Institute in July 2021, 2022, and 2023. The Curriculum Team also attends webinars and regional meetings related to curriculum to stay abreast of recent legislations, e.g., AB 928 Cal-GETC, AB 1111 Common Course Numbering, AB 1705.  
  
The Office of Instruction supported participation at the UCSD Enrollment Management Academy (2021 and 2023) by cross-functional personnel including Instruction, IT, Student Services, Fiscal Services, School of Continuing Education. One result is the local Mt. SAC Enrollment Management Academy (MEMA) held in January 2022 and 2023 that engaged instructional divisions, deans, chairs, admin specialists and representatives from other campus teams.   
  
The Office of Instruction supported participation at the National First-Year Experience conference in Los Angeles, which was attended by faculty and managers from Instruction, Student Services, and School of Continuing Education. One result is the ongoing effort to increase student completion of transfer level English and Math courses within their first year.  
  
Since 2022-23, the VPI has supported five instructional managers in the CCCCIO's ALIVE program designed to diversify future ranks of chief instructional officers throughout the state. These five managers are Meghan Chen, AVPI; Michelle Sampat, Dean of Arts; Fawaz Al-Malood, Associate Dean of Business; Lance Heard, Dean of Technology and Health; Romelia Salinas, Dean of Library, Learning Resources & Distance Learning; Sylvia Ruano, Dean of Instruction.

**Reporting Year**

2022-23

**Update Status**

50

VP Goal

**Goal Name**

1. Curriculum Currency and Process Improvements

**VP Goal**

Improve processes to support curriculum currency and implementation of policies and procedures.

**VP Goal Status**

Active

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

Academic Enrichment: 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.

**VP Goal Status**

Inactive

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

Funding: Secure funding to support ongoing operational needs of programs (supplies, accreditation, transportation, travel, etc.).

**VP Goal Status**

Inactive

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

Planning: Encourage and support unit-level participation in planning and evaluation processes including PIE, SLOs, GEOs, and accreditation self-study.

**VP Goal Status**

Inactive

VP Goal

**Goal Name**

6. Grants and Partnerships

**VP Goal**

Expand external funding and other resources through pursuit of grants and partnerships.

**VP Goal Status**

Active

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

Basic Skills: Increase support for basic skills activities that benefit an increasing number of students across the College.

**VP Goal Status**

Inactive

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

Data: Strengthen the ability to access data on student success and achievement.

**VP Goal Status**

Inactive

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

Student Success: Increase support for student success and achievement through the development and maintenance of instruction, support activities, and enrollment management.

**VP Goal Status**

Inactive

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

Collaborative Inquiry: Establish a culture of collaborative inquiry that promotes meaningful   
 assessment and documentation for both internal and accreditation purposes.

**VP Goal Status**

Inactive

VP Goal

**Goal Name**

4. Data-Driven Analysis for Growth and Improvement

**VP Goal**

To effectively use data to identify strengths and areas for potential growth across the work of Instruction.

**VP Goal Status**

Active

Updates on Goals

**Date of Analysis**

11/26/2023

**Results/Analysis of Progress**

The college engaged in an outcomes and data resource review through the IEPI PRT process, which informed the Nuventive upgrade to better avail and align outcomes data in support of program review (PIE). The Nuventive upgrade was completed in October 2023 while the Outcomes Coordinators and IT Business Analyst continue to work on streamlining the data fields and displays that encourage users to engage in meaningful outcomes work.

**Reporting Year**

2022-23

**Update Status**

50

VP Goal

**Goal Name**

5. Publicizing Instructional Programs

**VP Goal**

To publicize Mt. SAC’s wide range of instructional programs to current and prospective students (ACCJC Standard IIA).

**VP Goal Status**

Active

Updates on Goals

**Date of Analysis**

11/26/2023

**Results/Analysis of Progress**

The college will continue to better integrate and communicate (1) the college catalog and schedule of classes, (2) discipline/department websites, and (3) guided pathway course maps.   
  
In 2022-23, the Office of Instruction Curriculum Team analyzed the production process of the catalog and schedule of classes; created streamlined production schedules; analyzed technology tools to support these productions; and produced the college catalog and addendum on time for the first time in over 15 years. A Curriculum Team survey of the faculty revealed significant systems deficiencies in WebCMS; the team planned to improve its functionalities throughout the Summer 2023. The team determined it is time to look at enterprise systems that can support catalog production, curriculum proposal processing, inventory/database, and schedule production.   
  
The team needs more time to work on the timely updating of information from the catalog to discipline/department websites and guided pathway course maps. The Office of Instruction has been encouraging departmental publicity of new programs once they have been formally publicized through each year's new catalog.

**Reporting Year**

2022-23

**Update Status**

50

VP Goal

**Goal Name**

Campus-wide Involvement with Title V Grant

**VP Goal**

3. To spread awareness of and involvement with Title V grant across the campus (ACCJC Standard Ill.D).

**VP Goal Status**

Inactive

Updates on Goals

**Date of Analysis**

11/26/2023

**Results/Analysis of Progress**

Professional and Organizational Development (POD) is the unit that houses the Title V grant. POD was re-organized from Office of Instruction to Human Resources in 2020-21. Therefore, this goal is no longer under Office of Instruction.

**Reporting Year**

2018-19

**Update Status**

0

VP Goal

**Goal Name**

2. Increase Student Success, Retention, and Completion

**VP Goal**

To increase student success by collaborating with campus and off-campus partners on strategic enrollment management, DEISAA+ advancement, and program completion.

**VP Goal Status**

Active

Updates on Goals

**Date of Analysis**

02/06/2020

**Results/Analysis of Progress**

The college will have refined for clarity and con-sistency the working relationship between disci-pline faculty and counseling liaisons

**Reporting Year**

2018-19

**Update Status**

0

VP Goal

**Goal Name**

Meeting Instructional Programs' Critical Needs

**VP Goal**

5. To meet the most critical instructional needs of each disciple, department, and division (ACCJC Standard III.D).

**VP Goal Status**

Inactive

Updates on Goals

**Date of Analysis**

11/26/2023

**Results/Analysis of Progress**

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**Reporting Year**

2022-23

**Update Status**

25

VP Goal

**Goal Name**

Ongoing/Multi-Year Goal

**VP Goal**

6. To better integrate the deans and associate deans within the committee structure of the college and to better communicate the work of those committees back to the Instruction Team (Standard IV.A).

**VP Goal Status**

Inactive

Updates on Goals

**Date of Analysis**

02/06/2020

**Results/Analysis of Progress**

Each dean and associate dean will have a desig-nated spot on each of the major standing com-mittees of the college (Academic Senate, Gov-ernance, and Operational).

**Reporting Year**

2018-19

**Update Status**

0