

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness (PIEC) Committee**  
**Friday, October 18, 2019**  
**11:00 a.m. – 12:30 p.m.**  
**ASGC Board Room**  
**MEETING SUMMARY**

**Purpose** The goal of the Planning and Institutional Effectiveness Committee is to ensure a culture of continuous quality improvement and data-informed decision-making. Best practices for institutional effectiveness include improving equity and student learning and achievement by analyzing data and using results to inform practice. It uses environmental scan data as well as institutional outcomes to drive institutional responses. The committee reviews program assessment results against the college’s mission, values, and strategic goals. The committee is also responsible for assuring the continuous integration of planning across the campus, regularly evaluating the college's progress to ensure institutional effectiveness.

CO-CHAIRS	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> Catherine Webb	<input checked="" type="checkbox"/> Benjamin Blevins proxy for Pedro Miranda	<input type="checkbox"/> Mike Reese
<input type="checkbox"/> Jocelyn Pacheco-Fonseca	<input checked="" type="checkbox"/> King Wong	<input type="checkbox"/> Marsha Gable
	<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Bill McGreevy
		<input checked="" type="checkbox"/> Victoria Christine Rodriguez
		<input type="checkbox"/> Joyce Fries
		<input checked="" type="checkbox"/> Natalie Ray

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Lara Braff	<input checked="" type="checkbox"/> Nadia Almaguer	<input checked="" type="checkbox"/> Michael Copenhaver proxy Joan Ahrens
<input checked="" type="checkbox"/> Malia Molina	<input checked="" type="checkbox"/> Alexis Lytle	<input checked="" type="checkbox"/> Courtney Williams
<input checked="" type="checkbox"/> Tiffany Glen-Hall		<input type="checkbox"/> Heriberto Vasquez

EX-OFFICIO	RECORDER
<input checked="" type="checkbox"/> Lida Rafia	<input checked="" type="checkbox"/> Cindy Emerson
<input type="checkbox"/> Bonnie Ripley	
<input checked="" type="checkbox"/> Felicia Kalker	

ROUTINE BUSINESS	
1. Welcome and Introductions	Introductions made around the table
2. Public Comment	A warm thank you was extended to the students, classified professionals, faculty and administrators who participated in the accreditation peer review interviews and public forums. The honest feedback was helpful.
3. Additions/Deletions to Agenda	None
4. Approve 09/20/19 Meeting Notes	Approved

<b>DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS</b>	
5. Annual Unit Planning Template – Equity component updates and feedback from initial constituency conversation	The Annual Unit Plan template was distributed with updates. Catherine Webb and Lida Rafia, the Dean of Student Success & Equity integrated equity into the template. Template example are being considered for Instruction, Student Services and Administrative Services. This template will be presented at Chairs and Coordinators, Academic Senate, Classified Senate, and the Administrators Association. An electronic copy will be distributed so PIEC members can share with their constituents. The goal is to share the document broadly, receive feedback and present to College Council at the October 25 meeting. The committee discussed process, timing, responsibilities, how staffing, facilities and technology will utilize the form. Catherine will meet with the Co-Chairs of the staffing, facilities and technology committees insure work is streamlined and not redundant. The committee acknowledged that this document will be refined as the college move forward with the annual unit plan process. It was the consensus of the C PIE committee to move forward with the Annual Unit Plan Template and follow the AUP Process Diagram –Draft 2-2019.08.23.
6. Feedback on working guidelines for establishing new/revised Key Performance Indicators (KPIs)	1 <sup>st</sup> page of the Key Performance Indicators Working Principles – Draft 2 is the clean copy. The back side is the old copy reflecting the changes. Thanks were extended for the feedback. It will be beneficial to add ten (10) to twenty (20) new indicators the set. A small workgroup will form to work on the new indicators. Victoria Christine Rodriguez, Sam Ballard, and Malia Molina volunteered. Anyone else who is interested should email Cindy Emerson.

<b>NEW BUSINESS ITEMS</b>	
7. “PIEC 101”	Catherine provided an overview of PIEC 101 as presented (see PIEC 101 Presentation October meeting 2019, created by Jocelyn Pacheco-Fonseca)

<b>COMMITTEE/CONSTITUENCY REPORTS</b>	
8. Reports on PIEC-related topics from constituency groups and other committees (as needed)	There were none

<b>FOR CONSENSUS</b>	
9.	

<b>FOR FOLLOW-UP AT NEXT MEETING</b>		
Who	Item	Timeline
Cindy Emerson	Coordinate KPI workgroup meeting	Before November 15, 2019

**NEXT MEETING: Friday, November 15th, 2019 between 11:00 – 12:30 in the ASGC Board Room**

***Planning & Institutional Effectiveness Committee  
Norms***

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following:

- Thumb up- all the way in; Thumb middle- can live with it; Thumb down-want to keep talking about additional solutions.
- Quick check (weather check-in at the beginning of the meeting. This would help us calibrate our body language with one another.
- Raise hand to let folks know you are going to speak. Be respectful of others who may have raised their hand before you.
- Everybody's voice is equal, important and valuable.
- If there are times when we feel unsafe. Find ways to recalibrate and move forward in a gentle way.
- Use a parking lot.
- Give ourselves passing time at the end of meetings.
- If a proxy is requested make sure the proxy is briefed prior to the meeting.
- Operate under the assumption that everyone is speaking with a positive intent.
- Be solution focused when you don't understand where someone is coming from.
- Periodically check in on our norms and adjust them.