

GROSSMONT COLLEGE
Planning & Institutional Effectiveness (PIEC) Committee
Friday, September 18, 2020
11:00 a.m. – 12:30 p.m.
PIEC Zoom Room (<https://cccconfer.zoom.us/j/96335429605>)
NOTES

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"/> Joan Garcia Ahrens	<input type="checkbox"/>	<input checked="" type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Lara Braff	<input type="checkbox"/>	<input checked="" type="checkbox"/> Marsha Gable
	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bill McGreevy
	Proxies:	<input checked="" type="checkbox"/> Victoria Christine Rodriguez
		<input checked="" type="checkbox"/> Joyce Fries
		<input checked="" type="checkbox"/> Natalie Ray

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Marilyn Tajii	<input checked="" type="checkbox"/> Alexis Lytle	<input type="checkbox"/> Vacant
<input checked="" type="checkbox"/> Tiffany Glen-Hall	<input checked="" type="checkbox"/> Iliana Garcia	<input type="checkbox"/> Courtney Williams
	<input checked="" type="checkbox"/> Danielle Feliciano	<input type="checkbox"/> Jocelyn Pacheco-Fonseca

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

ROUTINE BUSINESS	
1. Welcome and Introductions	Reviewed Purpose and Norms. The norm allowing passing time at the end of meetings was removed now that we are meeting virtually. We will continue to revisit our norms to adjust to our remote environment.
2. Public Comment	There were none.
3. Additions/Deletions to Agenda	There were none
4. Approve 08/21/20 Meeting Summary	Tabled to the next meeting. Did not meet quorum.

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
5. AUP Update Due October 1st	Joan updated members on the feedback she received regarding adding an equity question to the AUP Update from the Administrators Association, Equity Department, Professional Development, Academic Senate and Chairs and Coordinators. All groups agreed that changes should not be made to the AUP until spring. At the October 18 PIEC meeting the CPIE team will provide PIEC with the overarching themes From the AUPs.

NEW BUSINESS ITEMS	
<p>6. Evaluation of AUP Template</p> <ul style="list-style-type: none"> a. PIEC members b. Chairs & Coordinators Feedback 	<p>How well is the template serving Student Services and Administrative Services?</p> <p>Need to modify the AUP to utilize the data points. Current plan template section 3.1, and 3.2 needs to be adjusted and aligned to be useful and effective to the programs. Appropriate of data points should be reflected in order to align the process. The next step is to establish a task force to improve the Student Service and Administrative Services AUP template. Taskforce will consist of: Committee members from PIEC, and The SLO and SSO Coordinators Felicia Kalker, Natalie Ray). Alexis Lytle volunteered to serve on the taskforce. They will report to C PIE.</p> <p>Student Services Program Review and Academic Program Review leads will meet and report on the overarching AUP process, returning to a fall to fall cycle, and focusing on SLO requirements at November PIEC meeting.</p> <p>The next AUP will go out will go out August 2021. C PIE will fine tune the AUP template and process in the meantime.</p> <p>Considerations: Overarching goal is to see how well are we meeting our mission and strategic goal. We are striving for operational excellence. What specificity are we looking for in the SLOs for student services? If people know the questions in advance it will be helpful. Provide a document that lays out examples to provide clarity as to what we are looking for</p>
<p>7. Set Goals for 20/21</p>	<p>Modify the AUP template in the way it serves our diverse groups. The Annual Unit Plan will be a standing agenda item.</p>

COMMITTEE/CONSTITUENCY REPORTS	
<p>8. Reports on PIEC-related topics from constituency groups and other committees (as needed)</p> <ul style="list-style-type: none"> • Associated Students: • Classified Senate: • Faculty Senate: • Admin Association Committees: 	

FOR FOLLOW-UP AT NEXT MEETING		
Who	Item	Timeline
Alexis Lytle, Felicia Kalker, Natalie Ray	Form Student Services AUP Taskforce & update section 3 of Student Services AUP	November 11, 2020 C PIE
Student Services Program Review and Academic Program Review Natalie Ray, Joyce Fries, Felicia Kalker	Meet and report on AUP overarching process. Returning to the fall to fall cycle and focusing on the SLO requirements.	November 20, 2020 PIEC

WORK AHEAD

Next meeting: October 16, 2020; 11:00 – 12:30
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***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.~~ **REMOVED AT 09/18/2020 MEETING.**
- 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.