GROSSMONT COLLEGE
Planning & Institutional Effectiveness (PIEC) Committee
Friday, November 20, 2020
11:00 a.m. – 12:30 p.m.
PIEC Zoom 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
☒ Joan Garcia Ahrens	☐	☐ Marshall Fulbright
☒ Lara Braff	☐	☐ Marsha Gable
	☐	☐ Bill McGreevy
	Proxies:	☒ Victoria Christine Rodriguez
		☐ Joyce Fries
		☒ Natalie Ray

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Marilyn Tajii	☒ Alexis Lytle	☒ Courtney Williams
☐ Tiffany Glen-Hall	☒ Iliana Garcia	☒ Niko Crumpton
	☒ Danielle Feliciano	☐ Wayne Branker

EX-OFFICIO	RECORDER
☐ Lida Rafia	☒ Cindy Emerson
☒ Bonnie Ripley	
☒ Felicia Kalker	

ROUTINE BUSINESS	
1. Welcome and Introductions	Joan welcomed the PIEC members.
2. Public Comment	none
3. Additions/Deletions to Agenda	none
4. Approve 10/16/2020 Meeting Summary	The meeting summary was approved

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
5. CPIE Team AUP Feedback	Victoria and Joan provided detailed feedback on the Fall 2020 AUP Update from Academic Affairs and Student Services. See the Student Services and Academic Affairs FA 2020 AUP Data PDF. The benefit of the AUP is departments have actively analyzed data and reviewed the timeline. The CPIE office will use the AUPs to inform our Spring Annual College Forum. The data will help us look at our college holistically as we plan for 2022-2023. Committee members suggested creating a one pager of the themes for the forum.

6.	Feedback from Chairs and Coordinators	Lara provided feedback from the Chairs and Coordinators regarding the AUP template and process. Below are comments from the meeting. • Understood how the AUP fed into program review. • The template was an improvement. More concise than past versions. • Concern about data pulling. Bonnie clarified the process. • Questioned how to get disaggregated data by course/section #, IRs. Need help with data. • Perhaps a small number of reports could be standard. • Could the request forms be aligned with the AUP template? • AUP is asking for too much data gathering/analysis. Program review is the place for that kind of data collection /review & looking for trends. In response to the last comment, it was emphasized that this is not a program review. It is an annual review. We can learn from the way Student Services has their program review set up. There are three stages. • Years one through three: collect data • Year 4 analyze data, look at trends • Year 5 respond to data If we only look at lagging data we can't change the outcome. We need to look at leading indicators so we can predict and change the outcomes. Perhaps faculty can adjust how they do their cycle. Each AUP might be different regarding where each department is in their Program review. The AUP is still in the pilot phase. We are still working on this and are changing. We will continue to change the form for continual improvement.
7.	AUP feedback from PIEC members conversations with departments and constituencies	Natalie, will share an initial draft of the revised Student Services AUP, and also share the Student Services Program Review cycle of review.
8.	Student Services AUP specific template prompt	Alexis Lytle requested that classified professionals be included on the Instructional AUP, Student Services AUP, and the Administrative Services AUP. Courtney Williams suggested a statement of inclusion of classified professionals be added to the all AUPs.
9.	Administrative Service AUP specific template prompt	Joan shared the link to the AUP draft so PIEC members could write in their recommendations.

INFORMATIONAL ITEMS	
10. Accreditation	Joan shared the Accreditation report and referenced that one of PIECs responsibilities is to monitor the ongoing compliance of Accreditation. It was recommended that the Accreditation Steering Committee report to PIEC. The committee agreed. This will be addressed in the annual review of the Participatory Governance Handbook.

COMMITTEE/CONSTITUENCY REPORTS	
Reports on PIEC-related topics from constituency groups and other committees (as needed) • Associated Students: • Classified Senate: • Faculty Senate: • Admin Association Committees:	

FOR CONSENSUS	

FOR FOLLOW-UP AT NEXT MEETING		
Who	**Item**	**Timeline**
Bonnie	Academic Review Committee will review the AUP this week	December 18, 2020

WORK AHEAD

Next meeting: December 18, 2020; 11:00 – 12:30

Planning & Institutional Effectiveness Committee

Norms
Updated at 09/18/2020 PIEC meeting

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.
- 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.
- Conversations in the Chat should be discussed (added at 09/18/2020 meeting).