

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness (PIEC) Committee**  
**Friday, March 19, 2021**  
**11:00 a.m. – 12:00p.m.**  
**PIEC Zoom Room**  
**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 type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Lara Braff	<input type="checkbox"/>	<input type="checkbox"/> Aaron Starck
	<input type="checkbox"/>	<input type="checkbox"/> Bill McGreevy
	Proxies:	<input 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 type="checkbox"/> Alexis Lytle	<input type="checkbox"/> Courtney Williams
<input type="checkbox"/> Tiffany Glen-Hall	<input checked="" type="checkbox"/> Iliana Garcia	<input checked="" type="checkbox"/> Niko Crumpton
	<input checked="" type="checkbox"/> Danielle Feliciano	<input type="checkbox"/> Wayne Branker

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

ROUTINE BUSINESS	
1. Welcome and Introductions	Joan welcomed the group
2. Public Comment	There were none
3. Additions/Deletions to Agenda	There were none
4. Approve 2/19/2021 Meeting Summary	Approved
NEW BUSINESS	

**5. Annual Planning Forum Planning**

- February 19<sup>th</sup> Survey Feedback
- February 19<sup>th</sup> Breakout Room Notes
- March 19 featuring Program Review and Outcomes Assessment session is today
- Session 3 on April 16<sup>th</sup>

Joan shared the results from the Qualtrix report/survey regarding the February 19 College Planning Forum. There were twenty-five respondents. Below the questions and the responses.

1. As a result of participating in Session #1, I have a better understanding of the college-wide planning process.  
Strongly Agree 20.00% 5  
Agree 52.00% 13  
Neither agree nor disagree 28.00% 7
2. As a result of participating in Session #1, I have a better understanding of the California Community College Chancellor's Office's (CCCCO) Vision for Success goals and the importance of aligning our college-wide priorities with these goals.  
Strongly Agree 8.00% 2  
2 Agree 64.00% 16  
3 Neither agree nor disagree 24.00% 6  
4 Disagree 4.00% 1
3. The data presented during the Annual Planning Forum was clear and easily understood.  
Strongly Agree 32.00% 8  
2 Agree 60.00% 15  
3 Neither agree nor disagree 4.00% 1  
4 Disagree 4.00% 1
4. The data presented will help to inform our planning for the next strategic plan.  
Strongly Agree 28.00% 7  
2 Agree 68.00% 17  
3 Neither agree nor disagree 4.00% 1
5. The data presented provided an informed picture of how we are performing as a college.  
Strongly Agree 28.00% 7  
2 Agree 56.00% 14  
3 Neither agree nor disagree 12.00% 3  
4 Disagree 4.00% 1
6. Please explain why you disagreed with the previous statement.
7. When data is only presented in percentage form without any context to the numerical values it can be misleading.
8. What were your two most significant takeaways from Session #1?
  - Seeing the data presented in an organized way was both great for two reasons. It reinforces making decisions using data and models the behavior to all college employees.
  - There was a lot of data and not enough time to process or discuss plans and goals of the college.
  - Data on economic disadvantage students in the high schools of our service areas.
  - Disaggregating data shows a clear under/over representation in particular groups.
  - Students and staff are struggling with many of the same issues; changes made to our course sequences by AB705 did not decrease student success but they did not close equity gaps.
  - The college needs to work on serving all demographic areas when it comes to success, retention and persistence.
  - The information shared regarding the COVID and Anti-Racism listening groups was impressive.
  - There was a substantial amount of information presented. It was hard to engage. Zoom is difficult, break-out room, polls, discussion of the material would have been helpful.

	<ul style="list-style-type: none"> <li>Learned how much coordination it takes to be a cohesive district. We rely a LOT on our website and sometimes our technology is far behind. Everyone is trying their best. We are trying to be access and equity centered, but I couldn't remember a concrete how to.</li> </ul> <p>Members discussed how folks are thinking about the gaps, engaging in data and that we are improving in how share data. Victoria Rodriguez is starting a Data Coaching Course for faculty and staff. You can contact <a href="mailto:Victoria.rodriguez@gcccd.edu">Victoria.rodriguez@gcccd.edu</a> for more information. It would be helpful to summarize the data with a clear take home message.</p> <p>We will consider ways for everyone to interact during the forum. In Zoom, breakout rooms, polls, etc. A lot of material was presented we need to consider how to continue that flow of information and education throughout the year to the entire college community.</p>
6. Participatory Governance Handbook Review	We have been meeting in our newly established Governance program for a couple of years and need to evaluate our Charge and Responsibilities. Joan requested committee members to read the <a href="#">Planning and Institutional Effectiveness Committee Charge and Responsibilities</a> and provide feedback. Lara Braff, Bonnie Ripley, Veronica Rosales and Susie Munoz will create a google form and consolidate the information that is collected from members.
<b>INFORMATIONAL ITEMS</b>	
7. Accreditation Virtual Follow-up Visit on April 8 <sup>th</sup> (April 9 <sup>th</sup> is tentative)	The peer team will conduct our follow-up visit on April 8 <sup>th</sup> and possibly the 9 <sup>th</sup> . We have a wonderful team of folks that have worked very hard to bring us into compliance in our *distance education regular and substantive interaction, *assessment collection, SLO's, and *syllabus and SLO's matching the course outline of record. There has also been substantial improvement in classified and management employee evaluations being conducted within the specified intervals.
8. AUP Timeline and Handbook	Joan reviewed the <a href="#">AUP Timeline in the Handbook</a> with the PIEC team. The timeline starts on page six (6).
9. RP Group Report Recovery with Equity	Joan would like to discuss the Forward and Executive Summary of <a href="#">Recovery with Equity</a> at our April 16 <sup>th</sup> meeting. The Forward starts on page three (3) and the Executive Summary starts on page seven (7).
<b>FOR CONSENSUS</b>	
<b>10. <a href="#">Board/Administrative Policies</a></b> <ul style="list-style-type: none"> <li>• <a href="#">BP/AP 3200 Compliance with Accreditation - 6-year review</a></li> <li>• <i>Reference <a href="#">ACCJC Accreditation Standards on Institutional Effectiveness IB for more information</a></i></li> <li>• <a href="#">BP/AP 3225 Institutional Effectiveness – 6-year review</a></li> </ul>	Small group, Joan Ahrens, Tate Hurvitz, Felicia Kalker and Veronica Rosales will review and update BP/AP 3200 Compliance with Accreditation, and BP/AP 3225 Institutional Effectiveness and report out at the April 16 meeting. Committee members should be familiar with the AP/BP(s) for discussion and to approve the work of the small group. Updates need to be provided to SISC by the April 26 <sup>th</sup> SISC meeting.
<b>COMMITTEE/CONSTITUENCY REPORTS</b>	
11. Reports on PIEC-related topics from constituency groups and other committees (as needed) <ul style="list-style-type: none"> <li>• Associated Students:</li> <li>• Classified Senate:</li> <li>• Faculty Senate:</li> <li>• Admin Association Committees:</li> </ul>	

FOR FOLLOW-UP AT NEXT MEETING		
Who	Item	Timeline
All committee members	Review and evaluate <a href="#">PIEC Charge and Responsibilities</a> to discuss at the next meeting.	April 16 PIEC meeting.
Lara Braff, Bonnie Ripley, Veronica Rosales and Susie Munoz	Create a google form and consolidate the information that is collected from members.	Not set
All committee members	Read the Forward (pp.3-6), and Executive Summary (pp.7-16) of <a href="#">Recovery with Equity</a> to discuss at the April meeting	April 16 PIEC meeting
Joan Ahrens, Tate Hurvitz, Felicia Kalker and Veronica Rosales	Review and update <a href="#">BP/AP</a> 3200 Compliance with Accreditation, and <a href="#">BP/AP</a> 3225 Institutional Effectiveness.	April 16 PIEC meeting

**WORK AHEAD**

**Next meeting: April 16, 2021; 11:00 – 12:00**

***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).