

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness Committee (PIEC)**  
**Friday, October 15, 2021**  
**11:00 a.m. – 12:30p.m.**  
**PIEC Zoom Room**  
**Meeting 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"/> Karla Moore	<input type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Danielle Feliciano	<input type="checkbox"/> Vacant	<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"/> Alexis Lytle, Brown proxy for Iliana Garcia	<input checked="" type="checkbox"/> Courtney Williams
<input checked="" type="checkbox"/> Natalia Aylett	<input checked="" type="checkbox"/> Graylin Clavell	<input checked="" type="checkbox"/> Niko Crumpton
<input checked="" type="checkbox"/> Krystle Jones		<input type="checkbox"/> Wayne Branker

EX-OFFICIO	RECORDER	GUEST
<input type="checkbox"/> Dean of Student Success & Equity (vacant)	<input checked="" type="checkbox"/> Cindy Emerson	<input checked="" type="checkbox"/> Veronica Rosales
<input type="checkbox"/> Susana Munoz		<input checked="" type="checkbox"/> Tate Hurvitz
<input checked="" type="checkbox"/> Felicia Kalker		<input type="checkbox"/> Kelly Menck

ROUTINE BUSINESS	
1. Welcome and Introductions	Introductions were made around the room
2. Public Comment	None
3. Additions/Deletions to Agenda	None
4. Approve 9/17/2021 meeting notes	Approved

FOLLOW-UP FROM LAST MEETING	
5. AUP Update <ul style="list-style-type: none"> <li>a. Addressing Gaps</li> <li>b. Debriefing &amp; evaluation</li> </ul>	<p>Joan spoke about how the Annual Unit Plans are revealing gaps in the college that need to be resolved. She share <a href="#">Initial Feedback on Fall 2021 Annual Unit Planning Process PPT</a> which highlighted five of the gaps. Joan addressed the problem, why it is an issue, and the governance process to resolve the problem. For the first gap, the recorder has chosen to use the scenario to detail the governance steps as spoken at the meeting. The following gaps may be viewed by clicking the link above.</p> <p><b>Gap #1:</b> There is a lack of process for equipment, supplies, and programming requests (budget augmentation requests). Units</p>

need to be able to know how their budget needs will be addressed. In this scenario PIEC is the body that would send a recommendation to College Council requesting a prioritization process be developed. It is the College Council's responsibility to respond with a recommendation to PIEC on how to proceed. The CC recommends PIEC develop a process. PIEC and the Budget Committee decide to partner on a plan. Once designed, PIEC would present the plan to College Council. College Council would recommend this Plan to the College President. The President would approve the Plan and notify College Council. College Council would then notify PIEC. PIEC and the Budget Committee would then document this plan in a Resource Allocation Handbook, and the AUP Handbook. This would make the process clear and transparent.

Bill McGreevy clarified that the college does not have a process for request to go to the budget committee. The budget committee makes proposals to the college council which makes proposals to the president.  
Joan pointed out that this is the ideal time to discuss these gaps because we are currently in the process of evaluating our governance processes for improvement.

**Gap #2** There is a lack of clear delineation between strategic hire requests and on-cycle hire requests. Units need clarification from the District and President's Cabinet what the status of a hire request is. Clarification needs to be documented and transparent in a staffing request/resource allocation manual for deans/managers' easy reference.

**Gap #3** There is no clear process for hiring new managers/directors/administrators. Deans/managers need to have access to clear information in order to plan accordingly. A process needs to be documented and transparent (e.g., hiring manual).  
Lara Braff shared examples of the student hiring process that needs to be streamlined and processes documented in a hiring manual.

**Gap #4** There is no clear process for responding to division/institution-wide requests. Multiple instructional units are requesting need for Teaching & Learning Center. This is a request that can enhance efforts toward continuous improvement of instruction and student outcomes. This problem needs to be addressed in a concrete planning document.

**Gap #5** There is no clear process for responding to innovation requests. The annual unit plan invites innovation, but there is no clear process for responding to such requests. This is a request that can enhance efforts toward continuous improvement of instruction and student outcomes. A process needs to be developed and made transparent. Tate shared an inhouse department level PD training for innovation is a subset of innovation. That could be requested as a resource. Joan clarified that this was a review of Academic Affairs only. The clear theme is an ongoing need for clarifying and making the processes transparent.

	<p>Joan shared an <a href="#">Integrated Planning draft</a> for members to review and provide feedback. She pointed out that institutional planning is mandated (ER19).</p>
<p>1. Strategic Plan Update</p> <ul style="list-style-type: none"> <li>a. New Vision &amp; Mission</li> <li>b. Prep for Fall Workshops: Oct. 27<sup>th</sup> &amp; Oct. 29<sup>th</sup></li> <li>c. External/Internal Scan data</li> <li>d. Facilities Master Plan</li> </ul>	<p>Danielle shared the <a href="#">Grossmont College Vision and Mission Statements</a> that were selected by the Strategic Plan Steering Committee on October 13<sup>th</sup>. The New Vision and Mission will go to the Governing Board on November 9<sup>th</sup> for approval.</p> <p>Victoria shared the Google site that the facilitators will use during the Fall Strategic Planning Workshops on October 27<sup>th</sup> and 29<sup>th</sup>.</p> <p>Joan shared that Gensler Research will be working on the Districts Facilities Master Plan and may attend one of our Strategic Planning Workshops so they might integrate our planning into the Facilities Master Plan.</p>
<p>2. Governance Evaluation</p> <ul style="list-style-type: none"> <li>a. Incorporating Spring Feedback</li> </ul>	<p>The Governance Evaluation Workgroup decided to extend the evaluation timeline in order to include feedback in Spring 2022 feedback. <a href="#">Updated Timeline</a></p>
<p>3. BP/AP 3050 On Institutional Code of Ethics: Small workgroup needed to collaborate with Cuyamaca (one suggestion is to combine 3050 with 3060 Institutional Code of Conduct.) <a href="https://intranet.gccd.edu/sisc/documents/2021/2021-05/AP%203050R.pdf">https://intranet.gccd.edu/sisc/documents/2021/2021-05/AP%203050R.pdf</a></p> <ul style="list-style-type: none"> <li>a. Accreditation Standard I: Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. <b>The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.</b></li> </ul>	<p>Joan spoke about BP/AP 3050 and requested if any PIEC members would like join the Cuyamaca IEC workgroup to update this BP/AP. Natalie Ray and Natalia Ayelette volunteered to serve.</p>
<p>4. Equity Plan workgroup Needed to Collaborate with the SSE committee (Danielle)</p>	<p>Danielle shared about the Equity Plan that the SSE committee will be working on. She asked if any members wanted volunteers to partner with the SSEC group. PIEC and SSEC frequently work hand in hand on projects. Danielle volunteered for to serve on the Student Equity Plan Workgroup.</p> <p>Tate mentioned Academic Senate has a new committee EDTECC, it addresses student success and equity matters of the senate and thought it would be helpful to invite them into the conversation. Joan wholeheartedly agreed.</p>

5. Accreditation Report	<p>Felicia Kalker shared that she published video guidance on program assessment and program planning so departments can view them as they prepare to do their baseline PSLO assessment this fall.</p> <p>Regarding the Nuventive upgrade, she is finalizing the design of the structures for the Student Service and Administrative Service units. The information collected from Academic Affairs will help inform how to structure the other units as well.</p> <p>Joan and Natalie Ray thanked Felicia for the work she has done building Nuventive and supporting everyone in the process.</p> <p>Tate shared the Friday SLO sessions have been mostly AUP related. Since the AUPs have been turned in folks are working on their SLOs. Throughout this process the SLO team has been working with individual departments which have benefited in getting some of their details in order. The departments seem to be getting their focus and stride which is encouraging.</p>
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**FOR CONSENSUS**

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**COMMITTEE/CONSTITUENCY REPORTS**

<p>7. Reports on PIEC-related topics from constituency groups and other committees (as needed)</p> <ul style="list-style-type: none"> <li>• Associated Students:</li> <li>• Classified Senate:</li> <li>• Faculty Senate:</li> <li>• Admin Association Committees:</li> </ul>	
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**FOR FOLLOW-UP AT NEXT MEETING**

Who	Item	Timeline
All PIEC members and visitors	Fall Strategic Planning Workshop 10/27th & 28th.	Before October 27 <sup>th</sup> & 28th
All PIEC members and visitors	New Mission and Vision Statement	ongoing
All PIEC members and visitors	We are aware of Gaps from our Annual Unit Planning Process and we will be addressing those gaps.	ongoing

**Next meeting: November 19<sup>th</sup>, 2021; 11:00 – 12:30**

**Planning & Institutional Effectiveness Committee (PIEC)**

**NORMS**

Updated  
September 17<sup>th</sup>, 2021

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

- When measuring consensus members will use the Thumb up- all the way in; Thumb middle- can live with it; Thumb down- want to keep talking about additional solutions.
  - When consensus is final the committee will use the chat entering: yes, no, or abstain.
- A quick check weather check-in at the beginning of the meeting. This would help us calibrate our body language with one another. This may be done orally around the table or through the chat to save time.
- 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.