

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, March 4, 2022
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 (voting)	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (voting)	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"/> Sam Ballard
		<input checked="" type="checkbox"/> Joyce Fries
		<input checked="" type="checkbox"/> Natalie Ray

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS’ ASSOCIATION (Voting)
<input checked="" type="checkbox"/> Lara Braff	<input type="checkbox"/> Alexis Lytle	<input 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 (voting)	CPIE	GUEST
<input checked="" type="checkbox"/> Victoria Christine Rodriguez	<input type="checkbox"/> Cindy Emerson	<input type="checkbox"/> Tate Hurvitz
<input checked="" type="checkbox"/> Susana Munoz	<input checked="" type="checkbox"/> Veronica Rosales	<input type="checkbox"/>
<input type="checkbox"/> Felicia Kalker	<input checked="" type="checkbox"/> Kay Watson	<input type="checkbox"/>
	<input type="checkbox"/> Carmen Hernandez	

ROUTINE BUSINESS	
1. Welcome and Introductions	Introductions were made around the zoom room.
2. Public Comment	None
3. Additions/Deletions to Agenda	Danielle did not work on the APs & BPs so Natalie and Natalia will provide the report on item #5.
4. Approve meeting notes from 01/28/2022	The meeting notes of 01/28/2022 were approved.
ROUTINE BUSINESS	
5. BP/AP 3050 Institutional Code of Ethics; BP/AP 3060 Institutional Code of Conduct; Joint workgroup with Cuyamaca	The Institutional Code of Ethics is a broad administrative policy and will travel through the participatory governance process for review. The Institutional Effectiveness offices of Cuyamaca and Grossmont are working together on this AP, before it passes through other governance committees, because much of the AP deals with accreditation. The workgroup is updating the language with an equity lens, and what it means to be civil in a workplace. The goal is to move away from a deficit language while keeping in line with contract language. The desire is to create a clear framework of an equitable, civil, behavior with an asset based mindset. The group is also recommending that AP 3060 and AP 3050 be

	<p>combined into one since they are closely related. The workgroup recommends that PIEC members discuss this information with your constituent groups and bring any feedback to our next PIEC meeting. You can find the working documents on the PIEC Google Site.</p>
<p>6. Strategic Planning - March 25 Report Out</p>	<p>Joan shared the Draft copy of the 2022-28 Strategic Plan Goals & Objectives which came out of the February 11th Strategic Planning Workshop.</p>
<p>7. Facilities Planning - Gensler Update</p>	<p>The 4th meeting with Gensler was held two days ago. Gensler shared some of the things they consider when developing a facilities master plan. They look at the current space and anticipate future space use. There is assignable square feet, like classrooms and offices, and non-assignable, like hallways and elevators. Space is also categorized by capacity. For example how many students can be seated in lecture labs and offices? Regarding space and capacity, how much is needed if students choose to study remotely?</p> <p>As a reminder Gensler takes into consideration our strategic planning and guiding principles as they plan. The three main things Danielle noticed was (1) They are proposing to opening up the campus with a plaza and adding small courtyards with seating, art and shade so the space is actively utilized. (2) They talked about increasing natural access points to the campus so students are not just funneled from the parking lots. (3) And, they spoke about consolidating our student services into building 10 with overflow to building 60. The goal being to make it a one stop shop for students where they know they can get their questions answered in one area.</p> <p>Gensler received a grant to do a study about on campus student housing. Gensler inquired where Grossmont employees thought would be the best location on the Grossmont site for student housing. The primary suggestions were the north parking lot near the district offices and the 100 buildings. The desire is to provide a location that is easily accessible to stores for basic needs, and safe for students living there.</p>

<p>8. Accreditation – March 23 Virtual Site Visit</p>	<p>The virtual site visit is scheduled for Wednesday, March 23rd. The report was mailed to the ACCJC this week. The peer reviewers have been identified. We have provided the reviewers access to our SLO canvas shell and Nuventive so they can see the story unfold. We are at 100% of fall 2021 SLO's, SSO's and SAO's. Our PSLOs are at approximately 80%. We are ahead of where we were last year at this time.</p> <p>Tate Hurvitz developed an Information Sheet that covers: (1) How our SLO's are fully integrated, (2) some of the key elements in our work to improve our process, (3) some key data about how we are doing, (4) what we are doing to insure we will continue this work, (5) and, what we are working on/toward now. Tate created this sheet because we observed during the last peer review that we didn't use the same language when we described our processes, and it was difficult for the reviewers to understand.</p> <p>We have recruited a group of faculty, staff and administrators who will be a part of the interview team. But the reviewers may ask for additional voices so, we want you to help prepare others. We ask that you share this Information Sheet with your constituencies and team members in your offices.</p> <p>Tate, Felicia, Natalie and Joan have created a process that is geared toward users and sustainable. Grossmont has been in a perpetual accreditation mode since Fall 2017. That is when we started the Institutional Self Evaluation Report (ISER). The report was due in 2019. When a college is accredited it is accredited for seven years. Four years into that process the college submits a midterm report which addresses how the college is sustaining improvements. Grossmont's midterm report will be due in Fall 2023. We will gear up to write our ISER in 2024. The ISER will be due in 2026. We want to be working on continual assessment and improvement all of the time. The reports help us to keep up.</p>
<p>9. Annual Unit Planning – April 15 Annual planning Forum</p>	<p>Joan has reached out to the program review chairs on the academic and student services side, and the SSO, and SLO coordinators to assist. The session will be approximately three hours. We will report out on the themes that came out of our annual unit plans last year. Kay, a CPIE team member is analyzing the themes. The CPIE team will join her in presenting the information to the college. This will inform our planning processes college wide.</p>
<p>10. Equity Plan Update</p>	<p>The SSEC met yesterday. They reviewed comments committee members made after reviewing sample equity plans. They created guiding principles for the workgroup to use as they think about what to include in our student equity plan (SEP). They also will keep in mind the strategic plan, guided pathways and the other plans that are align together. Victoria shared the SEP timeline.</p>
<p>COMMITTEE/CONSTITUENCY REPORTS</p>	
<p>11. 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: 	
<p>FOR FOLLOW-UP AT NEXT MEETING</p>	

Who	Item	Timeline

**SPRING 2022
 PIEC MEETING DATES
 & PIEC, CPIE HOSTED EVENTS**

Date	Time	Event	Status
March 18, 2022	11:00 am to 12:30 pm	PIEC Meeting	Regular
March 25, 2022	9:00 am to 12:00 pm	Strategic Plan Report Out Forum	Proposed
April 8, 2022	11:00 am to 12:30 pm	PIEC Meeting - Plan for AUP Forum	Proposed
April 15, 2022	9:00 am to 4:00 pm	Annual Unit Planning Forum	Proposed
May 20, 2022	11:00 am to 12:30 pm	PIEC Meeting	Regular

NEXT PIEC MEETING: 03/18/2022; 11:00 am – 12:30 pm

Planning & Institutional Effectiveness Committee (PIEC)

NORMS

Updated
 September 17th, 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.