GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, March 18, 2022
11:00 a.m. – 12:30p.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 (voting)	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (voting)	ADVISORY
☒ Joan Garcia Ahrens	☐ Karla Moore	☐ Marshall Fulbright
☒ Danielle Feliciano	☐ Vacant	☐ Marsha Gable
	☐ Vacant	☒ Bill McGreevy
		☒ Sam Ballard
		☒ Joyce Fries
		☐ Natalie Ray

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS' ASSOCIATION (Voting)
☒ Lara Braff	☐ Vacant	☒ Courtney Williams
☐ Natalia Aylett	☒ Graylin Clavell	☒ Niko Crumpton
☐ Krystle Jones		☐ Wayne Branker on leave

EX-OFFICIO (voting)	CPIE	GUEST
☒ Victoria Christine Rodriguez	☒ Cindy Emerson	☐ Tate Hurvitz
☐ Susana Munoz	☒ Veronica Rosales	☐ Kelly Menck
☒ Felicia Kalker	☒ Kay Watson	☐ Denise Whisenhunt
	☒ Carmen Hernandez	

ROUTINE BUSINESS	
1. Welcome and Introductions	Introductions were made around the room.
2. Public Comment	There were none.
3. Additions/Deletions to Agenda	There were none.
4. Approve meeting notes from 03/04/2022	The March 4, 2022 PIEC notes were approved.
NEW BUSINESS	
5. IEPI Grant Update	Last year Grossmont College submitted a request for help with an Education Master Plan through the Institutional Effectiveness Partnership Initiative (IEPI). The grant would provide technical assistance through a Partnership Resource Team (PRT). PRT's consist of individuals within the community college system who work with to create and implement requests. Our IEPI request was submitted before we started our strategic plan work, while we were working through our accreditation requirements, and before our new president started. When we heard back from the IEPI Coordinator we felt like it was not a good time to start work with a PRT, and the initial request was no longer relevant since we were

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<tr><td></td><td></td><td>combining the strategic plan with our education plan. The IEPI coordinator said we could postpone the grant and submit a different request at that time.
We are at a point where we can benefit by working with a PRT. President Whisenhunt has met with the IEPI Coordinator. Joan suggested that we submit a request to examine our practices to learn what practices are inefficient and need to be overhauled in order to enhance our student experiences. One of our strategic plan objectives is to manage systems, processes and resources efficiently and effectively to maximize organizational effectiveness. Joan recommends that Grossmont College create a series of manuals with processes documented and transparent so operations run smoothly. Outside consultants would be needed to conduct an audit of our practices and advise us on what needs to be done. Through this process we want to ensure that operational functions and practices complement our participatory governance functions. For example, the Budget Committee is looking at other models for budget and planning. This process would complement that work, because it would help to put together a Resource and Allocation Manual.
Bill stated this aligns with current discussion the Budget Committee is having about putting a Resource and Allocation Committee together.</td></tr>
<tr><td colspan="3" align="center">**ROUTINE BUSINESS**</td></tr>
<tr><td>6.</td><td>BP/AP 3050 Institutional Code of Ethics;
BP/AP 3060 Institutional Code of Conduct;
Joint workgroup with Cuyamaca</td><td>Danielle received a comment – from the classified constituency. "I'm concerned that they are removing a lengthy discussion and specifics about vendor relationship conflict of interest in gratuities". Danielle wanted to pass the concern on in hopes of receiving feedback that she could share at the next classified senate meeting. Joan stated the focus on relationships between venders and conflict of interest is covered in another AP. The Institutional Code of Ethics focus was to use language to enhance our culture.</td></tr>
<tr><td>7.</td><td>Strategic Planning - March 25 Forum</td><td>Joan provided a brief overview of the March 25, Strategic Planning Forum Agenda. She shared that Strategic Plan Steering Committee members would share different slides during the presentation. She will send out a detailed agenda to all presenters and facilitator prior to the forum.</td></tr>
<tr><td>8.</td><td>Facilities Planning - Gensler Update</td><td>Gensler conducted focus groups the week of March 7th. Although several students signed up to participate, attendance was minimal. Gensler felt they obtained the information need from the 600 fall surveys and recent focus groups.
Gensler is at a point in the planning process where the focus will be facilities, and operations, which is Bill's area. From this point forward Bill will oversee the work with Gensler. Bill shared the next meeting with Gensler will be held on Tuesday, April 5th between 3:00 pm -4:30 pm. If you didn't see the invitation with the Zoom link. Please contact him.</td></tr>
<tr><td>9.</td><td>Accreditation – March 23 Virtual Site Visit</td><td>Our site visit is Wednesday, March 23rd. Joan spoke with the peer review team lead right before this meeting. She will send out a schedule to the accreditation team.</td></tr>
<tr><td>10.</td><td>Annual Unit Planning – April 15 Annual Planning Forum</td><td>Kay in the CPIE office has been evaluating the AUPs.
Vernonia and Kay will create the Presentation. Guided Pathways will report out. Program review and the governance committee co-chairs will also report out. The forum is scheduled for Friday April 15th. Joan asked PIEC members if we should hold the forum in the morning or afternoon. It was decided to hold the forum between 10:00 am to 12:30 pm. More information to come.</td></tr>
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11. Equity Plan Update	The SEP workgroup met on Monday, March 18. The Chancellor's Office is encouraging community colleges' to focus on one disproportionally impacted group. The SEP workgroup decided to focus initially on our Black, African American students. After one year they plan to roll in our Latinx students. They are thinking of designing the plan with both student groups in mind, being race specific, and race conscious. The support will likely help, not just the disproportionally impacted groups, but all students.

COMMITTEE/CONSTITUENCY REPORTS

12. Reports on PIEC-related topics from constituency groups and other committees (as needed) • Associated Students: • Classified Senate: • Faculty Senate: • Admin Association Committees:	Classified Senate. Held a conversation about term limits for co-chairs on governance committees. Do not have a conclusion yet.

FOR FOLLOW-UP AT NEXT MEETING

Who	Item	Timeline

SPRING 2022 PIEC MEETING DATES & PIEC, CPIE HOSTED EVENTS

Date	Time	Event	Status
March 25, 2022	1:00 pm to 3:30 pm	Strategic Plan Report Out Forum	Virtual/Confirmed
April 8, 2022	11:00 am to 12:30 pm	PIEC Meeting - Plan for AUP Forum	Off-Schedule /Confirmed
April 15, 2022	10:00 am to 12:30 pm	Annual Unit Planning Forum	Virtual/Confirmed
May 20, 2022	11:00 am to 12:30 pm	PIEC Meeting	Virtual/Confirmed

NEXT PIEC MEETING: 04/08/2022; 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 <u>Thumb up</u>- all the way in; <u>Thumb middle-</u> can live with it; <u>Thumb down</u>- 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.