

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness Committee (PIEC)**  
**Friday, November 18, 2022**  
**11:00 a.m. – 12:30p.m.**  
[PIEC Zoom Room](#)  
**Meeting Notes**  
**DRAFT**

**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 checked="" type="checkbox"/> Katherine Machado	<input type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Krystle Jones	<input checked="" type="checkbox"/> Jenine Smith	<input type="checkbox"/> Marsha Gable
	<input type="checkbox"/> TBD	<input type="checkbox"/> Joyce Fries-co-chair, PR
		<input checked="" type="checkbox"/> Kelly Menck-co-chair, PR
		<input checked="" type="checkbox"/> Natalie Ray
		<input type="checkbox"/> TBD- VPAS
		<input checked="" type="checkbox"/> Ruka Wang

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS’ ASSOCIATION (Voting)
<input type="checkbox"/> Natalia Aylett	<input checked="" type="checkbox"/> Pat Murray	<input checked="" type="checkbox"/> Courtney Willis
<input type="checkbox"/> Eva Nicasio	<input checked="" type="checkbox"/> Graylin Clavell	<input checked="" type="checkbox"/> Niko Crumpton
	<input checked="" type="checkbox"/> Juliana Bertin	<input type="checkbox"/> TBD

EX-OFFICIO (voting)	CPIE	GUEST
<input checked="" type="checkbox"/> Victoria Christine Rodriguez	<input checked="" type="checkbox"/> Cindy Emerson	<input type="checkbox"/>
<input type="checkbox"/> Susana Munoz	<input checked="" type="checkbox"/> Kay Watson	<input type="checkbox"/>
<input checked="" type="checkbox"/> Felicia Kalker	<input checked="" type="checkbox"/> Carmen Hernandez	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Christopher Yerkes, Recorder	

ROUTINE BUSINESS	
1. Welcome and Introductions	K. Jones introduced herself as co-chair of the committee and had everyone in the committee share their name and role.
2. Public Comment	<p>P. Murray’s public comment: “By empowering classified staff to contribute to the planning process (i.e. AUP) the college community provides an opportunity for valuable perspectives and voices to be heard in support in service to students.</p> <p>Some departments do this, others do not. There is an inequity there. There is a GAP when classified are absent from participating in planning. I have experienced leaders cringe when they hear the word ‘consultation’ – consultation does not mean approval. I don’t believe classified are looking for consultation</p>

	<p>even, about departmental level initiatives, but rather looking to be included, and have opportunity to contribute, to the goals of the department and what achieving the goals would look like. It doesn't mean they need to agree 100% with and/or give some kind of 'sign off', it means classified staff are offered an opportunity to contribute in the planning process.</p> <p>Instead of fearing push back, it is important that leaders take a perspective of 'identifying gaps' and develop ways (in collaboration) for those gaps to be closed. What the gaps are, and how to close them, is what planning, evaluation and implementation is all about. Planning conversations are for whole college community in support of service to students, whether it be equipment, faculty or staffing, or instructional environment initiatives, the end goal is collaborative service to the students and ultimately increased success of the student community."</p>
3. Additions/Deletions to Agenda	None.
4. Approve meeting notes: 10/21/2022	Unanimously approved.
<b>NEW BUSINESS</b>	
5. Accreditation 2026 Timeline	<p>J. Ahrens said that preparation for the accreditation process is starting now. The timeline includes important dates including: new standards in 2024 which include minor changes to site visit and report; The ISER due spring 2026; And the peer site visit in fall 2026. Additionally, the Faculty Accreditation Co-chair applications will go out spring 2023. Most likely in March. Selection of the co-chair will take place by May 2023. A full draft of the report will be completed by fall 2025, leaving time for the participatory governance process. A midterm will also be due in fall 2023. J. Ahrens will begin working on that shortly. Requested a second research analyst to help with report, but there has been an intentional delay due to lack of resources and staffing. Due to the lack of a researcher for 6 months out of 2022, there has been a lack of headway made on Grossmont College research projects. The timeline can be found <a href="#">here</a>.</p>
6. Annual Planning Forum: 04/14/2023 a. Workgroup	<p>J. Ahrens would like to put together a workgroup to plan this event along with the CPIE team. A report and outcomes assessment. The workgroup will help develop an agenda and plan to decide what information to put out to the colleges. J. Ahrens asked that anyone interested in participating to reach out to her.</p> <p>J. Ahrens, K. Menck, N. Ray and F. Kalker explained the accreditation, annual program review, and outcomes review processes in response to a question about them from K. Machado.</p>
<b>UPDATE</b>	
7. Set Targets for Key Performance Indicators (KPIs)	<p>J. Ahrens said that the Strategic Plan is on a 6 year cycle that begins with a review of the vision and mission. Then, strategic goals and objective created in response to updated vision and mission, which includes student success and institutional metrics. Looking at the data through a racial equity lens is of particular importance and it will be also be disaggregated by age and gender. She also shared Key Performance Indicators (KPI) from previous Strategic Plan, which included different kinds of KPIs, a</p>

	<p>sample KPI Tracker, key steps in monitoring KPIs, and setting targets. KPIs are used to measure how well strategic goals are being met. The full presentation can be found <a href="#">here</a>.</p> <p>V. Rodriguez shared how the Student Success and Equity Committee set targets in the 2022-25 Student Equity Plan (SEP). This example models how KPI goals can be set.</p> <p>C. Willis explained the difference between sequential classes and creating a pathway for student success.</p>
8. Partnership Resource Team (PRT) Visit November 28, 2022	J. Ahrens shared that there has not been any feedback from the first visit. Details are being worked out for the upcoming visit, but the meeting will likely be limited to operational excellence steering committee members.
9. AP/BP 3060 Institutional Code of Ethics and Professional Responsibility	The AP/BP is under review at the Student & Institutional Success Council.

COMMITTEE/CONSTITUENCY REPORTS		
10. Reports on PIEC-related topics from constituency groups and other committees (as needed)	The committee ran out of time for report-outs at this meeting, so next meeting will start with them.	
<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
K. Machado	How to help students to have greater control over the education and careers?	Ongoing discussion
CPIE Team	Begin to create plan for KPIs	Bring any ideas to the December 16 <sup>th</sup> meeting

**NEXT PIEC MEETING:** 12/16/2022; 11:00 am – 12:30 pm

*****Update your calendars*****	
PIEC SCHEDULE 2022-2023	
Date	Time
<b>Friday 01/27/2023 (Move to 4<sup>th</sup> Friday. Faculty off Contract on 01/20/2023)</b>	11:00 am - 12:30 pm
<b>Friday 02/24/2023 (move 2nd Friday. Presidents weekend 02/10/2023)</b>	11:00 am - 12:30 pm

Friday, 03/17/2023	11:00 am - 12:30 pm
Friday, 04/21/2023	11:00 am - 12:30 pm
Friday, 05/19/2023	11:00 am - 12:30 pm

## Planning & Institutional Effectiveness Committee (PIEC)

### NORMS

Updated  
September 23<sup>th</sup>, 2022

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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.
- Members may drop an emoji from the Zoom library as a quick check 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.