GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, December 16, 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
☒ Natalie Ray, Proxy for Joan Garcia Ahrens	☐Katherine Machado	☐Marshall Fulbright
☒Krystle Jones	☒ Jenine Smith	☐Marsha Gable
	☐ TBD	☒Joyce Fries-co-chair, PR
		☐Kelly Menck-co-chair, PR
		☒Natalie Ray
		☐TBD- VPAS
		☒Ruka Wang

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS' ASSOCIATION (Voting)
☒Natalia Aylett	☒Pat Murray	☒Courtney Willis
☐Eva Nicasio	☒Graylin Clavell	☒Niko Crumpton
	☒Juliana Bertin	☐TBD

EX-OFFICIO (voting)	CPIE	GUEST
☒Victoria Christine Rodriguez	☒Cindy Emerson	☒ Tate Hurvitz
☐Susana Munoz	☒ Kay Watson	☐
☒Felicia Kalker	☒ Carmen Hernandez	☐
	☒ Christopher Yerkes, Recorder	

ROUTINE BUSINESS	
1. Welcome and Introductions	N. Ray welcomed the committee and gave a brief overview of what would be covered in the meeting. She also had everyone introduce themselves.
2. Public Comment	None.
3. Additions/Deletions to Agenda	None.
4. Approve meeting notes: 11/18/2022	J. Bertin motioned to approve. G. Clavell seconded. Unanimously approved.
NEW BUSINESS/CONSENSUS	
5. KPI Recommended Targets	Held over until the next meeting.
UPDATE	
6. Annual Planning Forum: 04/14/2023 a. Workgroup	N. Ray shared a draft of the plan for the upcoming Annual Planning Forum on 4/14/23. The event will be in-person at Griffin Gate. Outcomes include, but are not limited to, increasing awareness of the operational excellence checklist, engaging the

	campus in strategic goal action plan, and increasing understanding of KPIs. Also included, is a planning team to-do list. A planning team/workgroup for this event is in development. The PIEC will be the convening group and take many of the tasks from the to-do list. F. Kalker suggested keeping the event to 3 hours maximum. V. Rodriguez suggested looking at scheduling to maximize attendance, along with marketing it as a celebration. C. Willis suggested requesting to have building 10 closed during the event to increase participation. Many PIEC members supported this suggestion.
7. **P**artnership **R**esource **T**eam (PRT) Visit November 28, 2022	T. Hurvitz presented an update on the IEPI Partnership Resources Team (PRT) visits. The PRT is a group that Grossmont College requested to come and help with the implementation of goals in the new 6-year plan. One of the identified areas in the plan is operational excellence. This includes goals such as equity. The PRT has come for multiple site visits. First they came for a listening session where they heard about pertinent issues and obstacles to college goals. This visit took place on 8/24/22. Based on information from that visit, they completed and shared a summary of what was discussed. Governance, clarifying hiring processes, onboarding processes, out of date job descriptions for classified professionals, the need for operations manuals for key operational function areas, and prioritization of technology implementation were all key areas highlighted in the summary. There was a follow-up meeting with the PRT on 11/28/22 where they provided a menu of options (MOO) for the Grossmont College Operational Effectiveness Plan. The MOO included areas of focus, options for institutional consideration and models, examples, & comments. The college can request up to $200k to implement some of the IEPI recommendations. Key recommendations from the MOO were selected to focus on for the next year. A writing team is completing the Institutional Innovation and Effectiveness Plan which identifies the areas of focus, objectives, action steps and measurement of progress, which will be reviewed by President Whisenhunt and then forwarded to the PRT lead and the IEPI special projects consultant. The college hopes the IE Plan will be approved and that $200k will be received to start the operational excellence work.

COMMITTEE/CONSTITUENCY REPORTS	
8. Reports on PIEC-related topics from constituency groups and other committees (as needed) • Associated Students: • Classified Senate: • Faculty Senate: • Admin Association Committees:	None.
FOR FOLLOW-UP AT NEXT MEETING	

Who	**Item**	**Timeline**

N. Ray	Will send a draft of the suggestions from the discussion about Annual Planning Forum.	Before the 1/27/23 meeting
PIEC Members	Will sign up for items from the Annual Planning Forum to do list.	Before the 1/27/23 meeting

NEXT PIEC MEETING: NOTE-01/27/2022; 11:00 am – 12:30 pm
(Moved to 4th Friday. Faculty off Contract on 01/20/2023)

PIEC SCHEDULE 2022-2023	
Date	**Time**
Friday 02/24/2023 (move 4th Friday. Presidents weekend 02/17/2023	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 23th, 2022

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.