

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, May 19, 2023
11:00 a.m. – 12:30p.m.
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 (voting)	ADVISORY
<input checked="" type="checkbox"/> Joan Garcia Ahrens	<input type="checkbox"/> Jess Bermudez	<input type="checkbox"/> Marshall Fulbright
<input type="checkbox"/> Krystle Jones	<input type="checkbox"/> TBD	<input type="checkbox"/> Marsha Gable
	<input type="checkbox"/> TBD	<input checked="" type="checkbox"/> Joyce Fries-co-chair, PR
		<input type="checkbox"/> Kelly Menck-co-chair, PR
		<input checked="" type="checkbox"/> Natalie Ray
		<input type="checkbox"/> TBD- VPAS
		<input type="checkbox"/> TBD Research & Planning Analyst

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS’ ASSOCIATION (Voting)
<input type="checkbox"/> Natalia Aylett (via proxy Mark Poupard)	<input checked="" type="checkbox"/> Graylin Clavell (Via Proxy Rochelle Weiser)	<input type="checkbox"/> Courtney Willis
<input type="checkbox"/> Eva Nicasio	<input checked="" type="checkbox"/> Juliana Bertin	<input checked="" type="checkbox"/> Niko Crumpton
	<input checked="" type="checkbox"/> Steven Miller	<input checked="" type="checkbox"/> Wayne Branker

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

ROUTINE BUSINESS	
1. Welcome and Introductions	J. Ahrens welcomed the committee
2. Public Comment	None
3. Additions/Deletions to Agenda	J. Ahrens added an update on the Operational Excellence work.
4. Approve meeting notes: a. 03/17/2023 b. 04/21/2023	3/17/23 and 4/21/23 minutes approved.
UPDATE	
5. ACCJC Midterm Report	J. Ahrens shared the ACCJC midterm report. The Report had been sent to PIEC prior to the committee meeting. A link for feedback, which can be found here , was also included. The required contents for the report is decided by the ACCJC. She shared some topics that had to be reported on. Topics include: Report

	<p>Preparation, Plans Arising from the Self-evaluation Process, Responses to the ACCJC Recommendations for Improvement, Reflection on Improving Institutional Performance, Student Learning Outcomes, Institution Set Standards, Report on the Outcomes of the Quality Focus Project (Includes 12 Gateway Course Initiative and Guided Pathways), and Fiscal Reporting. Evidentiary information is included in the report appendices. Two annual reports are submitted to the ACCJC: This first includes outcomes data and KPIs. The second is a fiscal report. The report was developed with broad participation from the campus community.</p> <p>The report will go to College Council on May 25th. The report will then go to governing board agenda for approval on September 12th.</p> <p>CPIE is working on updating AUP Handbook which will be included as evidence in report. The handbook will be reviewed by PIEC in fall 2023.</p>
<p>6. Selection of Classified Professional Co-Chair for the 2023-2024 Academic year</p>	<p>J. Ahrens shared that the Governance handbook going to college council next week. One revision under-consideration is to increase term lengths of chairs on governance committees. The result could be either one- or two-year terms. J. Ahrens suggests maintaining a one-year term for this next term and considering two years for next year.</p> <p>J. Bertin volunteered to take on the role PIEC Co-Chair with the support of the other Classified Professionals on the committee.</p>
<p>DISCUSSION OF PRIOR AGENDA ITEMS</p>	
<p>7. Debrief Annual College Planning Forum</p>	<p>J. Ahrens led the debrief discussion on the Annual Planning Forum. There has been confusion on the consistency of Success Rates presented at the forum. Some of that may be caused by ACCJC requesting that as an aggregate percentage as opposed disaggregating by disciplines. A lot of that disaggregated data was analyzed at the Strong Workforce Project (SWP) Faculty Institute.</p> <p>The college will be receiving the Culturally Responsive Grant after it goes to the Board of Governors for approval on May 24th. The funding amount will upwards of \$200k. The funds designed to scale-up SWP work beyond CTE faculty. In 2024, PIEC will take a closer look at KPI targets and how to communicate the need to meet those targets.</p> <p>Planning for the 2024 Annual Planning Forum will begin early next year. PIEC was very important in creating a successful event.</p> <p>CPIE received a request for tutorial on AUP writing which will take this summer. J. Ahrens is also anticipating hosting a drop-in AUP writing workshop in fall 2023. She is also anticipating more trainings will be needed due to update to the AUP template. The desires is to put those training on the PD calendar for Flex Week.</p>

<p>8. Operational Excellence Update</p>	<p>J. Ahrens shared that there is progress being made with governance refresher on IEPI action plan. Drs. Helen Benjamin and Debbi DiThomas, facilitators from the original governance reorg in 2018, have accepted an invite to help with the refresher. They will lead a one-day retreat for governance committee co-chairs and constituent representative leaders this summer. Progress the refresher will be shared back with PIEC in the fall.</p> <p>The CPIE Office will re-administer a governance survey to the college community on May 23rd at the request of Drs. Benjamin and DiThomas. The survey will close on June 6th. This survey was originally sent in 2018. Survey results will inform retreat and be shared with PIEC.</p>

<p style="text-align: center;">COMMITTEE/CONSTITUENCY REPORTS</p>		
<p>9. 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>Admin Association Committees: W. Branker shared that the college community is in a state of high-stress and low-morale. There is an ongoing search for strategies on supporting employees of the college. A campus climate survey could be an effective way to gain insight into the causes of low-morale on campus and solutions to meet people needs.</p>	
<p style="text-align: center;">FOR FOLLOW-UP AT NEXT MEETING</p>		
<p style="text-align: center;">Who</p>	<p style="text-align: center;">Item</p>	<p style="text-align: center;">Timeline</p>

NEXT PIEC MEETING: Friday, 08/18/2023; 11:00 am – 12:30 pm. Flex Week.

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.