

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, August 18, 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"/> TBD	<input checked="" type="checkbox"/> Agustín Albarrán
<input checked="" type="checkbox"/> Juliana Bertin	<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 type="checkbox"/> Natalie Ray
		<input type="checkbox"/> TBD- VPAS
		<input checked="" type="checkbox"/> Marcelo Nieto

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS’ ASSOCIATION (Voting)
<input type="checkbox"/> Krystle Jones	<input type="checkbox"/> Graylin Clavell	<input checked="" type="checkbox"/> Courtney Willis
<input type="checkbox"/> Eva Nicasio	<input type="checkbox"/> TBD	<input checked="" type="checkbox"/> Niko Crumpton
<input type="checkbox"/> Summer Webb		<input checked="" type="checkbox"/> Wayne Branker

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

ROUTINE BUSINESS	
1. Welcome and Introductions	J. Ahrens welcomed the committee
2. Public Comment	W. Branker expressed desire for the college to be prepared for a hurricane on August 21 st , as it may impact campus, staff, and students.
3. Additions/Deletions to Agenda	None.
4. Approve meeting notes: a. 5/19/2023	Committee did not meet quorum.
UPDATE	
5. Review Governance Handbook & Committee Charge/Responsibilities; Review & Set Norms	J. Ahrens reviewed the purpose and norms of the PIEC committee located on the agenda. N. Crumpton suggested adding a norm reducing the time spent on wordsmithing. This recommendation will be voted on when quorum is met.

	J. Ahrens shared a link to the 2018 Governance Handbook for new members to reference. A draft document on Governance Topics/Issues was reviewed and discussed. Feedback and recommendations were noted and will be compiled as the document is shared with leadership and other participatory governance committees.
6. Meetings to be Rescheduled: January 19, 2024 & February 16, 2024	C. Emerson will send out a poll to reschedule these meetings.
7. Operational Excellence: a) Summer Governance Retreat; b) Academic Affairs Operational Manual; c) Nuventive update	J. Ahrens reported that on 8/1/23 a Participatory Governance Retreat for co-chairs and college council was held as part of the Institutional Effectiveness Partnership Initiative grant. The purpose was to recommit to the principles of participatory governance and improve the structure.
8. Key Performance Indicators (KPIs)	<p>A. Albarran shared that table discussions were held during convocation to brainstorm strategies and action steps for increasing First-Year Student persistence by 7%. Results of those discussions are being compiled and will be brought to PIEC in the near future.</p> <p>J. Ahrens reviewed the KPI targets for 2022/23-2027/28. She shared a presentation with topics on defining KPIs and FTES (Full-time Equivalent Student), key steps to monitor KPI progress, setting KPI targets, and KPI modifications.</p>
INFORMATION	
A. Overview of 2023/2024 PIEC Agenda Topics (see attachment)	J. Ahrens reviewed a tentative plan for the PIEC schedule and topics for 2023-2024.
B. Accreditation 2026	There is currently an open faculty position for Accreditation Steering Committee Co-chair. The Academic Senate President resent a call-out on 8/21/2023.
C. Guide to CCCCCO & Internal Data Dashboards (see attachment)	J. Ahrens shared a handout that went out campus-wide with links to internal dashboards. Faculty and staff are encouraged to reference this document to independently access data.
COMMITTEE/CONSTITUENCY REPORTS	
<p>D. 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>Associated Students: No students present</p> <p>Classified Senate: J. Bertin reported that classified senate continued to meet during the summer. They have multiple positions that are open and need to be filled in the next couple of weeks. During the summer, chemicals overdue for disposal were removed from the chemistry stock room.</p> <p>Faculty Senate: J. Fries reported faculty were off for the summer.</p> <p>Admin Association Committees: W. Branker reported that they have started their E-Board to help select volunteers for all governance committees.</p>

FOR FOLLOW-UP AT NEXT MEETING		
Who	Item	Timeline

NEXT PIEC MEETING: Friday, September 15, 2023

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.