

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, November 17, 2023
11:00 a.m. – 12:30p.m.
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 checked="" type="checkbox"/> Alshareef Dekheel	<input type="checkbox"/> Agustín Albarrán
<input checked="" type="checkbox"/> Juliana Bertin	<input type="checkbox"/> TBD	<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"/> Marcelo Nieto

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

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"/> 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 to the meeting.
2. Public Comment	None.
3. Additions/Deletions to Agenda	None.
4. Approve meeting notes: a. 10/20/2023	Meeting notes approved.
UPDATE	

<p>5. Operational Excellence</p>	<p>J. Ahrens shared that the college applied for IEPI grant to improve five operational areas of the college. First is extended orientation for all employees. Second is creating operational manuals for various departments, which will include one manual for deans and one for admin assistants. These will serve as a model for future manuals for other departments. Third is a technology update for Nuventive. Fourth was governance refresher retreat. This took place in the summer of 2023. Fifth is a communication plan.</p> <p>On December 1, 2023 the IEPI Peer Review Team will come to the college to get and update on progress so far and give coaching on how to be successful going forward. J. Ahrens shared a draft of the IEPI Peer Review Team Visit agenda</p>
<p>6. CPIE Data Use & Sharing-Final Draft</p>	<p>C. Yerkes shared the Ethical Standards and had the committee read through the points.</p>
<p>7. Accreditation Update</p>	<p>J. Ahrens shared who the tri-chairs are for the four accreditation standards for the upcoming ISER for accreditation. Each of the tri-chair teams consists of an admin, faculty, and classified staff member. She also shared the 2023-2024 Accreditation Steering Committee meeting schedule/timeline.</p> <p>The tri-chairs will need assistance from various departments of the college to gather information need to create the report. Members of PIEC are encouraged to join one of the work groups and assist the tri-chairs. Students are also encouraged to join. There will be more information at the December 6th Accreditation Steering Committee meeting.</p>
<p>INFORMATION</p>	
<p>8. Set agenda for the April 26, 2023 Collegewide Annual Planning Forum</p> <p>a. Proposal for change to AUP timeline</p>	<p>J. Ahrens informed PIEC that the committee helps to create the agenda for the Annual Planning Forum. This is usually a half-day event.</p> <p>J. Ahrens will recommend a change to the AUP timeline to College Council. Her goal is organize the schedule to align planning with fiscal year. She shared the current AUP timeline/process and explained which options are available to create a process that is less rushed. In the current timeline, AUPs are due in October.</p> <p>One option is to change the ideal time to post faculty positions to September from the end of December/the beginning of January. The purchase timeline for new technology/equipment will begin after July 1st.</p> <p>A second option is to reorganize the timeline so that AUPs are due February 1st. This option seems unlikely as the college president’s decision making timeline would not change to accommodate this reorganization.</p> <p>J. Ahrens will propose the first option to the College Council.</p> <p>Next PIEC meeting will have time devoted to AUP Forum planning.</p>

CONSENSUS		
9. None		
COMMITTEE/CONSTITUENCY REPORTS		
10. Reports on PIEC-related topics from constituency groups and other committees (as needed) <ul style="list-style-type: none"> • Associated Students: • Classified Senate: • Faculty Senate: • Admin Association: 	<p>Associated Students: A. Dekheel shared there was no report.</p> <p>Classified Senate: J. Bertin said a draft of data sharing document was shared with the senate. There were no questions from the senators.</p> <p>Faculty Senate: E. Nicasio shared that the budget was discussed at the latest meeting. Alignment and transparency with the AUP process will help with those conversations.</p> <p>Admin Association: C. Willis & N. Crumpton shared for the Admin Association. A topic of discussion at the previous meeting included excess vacation and extra overtime because of understaffing. Attempts to save the college money end up costing more money long-term.</p>	
FOR FOLLOW-UP AT NEXT MEETING		
Who	Item	Timeline

Next Meeting Date: Friday, December 15, 2023

Important: Annual Collegewide Planning Forum, Friday, April 26, 2024

PLANNING & INSTITUTIONAL EFFECTIVENESS COMMITTEE (PIEC)

Meeting Norms October 20, 2023

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following:

In Person Setting

- Everybody’s voice is equal, important and valuable.
- 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.
- If there are times when we feel unsafe. Find ways to recalibrate and move forward in a gentle way.
- Raise hand to let folks know you are going to speak. Be respectful of others who may have raised their hand before you.
- 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.
- Use a parking lot.
- If a proxy is requested make sure the proxy is briefed prior to the meeting.

Virtual Setting

- Conversations in the chat should be discussed.

- At the beginning of the meeting, members may drop an emoji from the Zoom library as a quick check-in at the beginning of the meeting. This would help us calibrate our body language with one another.
- Consensus will be measured in the chat. The co-chair will type the item to be vote on in the chat. Voting members will type in the chat; Yes-agree; No-disagree; Abstain-decline to vote.