

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness Committee (PIEC)**  
**Friday, February 23, 2024**  
**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 type="checkbox"/> Alshareef Dekheel	<input type="checkbox"/> Agustín Albarrán
<input checked="" type="checkbox"/> Juliana Bertin	<input type="checkbox"/> TBD	<input checked="" 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"/> 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 checked="" type="checkbox"/> Eva Nicasio	<input checked="" type="checkbox"/> Jayden Logan	<input checked="" type="checkbox"/> Niko Crumpton
<input type="checkbox"/> Summer Webb		<input checked="" type="checkbox"/> Wayne Branker

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

ROUTINE BUSINESS	
1. Welcome and Introductions	J. Ahrens welcomed the committee.
2. Public Comment	E. Nicasio: The college bookstore was unable to get couldn’t get books for student because Barnes & Nobel was on credit hold with publishers. This is a reoccurring issue that hurts students. The issue can be elevated to Pearl Lopez and the Academic Senate.
3. Additions/Deletions to Agenda	The ACCJC agenda item is moved to information instead of consensus.
4. Approve meeting notes: a. 12/15/2023	The meeting notes are approved.
INFORMATION	
5. Presentation on Peer Online Course Review (POCR) Project (aligns with ACCJC 2024 Standard 2.2)	Jeanette Calo & Dawn Heuft shared a presentation on Peer Online Course Review (POCR). Importantly, POCR ties to accreditation standard through evaluating the effectiveness of teaching methodologies (Standard 2.6) and student learning outcomes (Standard 2.2). Grossmont College became a

	<p>local PO CR college in June 2023. The opportunity to participate in PO CR has been extended to all online instructors (except those using publisher content).</p> <p>The presentation included Dealing us in (How Grossmont became and PO CR college), Gameplay (Reviewing courses according to the OEI CVC rubric and starting statistics), Why complete PO CR? What’s Buy-in? (Registration and prep for PO CR), Gameplay (The resources and skill that training participants receive along with pilot statistics), Why Complete Buy-In? (The reasons to participate in the training), Participant Feedback, Student Feedback, and Staying In The Game (How to improve Grossmont’s PO CR status), Path Forward, and Your Dealers (Contact information for D. Heuft and J. Calo).</p> <p>The full presentation can be found <a href="#">here</a>.</p>
<b>UPDATE</b>	
<p>5. Accreditation Meeting Schedule for SP 2024</p>	<p>J. Ahrens &amp; D. Schulmeyer presented an update on the accreditation process for spring 2024. The goal is to have a rough draft of the ISER completed by the end of the spring 2024 semester.</p> <p>The Accreditation Steering Committee (ASC) is meeting over Zoom and is using Google Drive and ClickUp are being used for collecting and organizing document. Consultant Mike Robinson has already started writing the ISER draft and has been an active participant in the ASC meetings. The ASC’s intention is to let many internal stakeholder give feedback early drafts so the final version will go to the chancellor by fall of 2025. The full ISER will be less than 100 pages long as the accreditation standards are more streamlined than in the past. This new process from the ACCJC has been embraced by tri-chairs and workgroups with string collaborative efforts.</p> <p>The accreditation timeline can be found <a href="#">here</a>.</p>
<p>6. Annual Planning Forum Agenda</p>	<p>J. Bertin &amp; J. Ahrens shared the Annual Planning Forum (APF) Agenda. The decision has been made to hold a 90-minute virtual forum in April 2024.</p> <p>The draft agenda includes: An overview of the AUP process and timeline, AUP Themes, Prioritization of Resource Requests, Reflections on outcomes assessment results (tentative), Nuventive Reports –Mapping to Strategic Goals (tentative), AUP assessment survey results, and Next steps - Focus on retention goals for FA 2024.</p> <p>The committee voted to have the APF start at 10:00 am and finish at 11:30 on April 26<sup>th</sup>. C. Emerson will send a save the date during the week of February 26<sup>th</sup>.</p>
<p>7. Report on Strategic Priority: Operational Excellence— Resource Request Analytics</p>	<p>Felicia Kalker shared the resource request form on Nuventive and asked the committee for input on what needs to be changed. The intention is to be able to create reports based on the submitted request forms.</p> <p><b>What would you like to know about resource requests?</b></p> <ul style="list-style-type: none"> <li>– From Department?</li> <li>– From Division?</li> <li>– From College?</li> <li>– From the committees prioritizing?</li> </ul>

	<p><b>Answers Included (but not limited to):</b></p> <ul style="list-style-type: none"> <li>- Ability to sort by amount requested?</li> <li>- Sort by areas: # by department, type by dept./unit, e.g. which departments had most classified.</li> <li>- Is this a repeat request?</li> <li>- Are people prioritizing their requests?</li> <li>- Reasons why things are not funded and funding request status tab</li> <li>- Heat map for which budgets were funded and leaned on the heaviest</li> <li>- How much impact did we make on strategic priorities in terms of amount funded?</li> <li>- Who reports what is funded/ user? Committee?</li> <li>- Is Nance a budget augmentation request?</li> <li>- Are people requesting tutors?</li> <li>- Are some needs really requests for money for other areas?</li> <li>- Is there training for Chairs and deans who are filling out form?</li> <li>- Mapping for mission priorities or strategic plan</li> </ul> <p>F. Kalker is keeping track of all suggestions on a shared Google Doc.</p> <p>Report on Strategic Priority: Operational Excellence—Resource Request Analytics will be added back onto the March PIEC agenda for further discussion.</p>
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**CONSENSUS**

<p>8. ACCJC Annual Report and KPI targets</p>	<p>J. Ahrens presented on the ACCJC Annual Report and the college KPI targets. J. Ahrens will file the annual report on behalf of Grossmont College by April 12<sup>th</sup>. As part of the report the college must submit its KPI targets. What is submitted for will need to fall between the “floor” and “stretch” targets. Before the March 15<sup>th</sup>, PIEC member will take a look at the Grossmont College KPI Targets for 2022/2023 – 2027/2028 doc and confirm what a reasonable target is. This doc will be shared with PIEC and can also got to constituent groups. J. Ahrens will be soliciting feedback from College Cabinet and College Council.</p> <p>There will be no target for job placement rate as the data is insufficient. J. Ahrens will ask departments with Licensure Pass Rates if the targets included are realistic.</p> <p>Instructional deans already have course success rates for their departments and should be having conversations on improving rates with department chairs.</p>
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**COMMITTEE/CONSTITUENCY REPORTS**

<p>9. Reports on PIEC-related topics from constituency groups and other committees (as needed)</p> <ul style="list-style-type: none"> <li>• Associated Students:</li> <li>• Classified Senate:</li> <li>• Faculty Senate:</li> <li>• Admin Association:</li> </ul>	<p>Ran out of time for report outs.</p>
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FOR FOLLOW-UP AT NEXT MEETING		
Who	Item	Timeline

**Next Meeting Date: March 15, 2024**

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

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**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.