

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness (PIEC) Committee**  
**Friday, November 15, 2019**  
**11:00 a.m. – 12:30 p.m.**  
**ASGC Board Room**  
**MEETING SUMMARY**

**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	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> Catherine Webb	<input checked="" type="checkbox"/> Pedro Miranda	<input type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Jocelyn Pacheco-Fonseca	<input checked="" type="checkbox"/> King Wong	<input type="checkbox"/> Marsha Gable
	<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Bill McGreevy
		<input checked="" type="checkbox"/> Victoria Christine Rodriguez
		<input checked="" type="checkbox"/> Joyce Fries
		<input checked="" type="checkbox"/> Natalie Ray

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Lara Braff	<input checked="" type="checkbox"/> Karla Garcia-Garduno proxy for Nadia Almaguer	<input checked="" type="checkbox"/> Joan Ahrens
<input checked="" type="checkbox"/> Malia Molina	<input checked="" type="checkbox"/> Alexis Lytle	<input checked="" type="checkbox"/> Courtney Williams
<input checked="" type="checkbox"/> Marion de Koning proxy for Tiffany Glen-Hall		<input checked="" type="checkbox"/> Heriberto Vasquez

EX-OFFICIO	RECORDER
<input checked="" type="checkbox"/> Lida Rafia	<input checked="" type="checkbox"/> Cindy Emerson
<input checked="" type="checkbox"/> Bonnie Ripley	
<input checked="" type="checkbox"/> Felicia Kalker	

ROUTINE BUSINESS	
1. Welcome and Introductions	Introductions were made around the table.
2. Public Comment	There were none.
3. Additions/Deletions to Agenda	There were none.
4. Approve 10/18/19 Meeting Notes	Approved
5. Options for December Meeting	After discussion it was determined that the December meeting would be held December 20 <sup>th</sup> as originally scheduled

<b>DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS</b>	
6. AUP Update	<p>The College Council accepted the PIEC recommendation regarding AUP implementation (see minutes from Oct 2019), and forwarded the recommendation to President Abu-Ghazaleh who accepted the recommendation. Catherine shared the <a href="#">proposed timeline for implementation</a>.</p> <p>Since more than one resource prioritization process has already begun this year, PIEC members discussed how to use this first cycle as a BETA process to bring the timing into alignment. The goal is to go through the AUP exercise and identify areas of improvement that can be included in the next cycle.</p>

<b>NEW BUSINESS ITEMS</b>	
7. Draft List of Key Performance Indicators	<p>The KPI workgroup shared a draft set of indicators with the group for feedback and input. Group recommendations included providing clear definitions and rationale for each metric and clarifying how the equity component” for each KPI will work. The small group will meet again prior to the December meeting to incorporate the feedback. The goal is to have a set of indicators ready to discuss within constituency groups early in the spring semester. Catherine asked that PIEC’s student representatives be invited to the small group.</p> <p>In addition, it was suggested that the committee develop clear definitions and even a “communication kit” that can help PIEC members present clear and consistent information to each constituency group for discussion. Sample visuals will be helpful to support broad understanding. Catherine offered to begin working on the communication plan prior to the January meeting.</p>
8. PIEC 101: How does PIEC support educational equity?	Tabled to the December 20 meeting.

<b>COMMITTEE/CONSTITUENCY REPORTS</b>	
9. Reports on PIEC-related topics from constituency groups and other committees (as needed)	<p>Associated Students: Classified Senate: Faculty Senate: Admin Association: Committees:</p>

<b>FOR CONSENSUS</b>	
10.	

**FOR FOLLOW-UP AT NEXT MEETING**

<b>Who</b>	<b>Item</b>	<b>Timeline</b>

**11. WORK AHEAD**

**NEXT MEETING: Currently scheduled for Friday, Dec. 20, 2019 (11:00 – 12:20, ASGC Board Room)**

### ***Planning & Institutional Effectiveness Committee Norms***

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

- Thumb up- all the way in; Thumb middle- can live with it; Thumb down-want to keep talking about additional solutions.
- Quick check (weather 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.
- Give ourselves passing time at the end of meetings.
- 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.