

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness (PIEC) Committee**  
**Friday, August 21, 2020**  
**11:00 a.m. – 12:30 p.m.**  
**PIEC Zoom Room (<https://cccconfer.zoom.us/j/96335429605>)**  
**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	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> Joan Garcia Ahrens	<input type="checkbox"/>	<input checked="" type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Lara Braff	<input type="checkbox"/>	<input checked="" type="checkbox"/> Marsha Gable
	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bill McGreevy
	Proxies:	<input checked="" type="checkbox"/> Victoria Christine Rodriguez
		<input type="checkbox"/> Joyce Fries
		<input type="checkbox"/> Natalie Ray

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Yohany Corona-Batalona	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
<input checked="" type="checkbox"/> Tiffany Glen-Hall	<input checked="" type="checkbox"/> Alexis Lytle	<input type="checkbox"/> Courtney Williams
	<input checked="" type="checkbox"/> Iliana Garcia	<input type="checkbox"/> Heriberto Vasquez

EX-OFFICIO	RECORDER
<input 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 Zoom room
2. Public Comment	There were none
3. Additions/Deletions to Agenda	There were none
4. Approve 05/15/2020 Meeting Summary	Approved

<b>DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS</b>	
5. AUP Process Update	<p>Last year we launched our pilot for our Annual Unit Plan. At that time, we noted that we would need to transition to a fall planning cycle after the testing of the pilot. Joan shared the Annual Unit Plan (AUP) Update Form: 2020-21 (see attached) that she forwarded to the departments that had participated in the spring pilot. This updated/supplemental form was developed to allow departments to explain the changes that have been, and will be made based on the new working modality due to COVID-19.</p> <p>Committee members discussed the discourse on race, systemic racism and equity have heightened, and suggested to include an equity question on the update. The suggested question was: <i>"Given the College's renewed commitment to addressing systemic racism, how does your department plan to revise or expand any of your equity efforts? Please describe."</i> With this addition of this equity question a revised template would need to be sent out. Some members expressed concern about sending a revised template. Joan will take this information to the Academic Senate and the Council of Chairs and coordinators to request their feedback.</p> <p>Members reviewed and discussed the AUP Process Flow Chart (see attached), and the AUP Diagram – Draft 4 (see attached).</p>
<b>NEW BUSINESS ITEMS</b>	
6. Review Flex Week and other presentations related to institutional effectiveness and PIEC	Bonnie Ripley & Victoria Rodriguez provided a review of their <a href="#">The Data in Black and White</a> Presentation they presented during Flex Week. You may view the attached PDF of the PowerPoint Data.
7. Planning Discussion – Goals and activities for the 20/21 Academic Year	The AUPs, Program Review, Equity Goals and Outcomes Assessment will help us develop our overarching themes and help us determine our institutional needs. This will be fully developed in the annual planning forum. Ultimately it will inform our discussion regarding the College and District Education Plan.
<b>COMMITTEE/CONSTITUENCY REPORTS</b>	
8. Reports on PIEC-related topics from constituency groups and other committees (as needed) <ul style="list-style-type: none"> <li>• Associated Students:</li> <li>• Classified Senate:</li> <li>• Faculty Senate:</li> <li>• Admin Association Committees:</li> </ul>	
<b>FOR CONSENSUS</b>	
9. None	

FOR FOLLOW-UP AT NEXT MEETING		
Who	Item	Timeline
Joan Ahrens	Feedback from Academic Senate and Chairs and Coordinators on the addition of equity question to the supplemental update.	08/18/2020

**WORK AHEAD**

**Next meeting: September 18, 2020; 11:00 – 12:30**

***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.