

GROSSMONT COLLEGE
Planning & Institutional Effectiveness (PIEC) Committee
Friday, February 21, 2020
11:00 a.m. – 12:30 p.m.
College Conference Room (10-106)
MEETING NOTES-DRAFT

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 type="checkbox"/> Catherine Webb	<input type="checkbox"/> Pedro Miranda	<input type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Jocelyn Pacheco-Fonseca	<input type="checkbox"/> King Wong	<input type="checkbox"/> Aaron Starck
	<input type="checkbox"/> Vacant	<input type="checkbox"/> Bill McGreevy
	Proxies:	<input checked="" type="checkbox"/> Victoria Christine Rodriguez
	<input checked="" type="checkbox"/> Diego Osuna	<input type="checkbox"/> Joyce Fries
	<input checked="" type="checkbox"/> Javier Cuarrubias	<input checked="" type="checkbox"/> Natalie Ray

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Lara Braff	<input type="checkbox"/> Nadia Almaguer	<input type="checkbox"/> Joan Ahrens
<input type="checkbox"/> Yohany Corona-Batalona	<input checked="" type="checkbox"/> Alexis Lytle	<input type="checkbox"/> Courtney Williams
<input type="checkbox"/> Tiffany Glen-Hall		<input checked="" type="checkbox"/> Heriberto Vasquez

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

ROUTINE BUSINESS	
1. Welcome and Introductions	Jocelyn welcomed the group and introductions were made.
2. Public Comment	Jocelyn noted that at the last meeting, PIEC 101 focused on equity. How do we carry these conversations forward, and where do we go from here in terms of exploring equity and institutional effectiveness? There was discussion about the need of having a communication protocol. Alexis noted that Classified Senate developed a communication plan that allows committee reps to report out at the Senate meetings. Heriberto added that making the communication piece relatable to the student body would also be helpful. Further, he stated that in terms of the Annual Unit Plan (AUP), they discussed with C PIE on how they can leverage student hourlies to assist them with data. It was also stated by a committee member that it be made clear on what information needs to be taken back to constituency groups for feedback.
3. Additions/Deletions to Agenda	No additions or deletions were made.
4. Approve 1/31/2020 Meeting Notes	The notes from 1/31/20 were approved.

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
5. Follow-up and next steps for KPI Matrix	<p>After gathering information from the College Council convener and with President’s Cabinet’s input, the KPI matrix will go to College Council next week as an informational item; it does not need the Council’s approval.</p>
6. Review PIEC charge and responsibilities – Spring Discussions	<p>Jocelyn distributed the committee’s charge and responsibilities and asked the committee to determine where they are in terms of accomplishing all the responsibilities identified. Lara felt that the committee mostly has focused on bullet points 3, 4, and 5 under responsibilities; however, there are couple that remain vague (such as analyze data for and support the development of college plans and planning activities, and champion data-based decision-making). Natalie suggested looking at the goals for the semester and identifying a timeline and what the outcomes might be. Jocelyn noted that PIEC first met in February 2019 where the discussions began on setting vision goals and KPIs. Then, “PIEC 101” was created at the September 2019 meeting. She noted that the committee has been making progress. Heriberto asked if we are going to develop an evaluation plan for Guided Pathways, and it was responded that Catherine and PIEC will work together with Guided Pathways folks on this. One suggestion was to do a survey for students to get a pulse on where we are at. Natalie added that it would be helpful to include what potential models would look like as part of these conversations with Guided Pathways.</p> <p>Jocelyn asked if the committee had any recommendations or input on how to make the committee’s charge easier for everyone. Members liked Natalie’s idea on having action items on what we need to do to address each responsibilities and how often.</p> <p>Jocelyn further asked if she and Catherine, as co-chairs, have been clear with information they share out and are comfortable in the messaging they receive. The committee agreed the chairs have been very clear in communication and mindful when integrating the committee’s feedback in documents. It was further stated that they trust the co-chairs to move documents forward.</p> <p>The Annual Unit Plans (AUPs) are due next week, and the second round of AUPs are due in October. Lara asked what PIEC’s role is in this and if the unit plans are reviewed by the committee. Victoria stated that the AUPs will go to the CPIE office where they will be reviewed and common themes identified; therefore, a broader summary of that will come to PIEC. It was added that there is a link on the AUP to provide feedback. PIEC can review that feedback and decide on adjustments as necessary.</p> <p>Lastly, Heriberto suggested having a glossary of acronyms, which was already done. One suggestion was to have the glossary laminated.</p>

NEW BUSINESS ITEMS	
7. AUP Volunteers & Planning Forum	<p>Jocelyn displayed the agenda from last year’s Planning Forum (March 15th) noting that the focus last year was on building relationships across departments. She noted that a date has not yet been set for this year. There was discussion about how PIEC can support this year’s Planning Forum and share the responsibilities with CPIE. It was asked how feedback was gathered from last year’s forum and it was stated it was done via index cards. It was agreed this may not be the best way to collect feedback in the future as the information gets lost. Also, the committee does not remember receiving a follow-up or summary from last year’s forum which would be helpful this year. Victoria will follow-up with CPIE to see if we did any surveys. We also need to add “next steps” to the forum agenda.</p> <p>Jocelyn explained the Thematic Analysis which is a method of analyzing qualitative data. A team would closely examine data to identify common themes – topics, ideas and patterns of meaning that come up repeatedly. It was suggested having focus groups prior to the Planning Forum so the team can report out their findings. It was emphasized that we need to commit to do something with the findings otherwise, we do not do anything about it.</p> <p>Jocelyn asked the students for their feedback on what they think are important things for the college to hear about. One suggestion was having a more robust feedback process on how instructors teach. Also, Alexis added that when we do student panels at events, we tend to select the same students who reference the same people. It would be nice for the college to hear from different students to get their perspectives. Another suggestion for the forum was to have it divided up between departments and divisions so students can go to that section to help evaluate their processes.</p> <p>There was further discussion about where students can go to share their frustrations. Heriberto noted that students don’t have a viable system to provide feedback so the student reps on committees bring the matter to all committees. Perhaps PIEC should facilitate a pathway of communication.</p> <p>It also was requested to have vegan options at the forum.</p>

COMMITTEE/CONSTITUENCY REPORTS	
8. 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 Committees: 	No reports were made.

FOR CONSENSUS	
9.	

FOR FOLLOW-UP AT NEXT MEETING

Who	Item	Timeline

1. WORK AHEAD

NEXT MEETING: March 20, 2020; 11:00 - 12:30 pm; College Conference Room (10-106)

***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.