

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness (PIEC) Committee**  
**Friday, August 20, 2021**  
**11:00 a.m. – 12:30p.m.**  
**PIEC Zoom Room**  
**MEETING AGENDA**

**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"/> Vacant	<input checked="" type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Danielle Feliciano	<input type="checkbox"/> Vacant	<input checked="" 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"/> Gryalin Clavell	<input checked="" type="checkbox"/> Courtney Williams
<input type="checkbox"/> Tiffany Glen-Hall	<input type="checkbox"/> Iliana Garcia	<input checked="" type="checkbox"/> Niko Crumpton
<input type="checkbox"/> Krystle Marshall		<input type="checkbox"/> Wayne Branker

EX-OFFICIO	RECORDER	GUEST
<input type="checkbox"/> Dean of Student Success & Equity (vacant)	<input checked="" type="checkbox"/> Cindy Emerson	<input type="checkbox"/> Veronica Rosales
<input checked="" type="checkbox"/> Susana Munoz		<input checked="" type="checkbox"/> Alexis Brown– Proxy classified
<input checked="" type="checkbox"/> Felicia Kalker		<input checked="" type="checkbox"/> Denise Whisenhunt
		<input checked="" type="checkbox"/> Tate Hurvitz

ROUTINE BUSINESS	
<b>1.</b> Welcome and Introductions	Joan welcomed our new PIEC co-chair Danielle Feliciano, and committee members did a weather check-in. Members reviewed the committee norms and changed the first bullet point from: <ul style="list-style-type: none"> <li><u>Thumb up</u>- all the way in; <u>Thumb middle</u>- can live with it; <u>Thumb down</u>-want to keep talking about additional solutions.</li> </ul> To: <ul style="list-style-type: none"> <li><b>When measuring consensus members will use the thumb method:</b> <u>thumb up</u>- all the way in; <u>thumb middle</u>- can live with it; <u>thumb down</u>-want to keep talking about additional solutions.</li> </ul>
<b>2.</b> Public Comment	None
<b>3.</b> Additions/Deletions to Agenda	Joan, Tate, Felicia and Natalie will provide an accreditation update.
<b>4.</b> Approve 5/21/2021 meeting notes	Approved

**FOLLOW-UP FROM LAST MEETING**

5. PIEC Recommendations to College Council in Spring 2021	Joan informed the committee that she made the recommendations that the Strategic Plan Steering Committee (SPSC) and the Accreditation Steering Committee (ASC) be committees of PIEC as an official structure. It was determined by College Council that the ASC and SPSC should be operational committees.
---	---

**NEW BUSINESS**

6. Strategic Plan 2022-2028 a. Overview of Planning Timeline & Activities b. Preview of External Scan Data	Joan shared the <a href="#">Vision &amp; Mission Review Strategic Planning Process Timeline</a> for Fall 2021 noting that after October 12 <sup>th</sup> the Governing Board will start drafting the District Strategic Plan. Joan reviewed the <a href="#">Responsibilities of PIEC</a> and pointed out how the college vision and mission informs the strategic plan. In terms of accreditation this committee is responsible for regular review and assessment of program review, the annual unit plan, and outcomes assessment planning and reporting. It is through continual review and assessment that we will provide an excellent education. Victoria Rodriguez shared Fall 2021 <a href="#">Environment Scan Data</a> .
--	---

**DISCUSSION**

7. Conclude Discussion of the RP Group Report <a href="#">Recovery with Equity</a>	Members reviewed the summary of taskforce recommendations on page 13 of the handbook and noted the common themes that Grossmont College is doing. Joan stated this document is a strategic plan call to action. It acts very much like a strategic plan. She referenced page 22 of the plan. They followed an intentional process to ensure that equity remained its highest priority as they set their vision. They analyzed strengths, weaknesses, opportunities and threats (SWOT). Joan pointed out the similarities in this plan and the actions GC will be taking as we develop our strategic plan.
--	--

**UPDATE**

8. Accreditation & Integrated Planning	Tate shared the college needs to prepare an additional report and have one more follow-up visit from the accreditation peer review team. The focus will be on the full implementation of our SLO assessment and planning and allocation processes. <ul style="list-style-type: none"> <li>• Complete the configuration of Nuventive Improve for our SLO and Assessment collection.</li> <li>• Train relevant faculty/staff on Nuventive Improve.</li> <li>• Complete the uploading (in Nuventive Improve) of 6-year assessment schedules for ALL units.</li> <li>• Ensure that all scheduled SLOs are assessed and recorded including “qualitative” assessments of all PSLOs.</li> <li>• Complete the annual unit plan/SLO cycle by using AUPs in the fall resource allocation processes.</li> </ul> <p>Felicia shared how the outcomes assessment group will use Canvas. Natalie shared how she will continue to expand and offer training to the SSO group. Bill shared that administrative services is developing service area outcomes. A survey will go out to the entire campus September 15 through oct 15. Everyone on campus will go through the assessment and improvement plan. If you do not hear about this in your area please speak to the person in charge, in your area, to ensure every employee is involved.</p>
--	---

FOR CONSENSUS	
9.	
COMMITTEE/CONSTITUENCY REPORTS	
<b>10.</b> 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>	

FOR FOLLOW-UP AT NEXT MEETING		
Who	Item	Timeline
PIEC members	Share with everyone that SLO, SSO and SAO work must be done. Complete the SAO survey before October 15 <sup>th</sup> . Contact Tate, Felicia, Joan or Natalie if you have any questions regarding outcomes assessment.	

WORK AHEAD
<p><b>Next meeting: September 17<sup>th</sup>, 2021; 11:00 – 12:00</b></p>

***Planning & Institutional Effectiveness Committee***

***Norms***

Updated at 08/20/2021 PIEC meeting

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

- When measuring consensus members will use the thumb method: 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.
- 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.
- Conversations in the Chat should be discussed.