GROSSMONT COLLEGE
Planning & Institutional Effectiveness (PIEC) Committee
Friday, September 17, 2021
11:00 a.m. – 12:30p.m.
PIEC Zoom Room
MEETING 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
☒ Joan Garcia Ahrens	☒Karla Moore	☒Marshall Fulbright
☒Danielle Feliciano	☐Vacant	☐Marsha Gable
	☐Vacant	☒Bill McGreevy
		☒Victoria Christine Rodriguez
		☒Joyce Fries
		☒Natalie Ray

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒Lara Braff	☒ Alexis Lytle-Brown Proxy for Iliana Garcia	☐Courtney Williams
☐Natalia Aylett	☒Graylin Clavell	☒Niko Crumpton
☒Krystle Jones		☒Wayne Branker

EX-OFFICIO	RECORDER	GUEST
☐Dean of Student Success & Equity (vacant)	☒Cindy Emerson	☒Veronica Rosales
☒Susana Munoz		☒ Tate Hurvitz
☒Felicia Kalker		☐

ROUTINE BUSINESS	
1. Welcome and Introductions	Introductions were made. The committee reviewed the norms and added the following to the first bullet: • When consensus is final the committee will use the chat entering: yes, no or abstain. Added the following to the second bullet: • This may be done orally around the table or through the chat to save time. • Updated norms
2. Public Comment	None
3. Additions/Deletions to Agenda	Danielle Feliciano requested item number 10 and item number 7 be switched.
4. Approve 8/20/2021 meeting notes	Approved.
FOLLOW-UP FROM LAST MEETING	
5. Accreditation: Update on Outcomes Assessment Activities (Academic Affairs, Student Services, & Administrative Services)	Felicia Kalker provided an update on outcomes assessment progress. She highlighted the success of SLO Liaison Meetups, training workshops, Friday SLO Labs and the implementation of Nuventive. She updated members on where the college is at the ACCJC Follow-up Visit, SLO Process and Report Timeline.

	Natalie Ray reported the student services group reflection on the surveys resulted in a recognition of strengths and areas that need improvement. Improvement plans will be developed with goals to work toward in the next year. This will be documented on their AUPs. They are on target to meet their deadlines. Bill McGreevy thanked Joan and Victoria for their help in creating the Administrative Services survey for the campus community to provide an evaluation of the AS team. The survey went out September 16th. Results should be evaluated in November. Tate Hurvitz spoke about how accreditation ties into the Student Learning Outcomes (SLOs), Annual Unit Plan (AUP), and resource requests. He explained, the requirement for SLOs and Student Service Outcomes (SSOs) is fully integrated into planning and resource allocation. The reason Grossmont didn't add the required reflection of the SLOs and/or SSOs on the resource allocation application is because the determination of need is the SLO or the SSO piece. Therefore, the reflection doesn't need to be reiterated on the resource allocation application. Joan indicated we are aiming to have a draft of the Accreditation Follow-up Report ready by November 1st so it can go through the governance process. It needs to go through College Council for approval, then to the February meeting of the Governing Board. It is due the ACCJC on March 1st. The ACCJC Peer Reviewers will visit by mid/end of March. We don't know if it will be a virtual or in person visit at this point.

NEW BUSINESS	
6. Participatory Governance: Handbook Review and Continuous Improvement	Joan shared a governance evaluation survey link with the committee. She requested PIEC members who did not complete the survey in spring to fill out the survey. The goal is to provide feedback on how well members think the committee is fulfilling its' purpose and responsibilities, and to learn if any modifications should be made to the membership. She noted the PIEC committee was the only committee that completed a survey in the spring, and the other governance committees are now using this survey which was designed by PIEC. Kudos to PIEC! Joan went over the Governance Review and Evaluation Fall 2021 Timeline pointing out what has been accomplished and what is to be completed.
7. East County Alliance (new name: Alliance) Alliance Data Team Partnership	East County Alliance has a new partnership with the college planning offices of Grossmont and Cuyamaca. East County Education Alliance partners with Grossmont Union High School District, and Mountain Empire Unified School District to provide a smooth path for students between high school, college and career. Joan will keep us posted.
8. FA 21 Annual Unit Plan Update	Joan shared the link to the Annual Unit Plan forms that will be used by departments to complete their AUPs by October 1st. Tate asked as folks go through the AUP if they notice spots that could be tweaked, added or removed to let CPIE know so they could capture that information. It is the first run of a new format. Any opportunities for improvement are welcome. Joan mentioned that CPIE was proactive with the initiation of the 2021 AUPs this year by sending the AUP documentation with instructions to the deans and chairs in the spring. The goal was for each department to start the AUP process in the spring. PIEC members provided feedback that chairs were overwhelmed with the completion of the AUPs by the October 1st deadline. Some were struggling with which parts of the process to start with, and/or figuring out which data points to analyze. They have also expressed frustration about doing

	an AUP and Program review in the same year. PIEC members acknowledged the important reasons for the deadlines, and understood the challenges presented. Discussion ensued on how chairs, deans, faculty and staff could be supported in this process. • Stagger the schedule • Consider how we frame the timeline when presented • Regarding the issue of the Program Review and AUP in the same year, we intentionally aligned the AUP questions with the program review questions, perhaps we provide a sample of a strategically copied and pasted AUP into the Program Review in those years where they coincide so people can see the alignment (plus efficiency)? • Right now, there is going to be growing pains because Nuventive is new and the AUPs are relatively new with the changes. Once we complete this new cycle, writing the program review report will be easier because we will have six years of AUPs in Nuventive to refer to. We will be able to easily compile our program review reports. • Remind chairs and deans that everyone in the department should be involved in the AUP (collaborate, share the work). • With Nuventive departments should be able to build their program review. • After departments have completed their first cycle, they will be able to set up task alerts on Nuventive This committee will reevaluate the timeline in the spring. We want to make this process as efficient and easy for the deans and chairs, faculty and staff. All PIEC members were encouraged to attend the SLO Labs on Friday afternoons. This will help us as we reevaluate our systems and processes in the spring.
9. New Student Equity Plan: Likely Due in latter half of FA 2022 semester– Potential Joint Project with SSE Committee	The new Student Equity Plan is due in Fall 2022. This is planning document so PIEC is involved. PIEC will work jointly with the Student Success and Equity Committee (SSEC) who will form a workgroup to write this plan. If you are interested in participating in this workgroup please reach out to Joan, Danielle or Cindy.

UPDATE	
10. Strategic Plan 2022-2028 a. Update on Vision & Mission Revision b. Brief Review of Key Finding(s) External Scan Data	Joan shared that constituency group leaders are soliciting feedback from their constituency on the Vision and Mission Statement. Their goal is to have it back to the CPIE office by October 6th. CPIE will tally the results and announce the new Vision and Mission so it can go to the Governing Board on October 12. The adoption of the Vision and Mission guides all other plans. The Vision & Mission is our North Star. The external and internal scans inform the direction that the strategic plan is going to take. The problem is that the timing of these plans is not always in sync. For example; the State Chancellors Office determines when the timeline is for the New Guided Pathways Plan, and the New Student Equity Plan. The cycles may not match ours. And so, we have to work the best we can with these timelines. Joan shared a Hierarchy of College Plans to provide an idea about how they are connected to the Vision and Mission and the Strategic Plan. Joan stated it is PIECs role to monitor the development of the new strategic plan and requested members participate in the Fall Strategic Planning

	Workshop. Victoria and Joan will be sharing the internal and external scan data. The workshop will be held on October 29th between 9-11 am. Committee members determined another workshop should be offered to allow the opportunity for more people to participate. Cindy will coordinate another date and time. Joan shared the overview of the two-hour workshop and reflected on the Fall Strategic Plan Workshop Outcomes Draft. Victoria Rosales, Graylin Clavell, Danielle Feliciano, Alexis Lytle-Brown, Victoria Christine Rodriguez, Cindy Emerson, Joyce Fries, Lora Braff and Felicia Kalker volunteered to help with the help. Others may volunteer once the second workshop date is determined. Victoria shared a Fall 2021 GC Environmental Scan Data Preview.

FOR CONSENSUS	
11.	None.
COMMITTEE/CONSTITUENCY REPORTS	
12. Reports on PIEC-related topics from constituency groups and other committees (as needed) • Associated Students: • Classified Senate: • Faculty Senate: • Admin Association Committees:	There were none.

FOR FOLLOW-UP AT NEXT MEETING		
Who	**Item**	**Timeline**

WORK AHEAD
Next meeting: October 15th, 2021; 11:00 – 12:30

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
NORMS

Updated 09/17/2021 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 up- all the way in; Thumb middle- can live with it; Thumb down- want to keep talking about additional solutions.
    - When consensus is final the committee will use the chat entering: yes, no, or abstain.
- A quick check weather check-in at the beginning of the meeting. This would help us calibrate our body language with one another. This may be done orally around the table or through the chat to save time.
- 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.