

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, December 17, 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 (non-voting)
<input checked="" type="checkbox"/> Joan Garcia Ahrens	<input type="checkbox"/> Karla Moore	<input type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Danielle Feliciano	<input type="checkbox"/> Vacant	<input type="checkbox"/> Marsha Gable
	<input type="checkbox"/> Vacant	<input type="checkbox"/> Bill McGreevy
		<input checked="" type="checkbox"/> Victoria Christine Rodriguez
		<input 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"/> Alexis Lytle, Brown proxy for Iliana Garcia	<input type="checkbox"/> Courtney Williams
<input checked="" type="checkbox"/> Natalia Aylett	<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/> Niko Crumpton
<input checked="" type="checkbox"/> Krystle Jones		<input type="checkbox"/> Wayne Branker

EX-OFFICIO	CPIE	GUEST
<input type="checkbox"/> Dean of Student Success & Equity (vacant)	<input checked="" type="checkbox"/> Cindy Emerson	<input checked="" type="checkbox"/> Tate Hurvitz
<input checked="" type="checkbox"/> Susana Munoz	<input checked="" type="checkbox"/> Veronica Rosales	<input checked="" type="checkbox"/> Sam Ballard
<input checked="" type="checkbox"/> Felicia Kalker	<input type="checkbox"/> Kay Watson	<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	Introductions were made around the room.
2. Public Comment	None
3. Additions/Deletions to Agenda	None
4. Approve meeting notes a. 10/15/2021 b. 11/19/2021	Quorum was not met.

CONSENSUS	
5. Move PIEC meeting dates a. From 01/21/22 to 01/28/22 b. From 02/18/22 to 03/04/22 c. From 04/15/22 to 04/08/22	Quorum was not met. From 01/21/22 to 01/28/22 From 02/18/22 to 03/04/22 From 04/15/22 to 04/08/22

ROUTINE BUSINESS	
6. Strategic Plan Update a. Facilities Master Planning – Gensler (Danielle) b. February 11 th , Tentative Strategic Plan Steering Committee Retreat.	Danielle briefly shared the highlights of the Facilities Master Plan presented by the Gensler Team. The team spent a substantial amount of time reviewing the findings from survey emailed to students, faculty and staff regarding our experiences and expectations while working and learning remotely. The results provided information on what our future study and working preferences might

<p>c. March 25th, Tentative Strategic Planning Forum</p>	<p>be. Grossmont College submitted approximately 834 responses. 601 of those responses were from students. Gensler also presented the history of the development and location of structures that were built on our campus over a decade ago. They spoke to the state the facilities and which may need repair and/or refurbishment. Another topic of focus was the areas of transportation congestion. Gensler is looking holistically and look towards the future as they work on our facilities master plan. They are wrapping up their analysis stage and are moving into the framework stage for planning. Focus groups should start the beginning of February.</p> <p>As a final note, they requested our college community take photos of our favorite locations on campus. We recognize many folks are not on campus, but for those who are, please take a shot of your favorite place, jot down the location, why it is your favorite place, and email it to Grossmont.cpie@gccd.edu. Gensler will take our photos into consideration as they move forward with Grossmont’s facility plans.</p>
<p>7. Planning Forum- tentative</p> <p>a. February 11th, Strategic Planning Retreat</p> <p>b. March 25th, Strategic Plan Report Out Forum</p> <p>c. April 15th, Annual Unit Planning Forum</p> <p>d. Revised Newsletter</p>	<p>Joan explained the Strategic Plan Steering Committee will hold a retreat between 9-4 on February 11th to develop our strategic plan strategies and end goals. Joan requested PIEC members to hold the February 11th date on their calendars & attend the retreat. This committee has facilitated conversations regarding our external and internal scan data during the fall planning workshop. We are the Planning and Institutional Effectiveness Committee, and our input is valuable to the conversation.</p> <p>We will share the work we produced on the February 11th retreat to the college at the tentatively scheduled <i>Strategic Plan Report Out Forum</i> on Friday March 25th.</p> <p>Every year we conduct an Annual Planning Forum. Last year we started a new tradition where we report out what we learned from the annual unit plans, program review, and outcomes assessment. On April 15th we will continue our tradition with <i>The Annual Unit Planning Forum</i>. We are hoping this forum will be co-hosted with other participatory governance committees.</p> <p>Joan pointed out that after thinking of the purpose of the newsletter, she and Danielle thought it would be better to present the AUP Gaps analysis as informational rather than part of a recommendation to the College Council. PIEC’s responsibility is to present the analysis of the annual unit plans, including the gaps. We went one step further we came up with solutions to bridge the gaps. However, when the AUP process works correctly, the solutions/recommendations should be determined by other governance committees. PIEC does not want to usurp the process.</p> <p>For example, a request came through the AUP process from Cardiovascular Technology for a \$100,000-piece equipment. Nursing had almost a \$200,000 request. Through the AUP process those requests were sent to the Budget Committee. The Budget Committee will come up with a solution/recommendation to present to the College Council. PIEC wants to support the Budget Committee in their process, not usurp it.</p> <p>Below are the changes in the Annual Unit Plan Newsletter, page 2, <i>Potential Solution: AUP Gap Analysis</i> from the Draft to the Final.</p> <p style="text-align: center;">Draft:</p> <p><i>The suggested solutions for closing the gaps in the AUP process were also proposed at the October 15 and November 19 PIEC meetings. Committee members agreed that these solutions should be forwarded to College Council for further discussion.</i></p> <p>Potential Solution #1: <i>Develop a process for examining resource requests holistically.</i></p>

	<p>Potential Solution #2: Include a formal process for improving resource allocation as part of Governance Review and Handbook Evaluation.</p> <p>Potential Solution #3: Develop a resource allocation manual for purposes of transparency.</p> <p>Potential Solution #4: Develop a process for prioritizing major equipment purchase needed for instructional purposes.</p> <p>Potential Solution #5: Encourage innovation and establish a process for prioritizing innovation requests.</p> <p style="text-align: center;">Final:</p> <p>The suggested solutions for closing the gaps in the AUP process were discussed at the October 15 and November 19 PIEC meetings. Committee members agreed that this information should be forwarded to College Council as well as the other participatory governance committees for the purposes of discussion and short- and long- term planning.</p> <p>Short-term:</p> <p>Potential Solution #1: Develop a process for prioritizing major equipment purchases needed for instruction.</p> <p>Potential Solution #2: Develop a process for soliciting and prioritizing innovation requests.</p> <p>Long-term:</p> <p>Potential Solution #3: Develop a process for examining resource requests holistically.</p> <p>Potential Solution #4: Create a resource allocation manual.</p>
<p>8. Accreditation Update</p>	<p>Felicia reported that the percentages of SLO data is increasing in Nuventive. Joan stated folks may have been waiting for the completion of final exams since they may have been used as an assessment. Tate shared that folks are reaching out for assistance as they are at the final stages of data entry. The goal is 100% compliance.</p> <p>Nuventive will provide the ACCJC reps with access to Nuventive. The reps will review the fall 2021 assessment data. On January 27th we will present the 2nd Follow-Up Report to College Council for approval. It will go to governing board for approval on Feb 15th.</p>
<p>9. Governance Evaluation</p> <ul style="list-style-type: none"> a. Governance Handbook b. Review Spring 2021 Suggestions c. Review SSE Purpose & Responsibilities (overlap with PIEC) d. If time permits, Review other sections of the handbook 	<p>Joan shared important dates regarding the Governance Evaluation Timeline on the updated timeline.</p> <ul style="list-style-type: none"> • 03/04/2022 Update materials due to College Council • 03/24/2022 Evaluation feedback a College Council • April Constituency meetings Review evaluation & feedback • 04/21/2022 CC review final changes, finalize handbook • 04/22/2022 Make recommendation to president • 05/20/2022 Kick-off training <p>Joan pointed out that bullet #3 on the responsibilities of PIEC speaks to the importance of collaboration with the Student Success and Equity Committee.</p> <p style="text-align: center;">PIEC Bullet #3 Responsibility</p> <ul style="list-style-type: none"> • In conjunction with the Student Success and Equity Committee, use student access, success, and equity data and research to support the continuous improvement of programs and services of the college as a whole. <p>She noted that the Student Success and Equity Committee bullet #2 speaks to the importance of collaboration with the Planning & Institutional Effectiveness Committee.</p> <p style="text-align: center;">SSEC Bullet #2 Responsibility</p> <ul style="list-style-type: none"> • In conjunction with the Planning and Institutional Effectiveness Committee,

	<p><i>use student access, success, and equity data and research to support the continuous improvement of programs and services of the college as a whole.</i></p> <p>PIEC members expressed the importance for governance committee to collaborate with one another. Otherwise we tend to become insular. Committees should state how they work in conjunction with other committees under their responsibilities.</p> <p>The other responsibility membership agreed on would be to include all governance committees in the college forums. Each committee has important contributions to make to our college. Under responsibilities each governance committee would participate in the college forums by co-hosting, or facilitating in some way.</p> <p>The suggestion was made for PIEC to report the annual work they have done in the PIEC newsletter.</p> <p>We will continue the governance evaluation discussion at our next meeting.</p>
<p>10. Workgroup updates: a. BP/AP Review meeting with Cuyamaca</p>	<p>The committee had their first meeting with Cuyamaca regarding BP/AP 3050 (Institutional Code of Ethics). They are discussing combining AP 3050 and 3060 (Institutional Code of Conduct). Please let Joan know if you are interested participating in this workgroup.</p>

COMMITTEE/CONSTITUENCY REPORTS

<p>11. Reports on PIEC-related topics from constituency groups and other committees (as needed)</p> <ul style="list-style-type: none"> • Associated Students: • Classified Senate: • Faculty Senate: • Admin Association Committees: 	
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FOR FOLLOW-UP AT NEXT MEETING

Who	Item	Timeline

**SPRING 2022
PIECE MEETING DATES
& PIEC, CPIE HOSTED EVENTS**

Date	Time	Event	Status
January 28, 2022	11:00 am to 12:30 pm	PIEC Meeting	Proposed
February 11, 2022	9:00 am to 4:00 pm	Strategic Plan Steering Committee Retreat	Proposed
March 4, 2022	11:00 am to 12:30 pm	PIEC Meeting	Proposed
March 18, 2022	11:00 am to 12:30 pm	PIEC Meeting	Regular
March 25, 2022	9:00 am to 12:00 pm	Strategic Plan Report Out Forum	Proposed
April 8, 2022	11:00 am to 12:30 pm	PIEC Meeting - Plan for AUP Forum	Proposed
April 15, 2022	9:00 am to 4:00 pm	Annual Unit Planning Forum	Proposed
May 20, 2022	11:00 am to 12:30 pm	PIEC Meeting	Regular

Planning & Institutional Effectiveness Committee (PIEC)

NORMS

Updated
September 17th, 2021

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.