

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, January 27, 2023
11:00 a.m. – 12:30p.m.
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 (voting)	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (voting)	ADVISORY
<input checked="" type="checkbox"/> Joan Garcia Ahrens	<input type="checkbox"/> Katherine Machado	<input type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Krystle Jones	<input type="checkbox"/> Jenine Smith	<input checked="" type="checkbox"/> Marsha Gable
	<input type="checkbox"/> TBD	<input checked="" type="checkbox"/> Joyce Fries-co-chair, PR
		<input type="checkbox"/> Kelly Menck-co-chair, PR
		<input checked="" type="checkbox"/> Natalie Ray
		<input type="checkbox"/> TBD- VPAS
		<input checked="" type="checkbox"/> Ruka Wang

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS’ ASSOCIATION (Voting)
<input checked="" type="checkbox"/> Natalia Aylett	<input type="checkbox"/> Pat Murray	<input checked="" type="checkbox"/> Courtney Willis
<input checked="" type="checkbox"/> Eva Nicasio	<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/> Niko Crumpton
	<input checked="" type="checkbox"/> Juliana Bertin	<input type="checkbox"/> TBD

EX-OFFICIO (voting)	CPIE	GUEST
<input checked="" type="checkbox"/> Victoria Christine Rodriguez	<input checked="" type="checkbox"/> Cindy Emerson	<input type="checkbox"/> Tate Hurvitz
<input type="checkbox"/> Susana Munoz	<input checked="" type="checkbox"/> Carmen Hernandez	<input type="checkbox"/>
<input checked="" type="checkbox"/> Felicia Kalker	<input checked="" type="checkbox"/> Christopher Yerkes, Recorder	<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	J. Ahrens introduced herself to the committee as the Sr. Dean of College Planning & Institutional Effectiveness. She shared that the meeting would primarily be informational. Additionally, she asked everyone introduced themselves.
2. Public Comment	None.
3. Additions/Deletions to Agenda	None.
4. Approve meeting notes: 12/16/2022	Unanimously approved.
NEW BUSINESS/CONSENSUS	
5. KPI Recommended Targets	J. Ahrens presented on Key Performance Indicators (KPI). The presentation included what KPIs are, a sample KPI tracker which includes student goals, milestone, and momentum, how KPIs are used to measure strategic goals, key steps in monitoring KPIs, and

	<p>setting targets to increase student success. This presentation will be available online and can be shared with constituent groups. Additionally she presented an Excel sheet with Grossmont KPI Targets for 2022/2023 – 2027/2028 - DRAFT which included KPI attainment by academic years, points in the student journey, averages and trends, and short-term, mid-term and long-term targets, target explanations, and data source. There will be an ongoing discussion in PIEC on whether or not the targets are aggressive enough. J. Ahrens will continue to ask pertinent departments and committee for input on the KPIs. The goal is to have the KPI targets set before Annual Planning Forum in April so groups can plan activities to achieve targets. This means KPIs need to be set by the February PIEC meeting for a review at the March College Council meeting. The KPI Setting Targets PPT can be found here.</p>
<p>6. February meeting date-Thursday, 02/16/2023</p>	<p>C. Emerson shared the plan was to move the February PIEC meeting to February 16 to avoid the ADSOC meeting and President’s weekend holiday. The committee voted to approve this plan. Those who can’t attend have been requested to send a proxy.</p>
<p>7. ACCJC Midterm Report</p>	<p>J. Ahrens presented the Grossmont College Accreditation Midterm Report Action Plan/Timeline. This included timeline, perspective, section numbers, title & content needed, responsible persons, status, and notes. Putting the report together with be a collaborative effort. Each section is expected to be between one and three pages in length. The full Grossmont College Accreditation Midterm Report is due October 15, 2023. The ACCJC Midterm Report Action Plan can be found here.</p>
<p>UPDATE</p>	
<p>8. Annual Planning Forum: 04/14/2023 a. Workgroup b. Theme c. Flyer</p>	<p>N. Ray reminded the committee that the two proposals from the previous meeting regarding the Annual Planning Forum were (1) reaching out campus-wide for presenters and participants and (2) asking for key portions of the campus to be closed to increase participation, including classified staff. She has collected notes and is organizing them for planning this event.</p>
<p>9. Institutional Innovation and Effectiveness Plan</p>	<p>J. Ahrens shared a draft of the Institutional Innovation and Effectiveness Plan. This has been developed in response to the recommendations from the two Partnership Resource Team (PRT) visits. This plan include four areas of focus for achieving operational excellence.</p> <p>C. Emerson gave details on the first area of focus from the IIEP plan, which is Human Resources. Action steps for this plan include using and updating resources that already exist along with developing new materials, including handbooks, along with developing new onboarding/orientation and training to increase faculty and staff buy-in.</p> <p>She also presented the second area of focus, which is Operational Processes. Action steps include conducting an operational audit which includes the identification of current processes, investigation of high impact practices, collective analysis of processes and creation of an easily accessible handbook.</p> <p>J. Ahrens shared the third area of focus which is Technology</p>

	<p>Implementation. Action steps include standardizing and finalizing resource request forms and incorporating them into Nuventive.</p> <p>C. Emerson presented the fourth area of focus, which is Governance. Action steps include completing a governance handbook and presenting it to the College Council for approval and presentation to the wider campus, which will include sharing major changes. Additionally, the consultation team from the previous IEPI visit may be brought back to review progress and discuss plan for implementation going forward.</p> <p>J. Ahrens reinforced the importance of sharing this plan out with constituent groups for feedback. The Institutional Innovation and Effectiveness Plan can be found here.</p>
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COMMITTEE/CONSTITUENCY REPORTS		
<p>10. 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: 	None.	
FOR FOLLOW-UP AT NEXT MEETING		
Who	Item	Timeline

NEXT PIEC MEETING: NOTE- Thursday, 02/16/2023; 11:00 am – 12:30 pm
(Moved to Thursday. Presidents weekend starts on 02/17/2023)

PIEC SCHEDULE Spring 2023	
Date	Time
Friday, 03/17/2023	11:00 am - 12:30 pm
Friday, 04/21/2023	11:00 am - 12:30 pm
Friday, 05/19/2023	11:00 am - 12:30 pm

Planning & Institutional Effectiveness Committee (PIEC)

NORMS

Updated
September 23th, 2022

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.
- Members may drop an emoji from the Zoom library as a quick check 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.