

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, April 21, 2023
11:00 a.m. – 12:30 p.m.
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 (voting)	ASSOCIATED STUDENTS OF GROSSMONT (voting)	ADVISORY
<input checked="" type="checkbox"/> Joan Garcia Ahrens	<input type="checkbox"/> Jess Bermudez	<input type="checkbox"/> Marshall Fulbright
<input checked="" type="checkbox"/> Krystle Jones	<input type="checkbox"/> TBD	<input 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 type="checkbox"/> TBD-Research & Planning Analyst

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS’ ASSOCIATION (Voting)
<input checked="" type="checkbox"/> Natalia Aylett (via proxy Mark Poupard)	<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/> Courtney Willis
<input checked="" type="checkbox"/> Eva Nicasio	<input checked="" type="checkbox"/> Juliana Bertin	<input checked="" type="checkbox"/> Niko Crumpton
	<input checked="" type="checkbox"/> Steven Miller	<input checked="" type="checkbox"/> Wayne Branker

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

ROUTINE BUSINESS	
1. Welcome and Introductions	J. Ahrens welcomed the committee to the meeting.
2. Public Comment	None.
3. Additions/Deletions to Agenda	J. Ahrens wanted to look at both the AUP diagram and draft – responsibilities of the Budget Committee in the revised handbook.
4. Approve meeting notes: 03/17/2023	No quorum.
DISCUSSION OF PRIOR AGENDA ITEMS	
5. Debrief Annual College Planning Forum	J. Ahrens thanked the Planning & Institutional Effectiveness Committee (PIEC) for participation and support in putting on the Annual Planning Forum. She shared a PPT that included information gleaned from the forum including preliminary results of the strategic priority voting and feedback on the forum from participants.

	<p>The committee split into breakout rooms for an activity which included discussing next steps on disseminating the ideas brainstormed at the Annual Planning Forum. The groups then shared out what they discussed to the rest of the committee.</p> <p>A one pager summarizing the event will be sent campus-wide after PIEC is done analyzing the information gathered.</p>	
UPDATE		
<p>6. Institutional Innovation and Effectiveness Plan</p>	<p>J. Ahrens shared that the grant funds should be delivered soon. The Operational Excellence Steering Committee (OESC) focused on communicating the action plan at the last meeting as was The need to keep the website information current. Members volunteered for workgroups correlating with the different areas of the plan. At the May 10th meeting the focus will be the governance refresher. The OESC would like to bring in the consultant who helped design the participatory governance structure to help with implementation.</p>	
<p>7. Selection of Classified Professional Co-Chair for the 2023-2024 Academic year</p>	<p>J. Ahrens told the committee that the selection of the committee co-chair from classified professionals was being delayed until the completion of the updated handbook, which will specify the length of term. The desire is to move from one-year term to two-year term in order to increase continuity. Representatives from classified in the committee will discuss responsibilities of being co-chair and decide who is interested.</p>	
<p>8. Reviewing Budget Committee Responsibilities</p>	<p>J. Ahrens reminded PIEC that one of their responsibilities is monitoring the governance process. She illustrated this point by sharing a diagram of the Annual Unit Plan timeline and the flow of information from units through the governance and decision-making system. She also shared a draft of the revised governance handbook to show the role of the budget committee. She suggested revisions to more accurately describe the role of the budget committee.</p>	
COMMITTEE/CONSTITUENCY REPORTS		
<p>9. 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: 	<p>Joan is doing an amazing job!</p>	
FOR FOLLOW-UP AT NEXT MEETING		
Who	Item	Timeline
<p>J. Ahrens/PIEC</p>	<p>Review Accreditation Midterm Report</p>	<p>J. Ahrens will send the Accreditation Midterm Report to PIEC at least one week before May 19th meeting, where it will be discussed.</p>

NEXT PIEC MEETING: Friday, 05/19/2023; 11:00 am – 12:30 pm. Last meeting of the 2022-2023 academic year.

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.