

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, September 15, 2023
11:00 a.m. – 12:30p.m.
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 (voting) | ADVISORY |
|--|---|---|
| <input checked="" type="checkbox"/> Joan Garcia Ahrens | <input checked="" type="checkbox"/> Alshareef Dekheel | <input type="checkbox"/> Agustín Albarrán |
| <input checked="" type="checkbox"/> Juliana Bertin | <input type="checkbox"/> TBD | <input type="checkbox"/> Marsha Gable |
| | <input type="checkbox"/> TBD | <input 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"/> Marcelo Nieto |

| ACADEMIC SENATE (voting) | CLASSIFIED SENATE (Voting) | ADMINISTRATORS’ ASSOCIATION (Voting) |
|---|---|---|
| <input type="checkbox"/> Krystle Jones | <input checked="" type="checkbox"/> Graylin Clavell | <input checked="" type="checkbox"/> Courtney Willis |
| <input checked="" type="checkbox"/> Eva Nicasio | <input checked="" type="checkbox"/> Jayden Logan | <input checked="" type="checkbox"/> Niko Crumpton |
| <input checked="" type="checkbox"/> Summer Webb | | <input checked="" type="checkbox"/> Wayne Branker |

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

ROUTINE BUSINESS

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| 1. Welcome and Introductions | J. Ahrens welcomed the committee. |
| 2. Public Comment | No public comments. |
| 3. Additions/Deletions to Agenda | J. Ahrens added reviewing Administrative Procedure 3060, Professional Responsibility, per Cuyamaca College’s request. |
| 4. Approve meeting notes: a. 5/19/2023 b. 8/18/2023 | Meeting notes were approved for 5/19/2023 and 8/18/2023. |

UPDATE

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| 5. Review Norms | Norms were reviewed. Document will be updated to note which norms are specific to a virtual setting. |
| 6. Meetings to be Rescheduled: a. January 19, 2024 b. February 16, 2024 | Alternative dates will be resent for approval in consideration of new committee members. If approved, these two dates will offer a hyflex opportunity for members. |

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| <p>7. Accreditation:</p> <ul style="list-style-type: none"> a. new faculty co-chair; b. 09/06/23 Accreditation Steering Committee c. 09/14/23 ISER training with Kevin Bontenbal, ACCJC Liaison d. Overview of new accreditation standards | <p>J. Ahrens introduced new faculty co-chair Denise Schulmeyer.</p> <p>J. Ahrens provided brief summary of the ISER training, emphasizing the importance of self-evaluation through a lens of self-improvement. J. Ahrens briefly reviewed the four standards that go into effect January 2024 including the review criteria and required documentation.</p> |
| <p>8. Annual Unit Planning</p> <ul style="list-style-type: none"> a. Integrated Program Review & AUP Cycle b. Integrated Resource Request Forms c. Assessment of AUP Process d. Course SLO assessment Schedule | <p>J. Ahrens shared the purpose of AUPs and presented a document clarifying the cycle and timeline of completion across six years.</p> <p>The committee recommends a formal plan be developed to address how support will be provided to new employees and departments with vacancies in completing the AUP process.</p> <p>PIEC co-chairs will draft formal recommendation to be presented to college council on Sept. 20th. J. Ahrens will follow-up for next meeting.</p> |

**COMMITTEE/CONSTITUENCY
REPORTS**

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| <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: | <p>Classified Senate: J. Bertin asked for volunteers for the accrediting commission teams (standards 1-4).</p> <p>Admin Association: W. Branker reported a lunch will be hosted once a week for directors and managers to connect and share information.</p> <p>N. Crumpton reported that the President signature is no longer required in the NANCE process. He advocated for the VPs signature be removed and the paperwork be made available via workday or another signature platform.</p> <p>Faculty Senate: No report</p> <p>Associated Students: No report</p> |
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**FOR FOLLOW-UP AT NEXT
MEETING**

| Who | Item | Timeline |
|----------------|---|------------------------------|
| | Norms will be updated to note which norms are specific to a virtual setting. | |
| PIEC co-chairs | Draft formal recommendation to be regarding AUP support. | Due Sept. 20 th . |
| Cindy Emerson | Alternative dates for Jan and Feb. will be resent for approval in consideration of new committee members. | |

NEXT PIEC MEETING: Friday, October 20, 2023

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.