GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, October 20, 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
☒ Joan Garcia Ahrens	☒ Alshareef Dekheel	☒ Agustín Albarrán
☐ Juliana Bertin	☐ TBD	☐ Marsha Gable
	☐ TBD	☒ Joyce Fries-co-chair, PR
		☒ Kelly Menck-co-chair, PR
		☒ Natalie Ray
		☐ TBD- VPAS
		☒ Marcelo Nieto

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS' ASSOCIATION (Voting)
☒ Krystle Jones	☐ Graylin Clavell	☒ Courtney Willis
☒ Eva Nicasio	☒ Jayden Logan	☐ Niko Crumpton
☒ Summer Webb		☐ Wayne Branker

EX-OFFICIO (voting)	CPIE	GUEST
☐ Victoria Christine Rodriguez	☒ Cindy Emerson	☐
☐ Susana Munoz	☐ Carmen Hernandez	☐
☒ Felicia Kalker	☒ Christopher Yerkes, Recorder	☐

ROUTINE BUSINESS	
1. Welcome and Introductions	C. Emerson welcomed the committee to the meeting.
2. Public Comment	N. Ray reminded the committee of the importance of providing information to student leadership through the ASGC. It was suggested to have an annual report-out to them.
3. Additions/Deletions to Agenda	N. Ray asked to add scheduling an annual report to the ASGC to the calendar. J. Ahrens asked to add an accreditation update.
4. Approve meeting notes: a. 09/15/2023	The meeting notes were approved.

UPDATE	
5. Annual Unit Planning	J. Ahrens reminded the committee that at a previous meeting she shared that student services had requested more time for submitting AUPs. It was decided to allow for more time to submit. This can be accomplished with limited interruption to most departments.
6. Operational Excellence	J. Ahrens gave an update on the IEPI Grant: Operational Excellence. She gave a status update on IEPI deliverables which includes the new Employee Handbook, Operational Manuals for Academic Affairs, Nuventive upgrade, Participatory Governance refresher, and Communication Plan. She also shared that the IEPI Peer Review Team will be meeting on 12/1 for a status update.
7. Accreditation Update	J. Ahrens shared that she has been visiting different committees and sharing what the new accreditation process looks like. She asked that PIEC members reach out to their constituencies to enlist members for accreditation standards workgroups for the four AACJC standards. The ACCJC Accreditation Standards can be found here. The accreditation process must be participatory and collaborative.
INFORMATION	
8. CPIE Data Use & Sharing-DRAFT	C. Yerkes walked the committee through the draft of the CPIE Data Use & Sharing Ethics documents and described its purpose. The Ethical Standards for Data Use draft can be found here.
CONSENSUS	
9. Meeting Norms	J. Ahrens presented a draft of the PIEC Meeting Norms for approval by the committee, which A. Albarrán read. The norms were officially adopted by the committee for the 2023-2024 academic year. The meeting norms can be found here.

10. Meetings to be Rescheduled:
    a. 01/19/2024 to 01/26/2024
    b. 02/16/2024 to 02/23/2024
	C. Emerson noted that they rescheduled PIEC meetings for January and February 2024 would be Hyflex.
	
	The committee approved the rescheduled dates with a Hyflex option.

COMMITTEE/CONSTITUENCY **REPORTS**	

11. Reports on PIEC-related topics from constituency groups and other committees (as needed)
    • Associated Students:
    • Classified Senate:
    • Faculty Senate:
    • Admin Association:
	ASGC: A. Dekheel shared that there has been ongoing discussion regarding increasing the number of security cameras around the campus. The ASGC will continue hearing viewpoints before voting on whether or not to approve an increase in cameras.
	
	Classified Senate: J. Logan shared that the committee had discussed their student appreciation activities at their previous meeting.
	
	Faculty Senate: None
	
	Admin Associate: None

	FOR FOLLOW-UP AT NEXT MEETING	
Who	**Item**	**Timeline**
PIEC	Request volunteer for ACCJC accreditation standards workgroups	11/17/23 Meeting
PIEC	Inform constituent groups about what has been accomplished with IEPI so far and the 12/1/23 IEPI visit	11/17/23 Meeting

NEXT PIEC MEETING: Friday, November, 17, 2023

Planning & Institutional Effectiveness Committee
(PIEC)
Meeting Norms
October 20, 2023

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following:

In Person Setting

- Everybody's voice is equal, important and valuable.
- 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.
- If there are times when we feel unsafe. Find ways to recalibrate and move forward in a gentle way.
- Raise hand to let folks know you are going to speak. Be respectful of others who may have raised their hand before you.
- 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.
- Use a parking lot.
- If a proxy is requested make sure the proxy is briefed prior to the meeting.

Virtual Setting

- Conversations in the chat should be discussed.
- At the beginning of the meeting, members may drop an emoji from the Zoom library as a quick check-in at the beginning of the meeting. This would help us calibrate our body language with one another.
- Consensus will be measured in the chat. The co-chair will type the item to be vote on in the chat. Voting members will type in the chat; Yes-agree; No-disagree; Abstain-decline to vote.