

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, December 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 type="checkbox"/> Alshareef Dekheel	<input checked="" 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 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 checked="" type="checkbox"/> Victoria Christine Rodriguez	<input 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	None.
4. Approve meeting notes: a. 11/27/2023	Meeting notes approved.
UPDATE	

<p>5. Report on IEPI PRT Visit</p>	<p>J. Bertin provided a brief overview of the December 1st IEPI PRT visit:</p> <ul style="list-style-type: none"> ●The participants of the Governance Refresher Retreat shared perspectives on how processes at the college has changed since the retreat. Positive feelings were expressed as the work moves forward. ●Constituency groups are getting reacquainted with the Governance Handbook which is creating cohesion that was neglected in the past. ●Annual co-chair trainings implemented a no “no reports,” and discussed how to create an environment where questions are always welcomed. ●The operational manuals group shared the process of creating and putting together operational manuals for assistants and deans. <p>Progress was well received by the PRT as there has been a lot of growth since the first visit. Before the grant ends in June, the process for sustaining and updating manuals will be developed. In spring 2024, a new employee handbook will be developed along with a Grossmont specific extended orientation to help new employees to feel prepared and cared for.</p> <p>Challenges include bringing more clarity to the hiring process. This has created difficulty in developing AAO manuals. To make sure the information in the new manuals is correct, the manuals will be provided to the bargaining units for review. These manuals will be collaborative with relevant college departments. Manuals will be housed on the college website with easy access for all employees. The PRT encouraged writing operational processes down in order to increase continuity between the college and the district. This can contribute to creating complementary processes (e.g. Hiring).</p> <p>A. Albarrán suggested a re-boarding for long-term employees along with an onboarding for new employees to provide time, consideration, and training. Centralizing responsibility for training will help to fill information and skills gaps. At this point, individual departments have been responsible for training. High turnover is contributing to gaps, especially in middle management. New deans have largely relied on longer serving deans for training on how to do their jobs.</p>
<p>6. Annual Planning Forum Agenda</p>	<p>J. Ahrens shared updated information on the 2024 Annual Planning Forum (APF). This included the AUP Assessment Timeline for Spring 2024 and the Annual Planning Forum Agenda - Draft. This APF will focus on the AUP process. The timeline and agenda can be found here.</p> <p>In addition to items listed on the agenda, KPIs will be discussed. KPIs are based on GC’s strategic plan goals and priorities. It was suggested to create visual aid to raise awareness of goals and post it prominently. Also discussed was an intervention for students who drop all of their courses that is not compartmentalized by course or department. Serving students can be a challenge because access to data is difficult and data needs are unclear. A consistent process is needed. Both IE (Grossmont) and IESE (Cuyamaca) need improved data. An additional researcher is needed at Grossmont. Funding for this position remains a problem.</p> <p>Suggestions for the Forum:</p> <ul style="list-style-type: none"> - Making college priorities more visible - Report Cards, Self-Report Cards, 360 Evaluations for Staff

<p>7. Program Review Update from Student Services (Natalie Ray)</p>	<p>N. Ray presented on the Student Services Program Review & Outcomes.</p> <p>First, she presented Student Services Program Review Redesign. This included goals, challenges, and phases of completion.</p> <p>Goals include: (1) Meaningful reflection, student-centered progress and problem-solving. (2) Consistent, integrated, and collaborative planning and reporting cycle. (3) Prioritize annual progress and planning – goals forward.</p> <p>Challenges include: Unresolved needs and problems to be solved.</p> <p>The phases of completion: Phase I: Fall 2020 – Spring 2023 Phase II: Fall 2023 – Spring 2026.</p> <p>Second, she presented on their Focus. This included 3-Year Plans (2023-2026), in which she shared about KPIs and Improvements – response to findings. KPIs include: Enrollment, Retention/Persistence, Completion, Units to Completion (Reduce Excess Units). Improvements – response to key findings include Scheduling, Paperwork, and Student Experience</p> <p>Third, she presented on Annual Reflection & Reporting. This included Springs 2024 Action, in which she shared about the Outcomes Surveys, Student Success/KPI Data, and the Reflection and reporting template and timeline.</p> <p>Finally, she presented on closing the loop in which she shared that for the 3-year program review units present progress on 3-year goals – at whatever point they are in the three-year cycle– using an annual reporting template.</p>
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CONSENSUS

<p>8. None</p>	
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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: 	<p>AS: No representative at meeting.</p> <p>CS: J. Bertin said they shared summary of previous CPIE meeting at the Classified Senate. They received no feedback from their constituency.</p> <p>FS: None.</p> <p>AA: W. Branker shared there is an ongoing struggle with members who don't identify as part of the constituency and some who don't identify as invested Grossmont College employees. Also, Black and African-American employees feel under-valued and are leaving the college. GCCCD's EEO plan caused significant damage to a partnership between the colleges' EEO Committee and the employees who served on that committee.</p>
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FOR FOLLOW-UP AT NEXT MEETING

Who	Item	Timeline

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Next Meeting Date: January 26, 2024

February 23, 2024

Important: Annual Collegewide Planning Forum, Friday, April 26, 2024

**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.