

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness (PIEC) Committee**  
**Friday, May 17, 2019**  
**11:00 a.m. – 12:20 p.m.**  
**ASGC Board Room**  
**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	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> Catherine Webb	<input type="checkbox"/> Aivan Kakoz	<input checked="" type="checkbox"/> Mike Reese
<input type="checkbox"/> Jocelyn Pacheco-Fonseca	<input type="checkbox"/> Blanca Valdez	<input checked="" type="checkbox"/> Marsha Gable
		<input checked="" type="checkbox"/> Bill McGreevy
		<input checked="" type="checkbox"/> Sam Ballard
		<input type="checkbox"/> Joyce Fries
		<input type="checkbox"/> Natalie Ray

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Lara Braff	<input type="checkbox"/> Nadia Almaguer	<input checked="" type="checkbox"/> Joan Ahrens
<input checked="" type="checkbox"/> Yohanny Corona-Batalona	<input checked="" type="checkbox"/> Alexis Lytle	<input checked="" type="checkbox"/> Dee Oliveri
<input checked="" type="checkbox"/> Tiffany Glen-Hall		<input type="checkbox"/> Veronica Romero Proxy for H. Vasquez

EX-OFFICIO	RECORDER
<input type="checkbox"/> Lida Rafia	<input checked="" type="checkbox"/> Bernadette Black for Cindy Emerson
<input checked="" type="checkbox"/> Bonnie Ripley	
<input type="checkbox"/> Christine Vicino	

ROUTINE BUSINESS	
1. Welcome and Introductions	
2. Public Comment	No public comment was made.
3. Additions/Deletions to Agenda	No additions were made.
4. Approve 04/19/19 Meeting Notes	The 4/19/19 meeting notes were approved.
5. Workgroup Progress Updates:	
a. Student Services AUP Template (Natalie & Bonnie)	Bonnie noted that she and Natalie Ray will be meeting the first week of June to draft the AUP template and provide ideas on how we can use data resources to get the information people need. Their goal is to have the draft template ready before the beginning of the summer. Natalie Ray will work with Student Services to have the template vetted through departments. The goal is to have the AUP template finalized for the fall.
b. Administrative Services AUP Template (Bill)	Bill reported that the draft of the Academic Affairs Program Review document was distributed at the last Administrative Services Council meeting. That group is currently reviewing the template and will have further discussions at their next meeting.

<p>c. Integrated AUP Calendar/Timeline (Joan, Tiffany, Natalie, Bill)</p>	<p>Joan indicated this workgroup met earlier in the week and spent time looking at other colleges' calendar/timelines and how they operate. They also looked at a previous model that Grossmont College has used. The Staffing Committee is also looking at other college's processes in terms of rubrics for prioritization. Prioritization committees are responsible for prioritizing without reference to the budget; that would take place later. Marsha noted that the Classified Staffing request form does ask people to identify the funding sources (general or categorical), in which those identified as categoricals are then separated out. The classified staffing rubric was also updated to focus on the mission of the college and strategic goals. Catherine added that she has seen workable models for prioritization and guided principles and will share those with the committee. Moving forward, it will be good to have consistency between the faculty and classified staffing processes. Marsha will report out at the next PIEC meeting on how the classified staffing process went.</p> <p>The other item that they got hung up on was how the AUP will be routed. Bill noted that there has been discussions at President's Cabinet and will go as a discussion item at the next College Council meeting.</p> <p>Joan reported that the next step is to draft the calendar which will need to be vetted. The goal is to work on this over the summer and to bring the draft calendar to the next PIEC meeting.</p> <p>The workgroup briefly talked about the Instructional Unit Plan which is close to be piloted. We want to be intentional in rolling this out to departments.</p>
<p>d. Vision Goals (Catherine) – see item 7, below</p>	<p>Item discussed below.</p>

<b>NEW BUSINESS</b>	
6. Annual KPI Summary	<p>Catherine distributed the KPI and institution-set standard summary and reviewed it with the committee. It was noted that we have used the Student Success Scorecard in the past as it tracked a cohort of students. When we started looking at targets and standards, we wanted to set standards to a 5 year average. The RPIE office provided data for our college as well as colleges in our region. In reviewing the summary, one noted that it would be helpful to see job placement rates for other programs.</p> <p>In the fall, we will be revisiting all metrics as the Student Success Scorecard went away. There needs to be conversation about the pros and cons of the data sources. The State Chancellors office developed a new tool, Student Success Metrics Dashboard, which will still look at success rates, and percentage of degrees and transfer students enrolling in math and English in their first year. What is changing is the way we talk about the population of students.</p> <p>It was asked if the committee will be talking today about raising the targets or standards in the metrics. Catherine noted that today's purpose was to use this as a starting place for conversations that will take place in the fall.</p>
7. Vision Goal Recommendations (from Workgroup)	<p>The workgroup, consisting of Mike, Aaron, Javier, Agustin, Shawn Hicks, Heriberto, and Lida, met three times to develop the vision goal recommendations. Catherine distributed a document that showed what it would look like if Grossmont mirrored the CCCC's vision goals, Grossmont's recent past performance in each metric area, and the workgroup's recommendations for the college's vision goals. It was clarified that CCCC's vision goal is 20% over 5 years. Catherine explained that the state chancellor's office sets goals for the entire community college system, then colleges are responsible for identifying their local goals. The workgroup reviewed these goals and came up with a recommendation for Grossmont's goals for the vision. For each metric, it was suggested reducing the achievement gaps for all disproportionately impacted groups by 50% within 5 years, and to completely close these gaps within 10 years.</p>
<b>COMMITTEE REPORTS</b>	
8.	

<b>DISCUSSION</b>	
9. Equity & Disproportionate Impact (Lida)	Deferred to next meeting.
10. Other	There will need to be further discussions on the governance committee process since committees are not scheduled to meet during the summer and business still needs to be conducted.

<b>FOR CONSENSUS</b>	
11.	

<b>FOLLOW-UP (5 minutes)</b>		
<b>Who</b>	<b>Item</b>	<b>Timeline</b>
Integrated AUP Workgroup - Joan, Tiffany, Natalie, Bill	Draft integrated AUP timeline/calendar	Provide draft at the next PIEC Meeting

<b>12. WORK AHEAD</b>
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**NEXT MEETING:** The next meeting was rescheduled to August 23, 2019 from 9:00-10:20AM. Cindy Emerson will follow up on a meeting location. Note: No meetings scheduled during the summer.

***Planning & Institutional Effectiveness Committee  
Norms***

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

- Thumb up- all the way in; Thumb middle- can live with it; Thumb down-want to keep talking about additional solutions.
- Quick check (weather 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.
- Give ourselves passing time at the end of meetings.
- 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.