

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness (PIEC) Committee**  
**Friday, March 8, 2019**  
**11:00 a.m. – 12:30 p.m.**  
**ASGC Board Room**  
**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	ASSOCIATE STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> Catherine Webb	<input checked="" type="checkbox"/> Aivan Kakoz	<input checked="" type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Jocelyn Pacheco-Fonseca	<input checked="" type="checkbox"/> Blanca Valdez	<input checked="" type="checkbox"/> Marsha Gable
		<input checked="" type="checkbox"/> Bill McGreevy
		<input checked="" type="checkbox"/> Sam Ballard
		<input checked="" type="checkbox"/> Joyce Fries
		<input checked="" type="checkbox"/> Natalie Ray

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

EX-OFFICIO	RECORDER
<input type="checkbox"/> Lida Rafia	<input checked="" type="checkbox"/> Cindy Emerson
<input checked="" type="checkbox"/> Bonnie Ripley	GUEST
<input checked="" type="checkbox"/> Felicia Keller Carr	<input checked="" type="checkbox"/> Christopher Tarman
	<input checked="" type="checkbox"/> Natalie Ray

ROUTINE BUSINESS (10 minutes)	
1. Public Comment	There were none.
2. Welcome and Introductions	PIEC will focus on developing processes, and infusing those processes into projects, reports, initiatives, etc. that Grossmont College is already doing. It may feel like we are <a href="#">building the plane while we’re flying it.</a> We will try to bring process to things where there has not been process in the past. We will be strengthening the integration of the Annual Unit Plan (AUP) process.
3. Additions/Deletions to Agenda	There were none.
4. Approve Meeting Notes & Follow-up	There were no changes in the meeting notes. The February 22, 2019 will become record.

<b>NEW BUSINESS (45 minutes)</b>	
5. Review Rules of Engagement	The committee reviewed and discussed the rules, tools and roles of engagement. The highlights were: To be mindful of our own body language. To be mindful of people so they feel safe to participate. Listen and acknowledge what is said. If you have questions. Ask. Treat everyone as peers. Engage positively in the conversation. Challenge ideas, not people. Reserve the right to disagree. Hold yourself accountable to find alternative solutions. Use asset minded language. Be open to diverse perspectives. There is strength in diversity. Allow silence. Give space and time for people to speak. Be equity minded in all discussions.
6. Establish PIEC specific norms	<ul style="list-style-type: none"> <li>• <u>Thumb up</u>- all the way in; <u>Thumb middle</u>- can live with it; <u>Thumb down</u>-want to keep talking about additional solutions.</li> <li>• Quick check (weather check-in at the beginning of the meeting. This would help us calibrate our body language with one another.</li> <li>• Raise hand to let folks know you are going to speak. Be respectful of others who may have raised their hand before you.</li> <li>• Everybody's voice is equal, important and valuable.</li> <li>• If there are times when we feel unsafe. Find ways to recalibrate and move forward in a gentle way.</li> <li>• Use a parking lot.</li> <li>• Give ourselves passing time at the end of meetings.</li> <li>• If a proxy is requested make sure the proxy is briefed prior to the meeting.</li> <li>• Operate under the assumption that everyone is speaking with a positive intent.</li> <li>• Be solution focused when you don't understand where someone is coming from.</li> <li>• Periodically check in on our norms and adjust them.</li> </ul>

<b>COMMITTEE REPORTS</b>	
7. Annual Planning Forum	The forum is on March 15. Please register and reminder others to register.

<b>DISCUSSION (30 minutes)</b>	
8. Annual Unit Plan	Tabled to next meeting.
9. CPIE website questions	Suggestions for the CPIE webpage were to integrate PIEC and IEC. Add a link to the Student Success Metrics and the Student-Centered Funding Formula.
10. Summer meetings?	Discuss at the next meeting. May have a virtual conversation.

<b>FOR CONSENSUS</b>	
11. none	none

**FOLLOW-UP (5 minutes)**

<b>Who</b>	<b>Item</b>	<b>Timeline</b>
Catherine Webb/ Jocelyn Pacheco-Fonseca	What might we do over the summer? Annual Unit Plan	April 19, 2019

**12. WORK AHEAD/PARKING LOT:** Professional Development on Student Success Metrics and the Student-Centered Formula. Formal and informal.

**NEXT MEETING:** Friday, April 19, 2019 between 11:00 – 12:30 in the ASGC Board Room

### ***Committees are to establish norms***

In order to create valued outcomes, a commitment to participation, dialogue, and the pursuit of value in the form of useful output by all is necessary. It is acknowledged that there are power dynamics in a room. Work must be done to create the equitable and inclusive environment sought for effective and active participation. To do so, council/committee members will establish behavioral norms that include the following meeting rules of engagement, make use of meeting tools, and respect the roles of each member.

#### ***Rules of Engagement***

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

- There is no rank in the room when at the committee table. All participants are treated as peers, both between constituencies and within constituencies.
- Speakers will be heard one at a time and without interruption. Participants will allow for moments of silence for thought and other viewpoints. In consideration of hearing all feedback, members should be mindful of how often and how long they speak. Equity in consensus building means including diverse perspectives at all levels of the organization.
- Members will be engaged and contribute, and challenge ideas, not people. All meeting attendees will be respectful/civil in their comments, responses, and body language.
- Members will listen to others, and seek to focus on the merits of what is being said, while making a good faith effort to understand the concerns of others. Council/committee members are encouraged to ask questions of clarification.
- Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodate individual interests and the interests of others.
- All members should be mindful of the language used in discussions, including use of "I" statements instead of "they" attributions to relate anecdotal evidence or experiences. Members are encouraged to use an asset-minded approach that focuses on what works and how something can be done. This is in contrast to a deficit-minded approach that focuses on the negative and why an initiative, idea, or project can't get done.
- All council/committee members will be aware of the purpose and responsibility of their committees. When issues arise in discussion that are not supported by the committee's charge, the chair will identify the proper council, committee, or constituency group leadership for review, and forward the issue for consideration.
- Once consensus is reached after deliberation, council/committee members will support the group's recommendation.