

GROSSMONT COLLEGE
Planning & Institutional Effectiveness (PIEC) Committee
Friday, September 20, 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	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> Catherine Webb	<input checked="" type="checkbox"/> Pedro Miranda	<input type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Jocelyn Pacheco-Fonseca	<input type="checkbox"/> Beny Miranda	<input checked="" type="checkbox"/> Marsha Gable
	<input checked="" type="checkbox"/> King Wong	<input type="checkbox"/> Bill McGreevy
GUESTS		<input checked="" type="checkbox"/> Victoria Christine Rodriguez
<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 type="checkbox"/> Nadia Almaguer	<input type="checkbox"/> Joan Ahrens
<input checked="" type="checkbox"/> Malia Molina	<input type="checkbox"/> Alexis Lytle	<input checked="" type="checkbox"/> Courtney Williams
<input type="checkbox"/> Tiffany Glen-Hall		<input type="checkbox"/> Heriberto Vasquez

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

ROUTINE BUSINESS	
1. Welcome and Introductions	Sam Ballard and Felicia Kalker were also in attendance
2. Public Comment	Malia applauded the college on taking steps on transparency by consulting on items, and providing agendas and minutes on the website. She also encouraged the campus to lessen our reliance on acronyms as it underscores the insider and outsider role.
3. Additions/Deletions to Agenda	Academic Program Review: The committee meets every Wednesday. They want to mesh follow up of academic program review recommendations and are hoping the annual unit plan will tie into that effort. Catherine was invited to attend Program Review to discuss the annual unit plan, and will have similar conversations with Student Services Council and Administrative Services Council. She will attend next Wednesday’s Program Review meeting. Housekeeping: The accreditation site visit is 5 ½ working days away. The team is making interview requests, and one of those requests is to meet with members of PIEC. Catherine will send an invitation out once the day and time is confirmed. It was requested that this meeting with the team members be scheduled on Wednesday morning.
4. Approve 08/23/19 Meeting Notes	The meeting notes from 8/23/19 were approved.

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS

<p>5. Annual Unit Planning Template</p>	<p>Over the summer, a small group worked on developing a draft template for Annual Unit Planning (AUP). That group included Catherine, Tiffany, Bill, Joan, and Natalie. The goal was to develop a template that becomes a bridge between Program Review and the Annual Unit Plan. Each discipline does a self-evaluation each year to see where they are at in meeting our goals, and to identify resources that are needed to make progress towards those goals. One generic AUP template was designed which then can be customized for each division. The broad questions would be similar; it would be the examples that are provided that would need to be updated for each division.</p> <p>Catherine displayed the draft template and reviewed it with the committee. Members provided feedback including incorporating “equity” within the template. Based on the type of information gathered in the template, recommendations are then sent to the resource committees to streamline their request forms so it’s not duplicative work. Courtney noted that the Staffing committee will be providing the deans with the information that should be shared with the department chairs.</p> <p>The goal is to establish a new process, go through that process and identify what and what did not work before putting it into an electronic system. It was added that training will be provided once this is rolled out.</p> <p>It was also noted that it will be important to include equity in this template as it is in our Mission Statement. Also, it was suggested adding our current Mission Statement to the template. Catherine and Lida will review the current template and update per the suggestions from committee members. Once the template has been updated, Catherine will send it to the committee members by early next week and they will take it out to their constituent groups. Feedback will be due to the co-chairs by September 30th. It was reminded that constituency reps are responsible for taking this out officially to their group. Catherine added that she will be sharing this at Chairs and Coordinators.</p>
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<p>6. Working guidelines for establishing new/revised Key Performance Indicators (KPIs)</p>	<p>After last month’s meeting, a small group was formed to identify guiding principles for establishing new/revised Key Performance Indicators (KPIs). That group consisted of Catherine, Jocelyn, Bonnie, Victoria, and Nadia. The guiding principles was displayed for the committee members to review. Bonnie explained what KPIs are and provided an example (number of degrees) so members understand the meaning. KPIs should not only just predict but hopefully guide our attention and resources on to those things that are important. KPIs is part of our annual review on how we are doing. Catherine asked the committee if there was anything else they wanted to add to the principles. It was suggested allowing the committee members time to review before deciding today. Catherine will email this document to the committee members and asked that they provide any feedback to her and Jocelyn. The goal is to recommend new metrics this semester.</p>
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NEW BUSINESS ITEMS

<p>7. “PIEC 101”</p>	<p>In that there may be terms or acronyms committee members are not familiar with or understand how it fits in the committee’s charge, the co-chairs recommended a standing agenda item, “PIEC 101”, that will be an educational segment to review and provide clarification on topics that are proposed from committee members. In an effort to make sure we get through the agenda, one member suggested having the meeting start 15 minutes earlier and those who are interested can attend. However, it was stated that it would be great to have existing expertise in the room for their perspectives. It is also important to memorialize this in the minutes. The committee members approved. The first topic suggested was “Acronyms 101”. It was also stated that it might be helpful to start with “what is institutional effectiveness”.</p>
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COMMITTEE/CONSTITUENCY REPORTS

<p>8. Reports on PIEC-related topics from constituency groups and other committees (as needed)</p>	<p>Associated Students: No report. Classified Senate: The AUP was presented at the last Senate meeting and feedback will be shared at today's Senate meeting. Faculty Senate: No report. Admin Association: No report. Committees: It was suggested adding the Student Success and Equity as a standing committee report as well.</p>
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FOR CONSENSUS

<p>9.</p>	
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FOR FOLLOW-UP AT NEXT MEETING

Who	Item	Timeline
Catherine, Lida and Jocelyn	Review and update the AUP template with the suggestions provided.	The template will be emailed to PIEC by early next week.
All constituent reps	AUP Template	Once received, they will share with their groups for feedback. Feedback is due to co-chairs by September 30 th .
Committee members	Guidelines for establishing KPIs	Committee members will review the list shared at the meeting and will email Catherine and Jocelyn with their feedback.

10. WORK AHEAD

NEXT MEETING: Friday, October 18th, 2019 between 11:00 – 12:30 in the ASGC Board Room

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.