

GROSSMONT COLLEGE
Planning & Institutional Effectiveness (PIEC) Committee
Friday, April 17, 2020
11:00 a.m. – 12:30 p.m.
PIEC Zoom Room (<https://cccconfer.zoom.us/j/94029232068>)
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"/> Pedro Miranda	<input checked="" type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Jocelyn Pacheco-Fonseca	<input type="checkbox"/> King Wong	<input type="checkbox"/> Aaron Starck
	<input checked="" type="checkbox"/> Kaelin Mastroardi	<input type="checkbox"/> Bill McGreevy
	Proxies:	<input checked="" type="checkbox"/> Victoria Christine Rodriguez
	<input checked="" type="checkbox"/> Leobardo Rubio	<input checked="" type="checkbox"/> Joyce Fries
	<input checked="" type="checkbox"/> Kassie Nieves	<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 checked="" type="checkbox"/> Joan Ahrens
<input checked="" type="checkbox"/> Yohany Corona-Batalona	<input checked="" type="checkbox"/> Alexis Lytle	<input type="checkbox"/> Courtney Williams
<input checked="" type="checkbox"/> Tiffany Glen-Hall		<input checked="" type="checkbox"/> Heriberto Vasquez

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

ROUTINE BUSINESS	
1. Welcome and Introductions	Introductions were made.
2. Establishing norms for Zoom	Members discussed how they would like to communicate during Zoom meetings. They agreed the best way to indicate yes or no on a topic, was to use the yes or no buttons in the Participant Window Feature. Members agreed it is the choice of each individual to turn their video on or off. It is responsibility of this committee to model flexibility, compassion to one another. The draft of the Zoom Guide for Participatory Governance Members was shared
3. Public Comment	None
4. Additions/Deletions to Agenda	We have one more meeting this semester. In the governance model our Co-Chairs rotate. The Co-Chair will rotate to one of our faculty representatives. We will build that into our next meeting.
5. Approve 02/21/2020 Meeting Summary	Approved

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
6. Annual Planning Forum Update	<p>The committee reviewed an updated draft agenda and discussed ideas for a remote format in light of the post pandemic landscape. Discuss our annual unit plans. How do we plan for an equitable future in the midst of this radical disruption?</p> <p>It makes sense to do a Planning Forum week where different schedules can be accommodated. Possibly a: Pre-forum, critical reflection --Forum -- Post reflection-series format.</p> <p>We should keep it light.</p> <p>The week of May 11th would be best.</p>
7. AUP Process Update	<p>Most of the AUP's were completed before the closing of campus. The planning and prioritization was before the pandemic. We need to re-calibrate and adjust in response. What things do we need to focus on? How have our priorities changed?</p> <p>We need feedback from the folks who completed the AUP. Very few people completed the survey. What worked well? What didn't work well? Perhaps we can send the survey out to the chairs before the planning forum. Or, the constituency members on PIEC can deliver/email the surveys to the respective departments that completed AUP.</p>

NEW BUSINESS ITEMS	
8. Communication Protocol for PIEC	Develop shared expectations for reporting out to constituency groups- Constituency groups could send out the AUP survey. Catherine to send members the link to the survey.
9. Prep for Annual KPI Report	Looking ahead to May meeting

COMMITTEE/CONSTITUENCY REPORTS	
10. Reports on PIEC-related topics from constituency groups and other committees (as needed) <ul style="list-style-type: none"> • Associated Students: • Classified Senate: • Faculty Senate: • Admin Association Committees: 	No reports were made.

FOR CONSENSUS	
11.	

FOR FOLLOW-UP AT NEXT MEETING

Who	Item	Timeline

WORK AHEAD

NEXT MEETING: May 15, 2020; 11:00 - 12:30 pm; Via Zoom

DRAFT

***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.

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