



GROSSMONT COLLEGE
Planning & Institutional Effectiveness (PIEC) Committee
Third Friday February 22, 2019
11:00 a.m. – 12:30 p.m.
College Conference Room 10-106
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"/> Bonnie Ripley	<input checked="" type="checkbox"/> Aivan Kakoz	<input type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Jocelyn Pacheco	<input type="checkbox"/> Blanca Valdez	<input 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 checked="" type="checkbox"/> Nadia Almaguer	<input 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 checked="" type="checkbox"/> Elaine Adlam, Proxy	<input checked="" type="checkbox"/> Veronica Romero Proxy for H. Vasquez

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

ROUTINE BUSINESS	
1. Welcome and Introductions	Members introduced themselves.
2. Additions/Deletions to Agenda	Add: Upcoming Annual Planning Forum Add: Review and comment of Annual Unit Plan Templates
3. Approve Meeting Notes & Follow-up	N/A

NEW BUSINESS	
4. Review Purpose/Vision of Committee	The purpose of the Planning and Institutional Effectiveness Committee is to ensure continuous quality improvement through data-informed decision-making with a focus on equity, student learning and achievement. This committee will use environmental scan data as well as institutional outcomes to drive institutional our responses. We will review program assessment results against the college’s mission, values, and strategic goals, while assuring continuous integration of planning across the campus.
5. Orientation	Reviewed the College Planning and Institutional Effectiveness web page which provides data and information that PIEC members should review to familiarize themselves with. Specific areas to focus on are the Strategic Plan , District Education Master Plan , College Key Performance Indicators , District Research and Planning Office . The California Community Colleges Vision for Success is an initiative committee members should be familiar with as well.
6. Member Check-in	

COMMITTEE REPORTS	
7.	none

DISCUSSION	
8. Annual Planning Forum	The Annual Planning Forum will be held on March 15 th between 8:30 am -3:00 pm in Griffin Gate. The morning session will cover the “why” behind equity, understanding the vision for success, a look at Grossmont College data, vision for success metrics, Guided Pathways-where is GC on this, and a Student experiences panel. After lunch we will be lead through a team building/communication activity by the center for conflict resolution. Why are we having a team building exercise during the planning forum? As we embark on some BIG personal, and instructional change (this is the theme for the day) it is imperative that we work, on building relationships with one another-across departments and both within our constituencies and among other constituencies to server student holistically.
9. Review and comment of Annual Unit Plan templates	The group expressed the need to learn more about the purpose of an annual unit plan and how it correlates to program review. There needs to be a better understanding of what we want out of the annual unit plan, and some history of what brought us to this latest template. Most of the members did not comment on the annual unit plan template. They agreed that the sample diagram for the planning cycle was a good idea, but difficult to read and confusing. The committee members who were familiar with program review stated the template looked reasonable.

FOR CONSENSUS	
10.	none

FOLLOW-UP		
Who	Item	Timeline
All committee members	Become familiar with College Planning and Institutional Effectiveness web page . Specific areas to focus on are the Strategic Plan , District Education Master Plan , District Research and Planning Office and the California Community Colleges Vision for Success .	Next PIEC meeting March 8, 2019.

11. WORK AHEAD

NEXT MEETING: Friday, March 8, 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.