

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness Committee (PIEC)**  
**Friday, November 15, 2024**  
**11:00 a.m. – 12:30p.m.**  
**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 (voting)	ASSOCIATED STUDENTS OF GROSSMONT (voting)	EX-OFFICIO (voting)
<input checked="" type="checkbox"/> Joan Garcia Ahrens	<input type="checkbox"/> Kalia Nakamura	<input checked="" type="checkbox"/> Victoria Christine Rodriguez
<input checked="" type="checkbox"/> Juliana Bertin	<input type="checkbox"/> Julio Hernandez	<input type="checkbox"/> Susana Munoz
	<input type="checkbox"/> TBD	<input checked="" type="checkbox"/> Felicia Kalker
		<input checked="" type="checkbox"/> Karen Hern

ACADEMIC SENATE (voting)	CLASSIFIED SENATE (Voting)	ADMINISTRATORS' ASSOCIATION (Voting)
<input checked="" type="checkbox"/> Denise Schulmeyer	<input checked="" type="checkbox"/> Michele Martens	<input checked="" type="checkbox"/> Courtney Willis
<input checked="" type="checkbox"/> Eva Nicasio	<input checked="" type="checkbox"/> Brandi Tonne	<input checked="" type="checkbox"/> Niko Crumpton
<input checked="" type="checkbox"/> Summer Webb		<input type="checkbox"/> Wayne Branker

ADVISORY (non-voting)		
<input type="checkbox"/> Agustín Albarrán, Academic Affairs	<input type="checkbox"/> TBD District Research Planning	<input type="checkbox"/> Maria Denise Aceves, Curriculum
<input type="checkbox"/> TBD, Student Services	<input checked="" type="checkbox"/> Joyce Fries, Academic Program Review	
<input type="checkbox"/> Sheree Stopper, Administrative Services	<input type="checkbox"/> Kelly Menck, Academic Program Review	
<input type="checkbox"/> Marcelo Nieto, Research and Planning	<input type="checkbox"/> Natalie Ray, Student Services Program Review	

CPIE	GUEST	
<input checked="" type="checkbox"/> Christopher Yerkes	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Carmen Hernandez	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	J. Bertin welcomed the committee to the meeting and committee members introduced themselves.
2. Public Comment	None.
3. Additions/Deletions to Agenda	None.
4. Approve meeting notes: a. 09/20/24	Meeting notes approved. C. Yerkes will send October meeting notes to the committee for approval at the December committee meeting.
NEW BUSINESS & CONSENSUS	
5. December Meeting	The December PIEC meeting has been rescheduled to 12/13 to discuss planning for the Annual Planning Forum. C. Yerkes will send the calendar invitation.

6. Discuss ACCJC Standard 2 Draft	D. Schulmeyer led the discussion on the ISER Standard 2 Draft.
-----------------------------------	--

UPDATE		
7. <a href="#">Diagram of AUP Timeline</a>	J. Ahrens shared AUP timeline. She explained the color coding system and gave an overview of the AUP process. Additionally, she explained how department requests reach the Prioritization Committee through the AUPs. Major themes from AUPs are presented at the Annual Planning Forum. This year the focus of the analysis by PIEC and SSEC will be Standard 3 for Outcomes Assessment. Joan asked constituent reps to share the timeline with their constituencies. The timeline subject to change based on college budget. Timeline aligns with fiscal year. Planning for the next fiscal year begins in July 2025.	
8. <a href="#">AUP Assessment Survey</a>	J. Ahrens also presented a draft of the AUP Assessment Survey. This will likely be sent out to the college in spring 2025.	
9. <a href="#">AUP Handbook</a>		
COMMITTEE/CONSTITUENCY REPORTS		
10. Reports on PIEC-related topics from constituency groups and other committees (as needed) <ul style="list-style-type: none"><li>Associated Students:</li><li>Classified Senate:</li><li>Faculty Senate:</li><li>Admin Association:</li></ul>	AS: No attendees.  CS: M. Martens – “Thank You Grams!” information has been sent out to the college. Please send them to encourage co-workers.  FS: D. Schulmeyer – There has been ongoing discussion about RSI accessibility. There will be a Canvas survey sent to all faculty to commit to designing courses with RSI and accessibility embedded in them. FPDC is supporting notification of the winter camp  AA: N. Crumpton - Working on newsletter to share news and accomplishments. Additionally, they have welcomed new members to the Admin Association.	
FOR FOLLOW-UP AT NEXT MEETING		
Who	What	When
PIEC members	Read <a href="#">Annual Unit Planning Handbook</a>	

**Important:** Annual College-wide Planning Forum, Friday, April 25, 2025

**Next Meeting Date:** December 13, 2024

---

## PLANNING & INSTITUTIONAL EFFECTIVENESS COMMITTEE (PIEC) MEETING NORMS

October 20, 2023

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

### In Person Setting

- Everybody's voice is equal, important and valuable.
- 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.
- If there are times when we feel unsafe. Find ways to recalibrate and move forward in a gentle way.
- Raise hand to let folks know you are going to speak. Be respectful of others who may have raised their hand before you.
- When measuring consensus members will use the Thumb up- all the way in; Thumb middle- can live with it; Thumb down- want to keep talking about additional solutions.
- Use a parking lot.
- If a proxy is requested make sure the proxy is briefed prior to the meeting.

### Virtual Setting

- Conversations in the chat should be discussed.
- At the beginning of the meeting, members may drop an emoji from the Zoom library as a quick check-in at the beginning of the meeting. This would help us calibrate our body language with one another.
- Consensus will be measured in the chat. The co-chair will type the item to be vote on in the chat. Voting members will type in the chat; Yes-agree; No-disagree; Abstain-decline to vote.