

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness Committee (PIEC)**  
**Friday, March 21, 2025**  
**11:00 a.m. – 12:30p.m.**  
**Agenda**  
[ZOOM LINK](#)

**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 type="checkbox"/> Joan Garcia Ahrens	<input checked="" type="checkbox"/> Kalia Nakamura	<input checked="" type="checkbox"/> Victoria Christine Rodriguez
<input checked="" type="checkbox"/> Juliana Bertin	<input checked="" type="checkbox"/> Julio Hernandez	<input checked="" type="checkbox"/> Susana Munoz
	<input type="checkbox"/> TBD	<input checked="" type="checkbox"/> Karolia Macias
		<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 (Proxy Debora Hanssen)	<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, Interim VP Academic Affairs	<input type="checkbox"/> TBD, District Research Planning	<input type="checkbox"/> Maria Denise Aceves, Curriculum
<input type="checkbox"/> Adrienne Garay-Lee, VP Student Services	<input checked="" type="checkbox"/> Joyce Fries, Academic Program Review	
<input type="checkbox"/> Sheree Stopper, VP Administrative Services	<input checked="" type="checkbox"/> Kelly Menck, Academic Program Review	
<input checked="" type="checkbox"/> Marcelo Nieto, Research and Planning	<input checked="" type="checkbox"/> Rafael Ayala, Research and Planning	

CPIE	GUEST	
<input checked="" type="checkbox"/> Christopher Yerkes	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Carmen Hernandez	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PJ Ball, Recorder	<input type="checkbox"/>	<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	Juliana welcomed the committee to the meeting and committee members introduced themselves.
2. Public Comment	N/A
3. Additions/Deletions to Agenda	Governance Handbook Review was added to the agenda.
4. Approve meeting notes: a. 10/18/24 b. 11/15/24 c. 02/21/25	All meeting notes were approved by consensus.
NEW BUSINESS	

UPDATE	
5. Annual Planning Forum- Review Agenda	<p>The team reviewed the current draft for the Annual Planning Forum. The focus will be on Vision 2030, the State Chancellors new strategic plan which emphasizes equity, dual enrollment, and workforce development. We will also continue our focus on online course success rates.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Finalize PowerPoint presentations for Vision 2030 and KPI Review.</li> <li>• Complete career exploration survey and integrate findings.</li> <li>• Prepare accessibility initiative updates for discussion.</li> <li>• Encourage departments to identify equity-focused goals for the next planning cycle.</li> </ul>
6. Accreditation	<p>Denise gave Accreditation updates. The accreditation process is progressing on schedule. Currently, the final round of feedback from participatory governance groups is being collected for Standards 3 and 4, with targeted feedback requested from specific groups to streamline input. The college remains on track to meet all accreditation deadlines.</p>
7. Governance Handbook Review	<p>The PIEC team reviewed its section of the Governance Handbook, focusing on the purpose and responsibilities. The team identified minor wording/formatting issues and suggested clarifications regarding collaboration with the Student Success &amp; Equity Committee.</p> <p>All Participatory Governance Committees are being asked to assess their respective sections for any necessary revisions. Each committee is expected to identify edits, additions, or deletions relevant to their role, with a focus on ensuring the document accurately reflects current structures, responsibilities, and decision-making processes.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Committee members will review and revise their sections before submitting updates.</li> <li>• Submit final handbook revisions by May 22.</li> </ul>
COMMITTEE/CONSTITUENCY REPORTS	
8. Reports on PIEC-related topics from constituency groups and other committees (as needed)	<p>AS: N/A</p> <p>CS: The Student Appreciation Pop-ups continue to grow in popularity. A flyer for the event was shared, and members are encouraged to distribute it in classrooms and offices. More volunteers are being recruited to support the event. A PDF version of the flyer will be sent out with meeting notes.</p> <p>FS: Chancellor Cabinet will attend the April 7 Faculty Senate meeting to discuss budget, technology, and other updates.</p> <p>AA: The last AA meeting discussed the Dear Colleague Letter, reaffirming</p>

	that the institution remains in compliance with legal requirements. Discussed the new Administrative Procedure regarding off-campus employment and remote work conditions.	
FOR FOLLOW-UP AT NEXT MEETING		
Who	What	When
PIEC members	Read <a href="#">Annual Unit Planning Handbook</a>	
PIEC members	Review and revise <a href="#">Governance Handbook</a>	By May 22

**Important:** [Annual Collegewide Planning Forum, Friday, April 25, 2025](#)

**Next Meeting Date:** [Friday, April 18, 2025](#)

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**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 your 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.