

GROSSMONT COLLEGE
Planning & Institutional Effectiveness Committee (PIEC)
Friday, May 16, 2025
11:00 a.m. – 12:30p.m.
Minutes
College Conference Room 10-102
[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 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 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	<input type="checkbox"/> Niko Crumpton
<input checked="" type="checkbox"/> Summer Webb		<input type="checkbox"/> Wayne Branker

ADVISORY (non-voting)		
<input type="checkbox"/> Agustín Albarrán, VP Academic Affairs	<input type="checkbox"/> TBD, District Research Planning	<input type="checkbox"/> Maria Denise Aceves, Curriculum
<input type="checkbox"/> Adrienne Garay-Lee, Student Services	<input checked="" type="checkbox"/> Joyce Fries, Academic Program Review	
<input type="checkbox"/> Sheree Stopper, Administrative Services	<input checked="" type="checkbox"/> Kelly Menck, Academic Program Review	
<input 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 type="checkbox"/> Carmen Hernandez	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PJ Ball	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome and Introductions	Joan welcomed all committee members to the last PIEC meeting of the Spring 2025 semester.
2. Public Comment	N/A
3. Additions/Deletions to Agenda	N/A
4. Approve meeting notes: a. 04/18/2025	Approved by consensus
NEW BUSINESS	
5. PIEC Co-Chair Election	Joan opened the discussion by thanking outgoing Classified co-chair Juliana for

<p>6. AUP Process for Fall 2025</p>	<p>her service and initiated the process to elect a new Faculty co-chair. Due to faculty turnover and unclear eligibility for some members, the conversation focused on clarifying who could serve.</p> <p>Action Item:</p> <ul style="list-style-type: none"> • The committee agreed to postpone the co-chair election until the first fall meeting when all faculty appointments are confirmed. A faculty representative may attend the summer retreat as a proxy to ensure participation from the committee. <p>Joan reviewed the Annual Unit Plan (AUP) timeline and requirements with the committee and asked members to share the information with their constituent groups.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Reps should share the AUP resources with their constituent groups. • Remind units to verify SLO accuracy on syllabi. • Encourage early, collaborative preparation for October 1 AUP deadline.
<p style="text-align: center;">UPDATE</p>	
<p>7. Governance Handbook Review</p>	<p>The committee reviewed the current draft of the PIEC section in the Governance Handbook.</p> <ul style="list-style-type: none"> • Purpose Statement: Members reviewed the purpose statement and no suggestions for revisions were given. • Responsibilities: Members reviewed the responsibilities section. Accreditation standard references need to be updated to the current numbering format • Membership: Members reviewed the membership section. The current composition of the committee needs to be updated. The agenda shows three classified reps, while the handbook only lists two.
<p>8. AUP Assessment Survey Results</p>	<p>The committee reviewed the results of the AUP Assessment Survey, which was distributed to department chairs, program coordinators, College Council co-chairs, and prioritization committee members</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Upload updated prioritization rubrics to Nuventive before the prioritization cycle begins. • Promote and distribute the updated AUP resource list, including timelines, handbooks, and CPI contact information. • Stick to established deadlines for AUP and resource request submissions moving forward. • Continue Nuventive training and provide ongoing support through scheduled open sessions. • Explore a spotlight/panel feature highlighting effective AUP submissions and outcomes.
<p>9. Accreditation Update</p>	<p>The accreditation draft report is planned for release to the campus community in June for feedback. The draft is planned to be submitted to the Governing Board and Chancellor early in fall 2025 to review before the December 15th submission deadline to ACCJC. Updates and cleanup have been made to the accreditation webpage with support from Carmen Hernandez. Additional improvements are underway to ensure the page is accurate and reviewer-friendly, as the peer review team may begin evaluating the site prior to receiving the ISER.</p>

10. Planning Forum Update	<p>Action items:</p> <ul style="list-style-type: none">• Departments w/ active improvement plans are encouraged to continue progress over summer and into fall to prepare for the spring peer review.• All departments are urged to remove outdated materials from their webpages to ensure accuracy for the public during the accreditation review. <p>The Planning Forum is scheduled for Friday, September 5. A sign-up sheet will be circulated, and members are asked to participate or assist with the event.</p>	
COMMITTEE/CONSTITUENCY REPORTS		
11. 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:	<p>AS: N/A</p> <p>CS: Classified Professional Appreciation Week is next week featuring 14 events. Classified Professional Development Day will be held on June 12 at Cuyamaca College.</p> <p>FS: Final Academic Senate of the semester is Monday, May 19th. President Perla Lopez will step down at the end of the semester, and President Sharon Sampson will assume the role moving forward.</p> <p>AA: Executive Board elections for the 2025-2027 term are in progress. Results expected 1st week of June and a transition luncheon and PD event is scheduled for June 10th.</p>	
FOR FOLLOW-UP AT NEXT MEETING		
Who	What	When
PIEC members	1. Read Annual Unit Planning Handbook	

Important: Annual Collegewide Planning Forum POSTPONED to Friday, September 5, 2025

Next Meeting Date: Friday, September 19, 2025

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.