

**GROSSMONT COLLEGE**  
**Planning & Institutional Effectiveness Committee (PIEC)**  
**Friday, April 18, 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 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 (Proxy Richard Unis)		<input type="checkbox"/> Wayne Branker

<b>ADVISORY</b> (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	<b>GUEST</b>	
<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"/>

<b>ROUTINE BUSINESS</b>		
1. Welcome and Introductions	Juliana welcomed the committee members to the meeting.	
2. Public Comment	N/A	
3. Additions/Deletions to Agenda	N/A	
4. Approve meeting notes: a. 3/21/25	3/21/25 meeting notes were approved by consensus.	
<b>NEW BUSINESS</b>		
5. Summer Governance Retreat	Summer Governance Retreat tentative date set for July 17 <sup>th</sup> . The retreat focuses on evaluating governance processes over the past year and	

	<p>identifying updates needed for the Governance Handbook. At the next committee meeting, a preview of the retreat will be shared, including results from a recent survey on the annual unit planning process. Survey results will also be shared at the next PIEC meeting.</p> <p>6. PIEC Co-Chair Nomination</p> <p>Juliana's time as PIEC Co-Chair ends at the conclusion of SP 2025. The next co-chair will be a faculty member of the committee. The committee decided not to decide on a new co-chair this meeting. There are several new faculty members, so care should be taken not to nominate someone too new or someone cycling out.</p> <p><b>Action Items for May Meeting:</b></p> <ul style="list-style-type: none"> <li>• Faculty representatives will discuss and select a candidate for co-chair.</li> <li>• Reach out to Joan prior to the May meeting with the nominee.</li> <li>• Vote on the new co-chair at the May meeting.</li> </ul>
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UPDATE	
7. <a href="#">Governance Handbook Review</a>	<p>Committee members were asked to review the PIEC section of the Governance Handbook, focusing on the purpose and responsibilities of the committee. Responsibilities include monitoring progress on the 6-Year Strategic Plan and reviewing the mission, vision, and values at the beginning of each new strategic cycle.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Review the PIEC section (and any other relevant sections) of the Governance Handbook before the next meeting.</li> <li>• Use comments in the Word document to make suggested edits or updates.</li> <li>• Suggestions will be collected and presented at the Summer Governance Retreat for further discussion and recommendations.</li> </ul>
8. Accreditation Update	<p>Denise shared that the ISER draft is near finalization. The draft—under 100 pages—will be shared campus-wide next month for additional input. Student Services has transitioned to a 6-year program review cycle and is requiring departments to develop measurable Student Services Outcomes (SSOs) and improvement plans. Efforts continue to improve SLO reporting rates, currently at 83–84%, and to enhance documentation of improvement plans in Nuventive, which remains a key accreditation requirement. Faculty are encouraged to help increase compliance and participation in the outcomes assessment process.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Campus community to review and provide feedback on the ISER draft when released next month.</li> <li>• Student Services departments must submit measurable SSOs and improvement plans by July 1.</li> <li>• Faculty reps to remind colleagues to post results and improvement plans in Nuventive within 4 weeks of the semester start.</li> </ul>
9. AP 4021- Program Discontinuance	<p>Joan led a discussion on the need to revise Administrative Procedure (AP) 4021, which outlines how the district handles program discontinuance. She</p>

10. AUP Survey	<p>emphasized its importance for meeting accreditation requirements, complying with Title IV federal regulations, and supporting overall program quality. A <a href="#">folder</a> was shared with examples from 12–13 other colleges, as well as best practice guidelines from the State Academic Senate. Compared to these, GCCCD's current AP is missing critical elements—such as clear steps for discontinuing a program, how to assess program viability, and a system to follow through on recommendations from the Program Review Committee. She also noted that Student Services will begin integrating outcomes assessment into the program review process to help make it more meaningful and effective. New federal rules coming in July 2026 will require colleges to provide more transparency around program costs, debt, and career outcomes. These changes highlight the urgent need for a stronger, more detailed AP 4021 to ensure accountability and protect students.</p> <p>The AUP survey is currently open and will run through the end of May. A reminder will be sent specifically to the resource prioritization committees, as their input is especially valuable while they wrap up their work.</p>
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COMMITTEE/CONSTITUENCY REPORTS	
11. 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>	<p>AS: N/A</p> <p>CS: The student appreciation pop-ups were a success, thanks to the support of classified professionals, faculty, and prize donations.</p> <p>FS: Chancellor's Cabinet visited the last Academic Senate meeting to give updates on various ongoing projects within the district. It was reported to be very informative. There were so many questions that they are coming back to the next Senate meeting.</p> <p>AA: AA has been working with HR to launch a new employee orientation specifically for administrators. The first session is scheduled and will include HR covering key info from 11am–2pm, followed by the Admin Association from 2–3pm to introduce their role and benefits.</p>

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 16
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**Important: Annual Collegewide Planning Forum, Friday, September 5, 2025**

**Next Meeting Date: Friday, May 16, 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.