



## Institutional Effectiveness & Governance Council

**Agenda for May 28, 2026 | 12:50 pm to 1:50 pm | Location: IT\*211**

Join via [Zoom Link](#) | Meeting ID: 841 3903 6382 | Passcode: 046624

### Council Members (total#13)

Ms. Charise Allingham, Mr. Zander Allport, Dr. Hayley Ashby, Ms. Hannah Brough, Ms. Caitlin Busso, Dr. Greg Ferrer, Dr. Tenisha James, Ms. Ashlee Johnson, Ms. Daniela McCarron, Mr. Dan Reade, Dr. Tim Russell, Mr. Alex Spencer and Mr. Alex Zuniga

Quorum: # 7

Subject to Brown Act: No

### 1. Call to Order

### 2. Action Items

- 2.1 Approval of Agenda
- 2.2 Approval of April 23, 2026, Meeting Minutes
- 2.3 2025-2030 IEGC Charter
- 2.4 Institution Set Standards Methodology

### 3. Discussion Items

### 4. Information Items

### 5. Good of the Order

### 6. Future Agenda Topics

- 6.1 Professional Development Alignment

### 7. Adjournment

**Next Meeting: Fall 2026, Time: 12:50pm to 1:50pm, Location: IT\*211**

<b>Spring 2026 IEGC Schedule</b>		
<b>Meeting Date</b>	<b>Time</b>	<b>Agenda Item Request Deadline</b>
<del>March 26, 2026</del>	<del>12:50-1:50 PM</del>	<del>March 19, 2026 (5 PM)</del>
<del>April 23, 2026</del>	<del>12:50-1:50 PM</del>	<del>April 16, 2026 (5 PM)</del>
<del>May 28, 2026</del>	<del>12:50-1:50 PM</del>	<del>May 21, 2026 (5 PM)</del>

### IEGC Purpose

The Institutional Effectiveness & Governance Council (IEGC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to mission, academic quality, institutional effectiveness, institutional integrity, leadership, and governance. The IEGC provides leadership and retains responsibility for ACCJC Standards I and IV, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned Educational Master Plan objectives. The IEGC makes recommendations to the College Council, Academic Senate and the Vice President of Planning & Development.



## Institutional Effectiveness & Governance Council

**Meeting Minutes for April 23, 2026 | 12:50 pm to 1:50 pm | Location: IT\*211**

Join via [Zoom Link](#) | Meeting ID: 841 3903 6382 | Passcode: 046624

### **Council Members (total#13)**

Ms. Charise Allingham, Mr. Zander Allport, Dr. Hayley Ashby, Ms. Hannah Brough, Ms. Caitlin Busso, Dr. Deshonna Harsch, Dr. Greg Ferrer, Dr. Tenisha James, Ms. Daniela McCarter, Mr. Dan Reade, Dr. Tim Russell, Mr. Alex Spencer and Mr. Alex Zuniga

**Council Members Not Present:** Ms. Charise Allingham, Ms. Caitlin Busso, Dr. Greg Ferrer

**Guest(s):** Dr. Laura Adams, Dr. Darnell Bing, Dr. Lisa Hernandez, Mr. Cameron Carr, Mr. Bobby Nawabi

**Recorder:** Desiree Wagner

**Quorum:** # 7

**Subject to Brown Act:** No

**1. Call to Order: The meeting was called to order by Co-Chair Dr. Deshonna Harsch at 12:53 PM.**

### **2. Action Items**

#### **2.1 Approval of Agenda**

- MSC (Motion- Dr. Tim Russell /Second- Dr. Tenisha James)
- The Council reviewed and approved the agenda.
- Approved by consensus.

#### **2.2 Approval of March 26, 2026, Meeting Minutes**

- MSC (Motion- Dr. Tenisha James /Second- Mr. Alex Spencer)
- The Council reviewed and approved the meeting minutes.
- Approved with one abstention (Dan Reade).

#### **2.3 2026 (N)ISER**

- MSC (Motion- Dr. Tenisha James /Second- Ms. Daniela McCarter)
- The Council reviewed the near-final draft of the 2026 (N)ISER.
- Discussion emphasized that the document is substantially complete, with only minor edits and updated evidence still needed.
- Approved by consensus.

#### **2.4 IEGC: 2025-2030 Charter (First Read)**

- First read of the proposed 5-year charter.
- Key discussions centered around membership structure, with a recommendation to increase faculty representation from four to five positions to include a dedicated IEGC faculty co-chair. The group also discussed potential changes to classified staff representation and the need for additional equity-focused positions. The charter's purpose was outlined as monitoring institutional progress, supporting academic quality, ensuring institutional effectiveness, and coordinating governance and procedures, with reporting requirements aligned to standards 1.4 and 4.3 around institutional effectiveness and improvement.
- Action: Co-chairs to revise the 2025–2030 IEGC Charter incorporating feedback (membership, reporting structure, representation).
- Action: Co-chairs to consult with CSEA, faculty, classified professionals, and Cabinet regarding membership composition.

### **3. Discussion Items**

### **4. Information Items**

#### 4.1 Professional Development Reports

- **Caring Campus:**
  - Presented as a professional development effort focused on improving student support through small, intentional behavioral changes.
  - 25 staff participants engaged in three sessions facilitated by the Institute for Evidence-Based Change.
  - Examples included improving visibility of staff information and proactive engagement with students (e.g., “10-foot rule”).
  - Next steps include identifying team leads, defining structure, and determining governance placement.
- **Equity Leadership Series:**
  - Year-long program for managers led by Dr. Eric Felix and Refract Advisors.
  - Focused on developing race-conscious leadership and equity-centered capstone projects.
  - Program will concluded in late spring; a full outcomes report is expected in the fall.
- **Faculty Professional Development Committee:**
  - Update included coordination of FLEX and First Friday events, workshop approvals, and travel funding.
  - Over 20 faculty members received conference funding.
  - Increased participation noted, with events held in the Little Theater.
  - Recommendation made to theme FLEX activities around institutional priorities and improve communication regarding funding.
- **Dr. Deshonna Harsch called for a motion to Extend the meeting by 8 minutes (Motion- Dr. Tenisha James /Second- Dr. Tim Russell)**
- **Teaching & Learning Committee:**
  - Highlighted brown bag sessions and initiatives related to AI, crisis response, and equity-driven syllabus development.
- **Norco Teaching Institute**
  - Shared outcomes from the first cohort (Fall 2025).
  - Program included four modules: welcoming environments, active learning, alternative assessment, and syllabus humanization.
  - Discussion emphasized the need for improved coordination among FPDC, TLC, NTI, and other groups.
  - Opportunities identified to reduce duplication, improve communication, and align efforts with strategic priorities.

#### 5. Good of the Order

#### 6. Future Agenda Topics

##### 6.1 IEGC Annual Calendar Update for 2026-27

#### 7. Adjournment

**Next Meeting:** May 28, 2026, **Time:** 12:50pm to 1:50pm, **Location:** IT\*211

Spring 2026 IEGC Schedule		
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## Council & Committee Charter (2025-2030)

### Name of Council/ Committee: Institutional Effectiveness & Governance Council

<b>Description (25-50 words):</b>	The Institutional Effectiveness and Governance Council monitors institutional progress towards strategic goals and objectives; supports academic quality and integrity, ensures institutional effectiveness, and coordinates governance and procedures.
<b>Brown Act (Yes or No):</b>	No
<b>Meeting Schedule:</b>	The Institutional Effectiveness & Governance Council meets monthly on the fourth Thursday of the month at 12:50pm to 1:50pm, with video conferencing option, for Fall and Spring Terms.
<b>Chair(s):</b>	Dr. Tenisha James, Dr. Deshonna Harsh, Mr. Alex Spencer
<b>Committee Membership:</b>	<ol style="list-style-type: none"> <li>1. Vice President Planning &amp; Development, Co-Chair – Administrator</li> <li>2. Administrator with oversight of Institutional Effectiveness– Administrator</li> <li>3. One at-large administrator (Categorical or Special Funded Programs) – Administrator</li> <li>4. One at-large administrator (DEIA or Equity, Inclusion, and Engagement) – Administrator</li> <li>5. Academic Senate Vice President – Faculty</li> <li>6. Assessment Committee faculty co-chair – Faculty</li> <li>7. Program Review Committee faculty co-chair – Faculty</li> <li>8. Faculty Professional Development (FPDC, TLC, or NTI) co-chair – Faculty</li> <li>9. Representative with knowledge/experience in equity/special programs – Classified Professional</li> <li>10. Representative with knowledge/experience in the area of professional development – Classified Professional</li> <li>11. Representative with knowledge/experience in the area of institutional effectiveness and research – Classified Professional</li> <li>12. Representative with knowledge/experience in the area of governance/strategic planning– Classified Professional</li> <li>13. ASNC Representative – Student <ul style="list-style-type: none"> <li>• ASNC alternative (non-voting) – Student</li> </ul> </li> </ol>
<b>Reports and Recommends to:</b>	The IEGC makes recommendations to the College Council and the Vice President of Planning & Development.
<b>Required Reports and Updates:</b>	<ol style="list-style-type: none"> <li>1) SPGM Updates &amp; Revisions, including IEG Procedures</li> <li>2) Comprehensive Professional Development Update or Report</li> <li>3) Institution Set Standards/ Accreditation</li> <li>4) Governance Training, Coaching, and Support</li> <li>5) Annual Prioritization</li> <li>6) FPDC, NAC, Program Review Reports</li> </ol>
<b>Key Performance Indicators/Goals:</b>	(6) Effectiveness, Planning and Governance

<b>ACCJC Accreditation Standard(s):</b>	1.4 & 4.3
<b>Equity Focus:</b>	Equitable outcomes in student success as measured by Key Performance Indicators
<b>Edition Date:</b>	May 28, 2026
<b>Link to council/committee site with Membership Roster: <a href="http://www.norcocollege.edu/">www.norcocollege.edu/</a></b>	

<b>ACCJC Accreditation Standard</b>	<b>Goal/Objective</b>	<b>Example Task</b>
1.4 4.3	(6) Effectiveness, Planning and Governance	Review, evaluate, and provide recommendations on processes and procedures of institutional effectiveness (i.e., program review, assessment, institution-set standards, etc.) and governance structure and procedures (i.e., decision-making and participation).

<b>Planning &amp; Development</b>	Goal 3: Equity	3.1 Eliminate equity gaps for Black/African American students 3.2 Eliminate equity gaps for Hispanic/Latinx students
	Goal 4: Professional Development	4.1 Provide opportunities for professional learning that support equitable student outcomes in a variety of modalities 6.1 Establish meaningful and ambitious goals in support of the college mission to ensure quality, continuous improvement, and innovation through the review and assessment of disaggregated data related to equitable student achievement
	Goal 6: Effectiveness	6.2 Engage in clear and effective governance practices that provide opportunities for meaningful participation and inclusion of relevant constituencies to inform institutional decision-making
	Goal 8: Resources	8.2 Identify and pursue grants and private donations that support our strategic goals, college mission, and vision statement