



Institutional Effectiveness & Governance Council

Meeting Minutes for May 26, 2022

12:50 pm to 1:50 pm

Meeting Participants

Committee Members Present:

Dr. Greg Aycock, Ms. Gerlene Ariel Aquino, Ms. Kimberly Bell, Dr. Greg Ferrer, Dr. Kevin Fleming, Ms. Ashlee Johnson, Ms. Ruth Leal, Dr. Tim Russell, Mr. Alex Spencer, Ms. Caitlin Welch and Ms. Dana White

Committee Members Not Present:

Dr. Mark Hartley & Ms. Leona Vassale

Guest(s):

Dr. Monica Green & Ms. Denise Terrazas

Recorder:

Ms. Desiree Wagner

1. Call to Order

- Time 12: 52pm

2. Action Items

2.0 Approval of May 26th Agenda (Dr. Tim Russell / Ms. Kimberly Bell)

- Approved by consensus

2.1 Approval of April 28th Meeting Minutes (Ms. Kimberly Bell / Dr. Tim Russell)

- Approved by consensus

2.2 (Re)affirm IEGC rubric for the 2022-23 Program Review prioritization process (Ms. Kimberly Bell / Dr. Tim Russell)

- Dr. Greg Aycock presented draft documents
- Recommendation:
 - Plan to be one month behind in the resource allocation process in the fall to allow for the norming session to take place.
 - Plan to host norming session at first meeting to assist and guide the council prior to working on prioritization using the revised rubric in the fall.

- Approved by consensus

2.3 Revision to "Charter Template with Instructions" (Dr. Greg Aycock / Ms. Ashlee Johnson)

- Kimberly Bell presented the "Charter Template with Instructions"
- Motion to make live edits the "Charter Template with Instructions"
 - Captured live edits using track changes: Edits made to the following sections:

- “Charge”: Language in the charge section was replaced to reflect collaboration to ensure duplicative efforts are not being done across committees.
- “Equity”: Addition of prompts to assist groups with completing those sections.
- “Guided Pathways”: The revision was amended to allow the inclusion of the 4 pillars in the Guided Pathways section.

- Approved by consensus

2.4 Marketing Committee Charter 2022-2023 (Dr. Greg Aycock /Ms. Dana White)

- Reviewed charter
- Amendments to Charter:
 - Add language to reflect standing agenda items from District Strategic Communications and the Office of Planning & Development
 - The charter will go back to the Marketing Committee for review.
- Unanimously approved by consensus

2.5 SPGM Edits pp. 86-88 re: Technology Prioritization process

- Item tabled and moved to the next meeting as an action item.

3. Discussion Items

3.0 Process to make technical updates to the SPGM for addition of a new entity. (e.g. Counseling Academic Department)

- Item tabled and moved to the next meeting as a discussion item.

4. Information Items

4.0 SPGM Group Definitions Workgroups update

- Item tabled and moved to the next meeting as an information item.

5. Good of the order

6. Next Agenda Items

6.0 Program Review Raking – Rubric norming session

6.1 SPGM Edits pp. 86-88 re: Technology Prioritization process

6.2 Process to make technical updates to the SPGM for addition of a new entity. (e.g. Counseling Academic Department)

6.3 SPGM Group Definitions Workgroups update

7. Adjournment

- Time 1: 58pm

Next Meeting

Date: September 22, 2022

Time: 12:50pm to 1:50pm

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.

New proposed text in red
Proposed text changes in blue



Charter for [Group Name]
[academic year]

This Charter is established between the [Group Name] and the [sponsoring Senate or Council] to structure the process and planned outcomes included herein during the [duration dates of charter in years/terms] period of the [year-year] academic/calendar year(s). *(Councils = 5-year Charter; Committees, Project Teams, Workgroups, etc. = 1-year Charter)* [Replace all bracketed text with entity-specific language.]

Purpose

[State the overall responsibility and context for the work of the group.]

Charge

[Identify and describe the primary work to be accomplished within the context of the overall goals of the college including specific EMP goal/objective alignment or as part of a particular strategic initiative (e.g., access, equity, success). This section establishes clear expectations, tasks, and responsibilities of the group. clarify topics within their overall purview and/or delineates the areas of their work so that they are not duplicating the efforts or services being provided or performed effectively by other governance groups and/or other areas/offices/organizations/people within the college community.]

Equity

Identify and describe how your group's charge aligns with the goals and support the RCCD definition of Equity and Norco College's commitment to closing institutional equity gaps in alignment with the current Student Equity Plan (2019-2022).

Guided Pathways

Identify and describe how your group's charge aligns with the goals and support the Loss-Momentum Framework developed by the Completion by Design initiative, and/or the Guided Pathway pillars, that helps the college identify where students meet their greatest obstacles to persistence and completion.

Guiding Principles and Assumptions

[Identify the guiding principles and assumptions that should guide this group's efforts. State if there are other entities (within the district or external to RCCD) that the group collaborates with . Include any accreditation standards, state laws, federal guidelines, reporting mandates, etc. Also state if there is any associated budget with their groups' charge.]

Scope & Expected Deliverables

[Specify the parameters and requirements within which the body will work as well as expected deliverables, products, or outcomes from the work.]

Membership

[Description of the number and composition of the members **based on recommended subject area knowledge and experience** and the constituency group it represents.]

The [group] will be comprised of [number] members () Inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc. Please clarify if all members are voting members or if there are advisory members (e.g., such as a second/alternative non-voting ASNC representative).

- [Role/Perspective/Expertise] [Chair] – [Constituency]
- [Role Perspective/Expertise] [Co-Chair] – [Constituency]
- [Role/Perspective/Expertise] – [Constituency]
- [Role/Perspective/Expertise] – [Constituency]

Meeting Time/Pattern

[Specify meeting days/times or the general pattern or schedule. See examples below.]

Meeting Time/Pattern

The [proposed body] meets weekly on [day] at [time] in [location]. The [proposed body] meets monthly on the [(first, second, etc.) (day of month)] at [time] in [location]. Contact the Chair/Co-Chair(s) or designated facilitator to place an item on a future agenda.

Roles of Chairs and Members

The Chair/Co-Chair(s) communicate with [the sponsoring group] to ensure continuity of dialogue between governance tiers. (Co-)Chairs are responsible for preparing agenda and facilitating meetings of the [proposed body] based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the [proposed body] that can help to achieve the [proposed body's] charter deliverables (relevant strategic charge). Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the [proposed body]. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with [proposed body] peers with the intention of finding consensus on issues that come before the [group].

[How information will be disseminated to representative/constituency groups] All governance entities must specify within this Charter how information will be disseminated to representative/constituency groups. In each of the five Councils, it is recommended that a chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting.

Meeting Procedures and Expectations

The Chair(s), and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the group's progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.

Meeting Procedures and Expectations

- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
-
- follow through on tasks that are committed to outside of scheduled meetings.

NOTE: This is a template; feel free to modify it to fit your group's needs. Replace all bracketed text with entity-specific language. Post on the appropriate Council/Senate webpage and Governance Webpage once approved.



Charter for Marketing Committee

May 5, 2021

This Charter is established between the Marketing Committee and ISPC on behalf of the Institutional Effectiveness & Governance Council (IEGC) to structure the process and planned outcomes included herein during the period of the 2021-2022 academic year.

Purpose

The Norco College Marketing Committee collaborates to build a consistent and recognizable brand for Norco College that is representative of the college and community that we serve.

Charge

The committee plays a key role in supporting efforts related to expanding college access by increasing both headcounts and FTES through marketing and branding strategies. The committee is integral to representing the image of the institution through the Norco College brand.

Guiding Principles and Assumptions

The Marketing Committee will provide marketing and budget recommendations to the Institutional Effectiveness and Governance Council, Norco College Division of Planning and Development, the District Marketing & Communications Committee (DMCC) and the RCCD External Relations and Strategic Communications department.

Decisions will be made utilizing available enrollment data, past campaign reports, social media metrics, and other relevant student data.

Scope & Expected Deliverables

The committee supports the Educational Master Plan objectives 6.5 and 6.7.

- Develop, implement and update the Norco College Brand Guide
- Develop marketing plan strategies and campaign recommendations to assist with FTES growth
- Provide recommendations for the marketing budget
- Create Social Media guidelines based on recommendations from DMCC
- Develop and provide resources, such as templates and messaging, available on the Marketing Committee webpage.

Membership

The Marketing Committee will be comprised of ten members, inclusive of representatives of all constituency groups and assigned or appointed by their respective representative bodies. All members are voting members.

- Faculty Representative (Co-Chair)
- Classified Professional Representative (Co-Chair)
- Faculty Representative (Co-Chair)
- Classified Professional Representative
- Classified Professional Representative
- Faculty Representative
- Faculty Representative
- Management Representative
- ASNC Representative
- ASNC Representative

*A management representative from the Office of External Relations and Strategic Communications will serve as an ex-officio member in an advisory, non-voting capacity

Meeting Time/Pattern

The Marketing Committee currently meets monthly on the second Thursday at 2:30pm via Zoom. In fall, meetings may take place online, in person, or in a hybrid modality.

To request an item for a future agenda, please contact the Co-Chairs for consideration.

Roles of Chairs and Members

The Co-Chairs are accountable to IEGC to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Marketing Committee based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Marketing Committee that can help to achieve the committee's charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Marketing Committee. While representing the perspectives of the constituency group to which they belong, members are expected to engage in effective dialogue with committee peers with the intention of finding consensus on all issues that come before the committee.

The Marketing Committee members will report meeting outcomes to their constituency groups.

Meeting Procedures and Expectations

The Co-Chairs, and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- Appropriately prepare for meetings based on the meeting agenda.
- Arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- Welcome all ideas, interests and objectives that are within the scope of the charter.
- Actively listen to engage in respectful and constructive dialogue.
- Work with a spirit of cooperation and compromise leading to authentic collaboration.
- Move forward once a consensus-based decision has been made.
- Work collaboratively to move items forward as a group Follow through on tasks that are committed to outside of scheduled meetings.

From SPGM pages 86-88; Correction to include Technology Committee in written section of process

Detailed Annual Resource Request and Prioritization Process

1. Annual Budget priorities for coming academic year are discussed and recommended by College Council and set by Executive Cabinet. *(February)*
2. In addition to budgeting funds for regular administration of the college, Executive Cabinet designates allocation categories to be used for normal operations including but not limited to: *(March-April)*
 - a. Total Program Review Resource Requests Funds
 - b. Lottery Funds Restricted (Academic).
 - c. Professional Development.
 - d. Technology Allocation.
 - e. Marketing Allocation (Strategic Development).
3. Program reviews are authored and submitted mid-semester in spring of every third year. In intervening years, units may submit annual updates, which may include resource requests, new goals, and/or goal changes. *(March-April)*
4. Requests include items identified and justified in program review:
 - a. Items not funded in the previous year (these are rolled over if not funded)
 - b. New items that were not listed in program review but are needed now to achieve outcomes.
 - c. Items considered outside of normal operating needs (e.g., new furniture, software, instructional supplies, instructional equipment, facilities' needs and non-faculty personnel).
5. Resource Requests are read by the Program Review Committee (PRC), which "Accepts" them for the record and returns them to the authors and the area VPs. The PRC resource requests from accepted program reviews are categorized as ITEMS, STAFF, FACULTY and returned to the requesting department for departmental ranking of each category. *(April)*
6. Area managers work with department faculty and classified professionals to prioritize resource requests each year. *(Due 2nd Friday of May)*
 - a. Full-time faculty requests follow the Academic Planning Council process.
 - b. ITEMS and STAFF requests are prioritized by academic department or program areas and should note direct ties to college mission, strategic plan, budget priorities, and intended outcomes.
7. Area managers review prioritized list with respective departments/divisions and communicate the availability of possible funding (non-General Fund sources). Requests that can be funded immediately are acted upon by area managers before the purchasing deadline in May. *(May)*
 - a. Items that can be purchased with available department funds, grant funds, restricted lottery funds may be acted upon by area managers whose decisions are informed by the department rankings.
8. Area vice presidents present remaining prioritized Resource Request for their entire area to the appropriate leadership council (AC, SSC, RC and IEGC) **and the Technology Committee** for discussion and ranking based on a rubric revised each year by the councils. *(September)*
9. Area Vice Presidents present funding priorities from their respective councils to President's Cabinet for analysis and final determination of funding in accordance with strategic plan. *(September)*
 - a. Items not funded in the current year are notated with a rationale, such as:
 - i. Request not related to College Mission, Strategic Plan, Budget Priorities, Intended

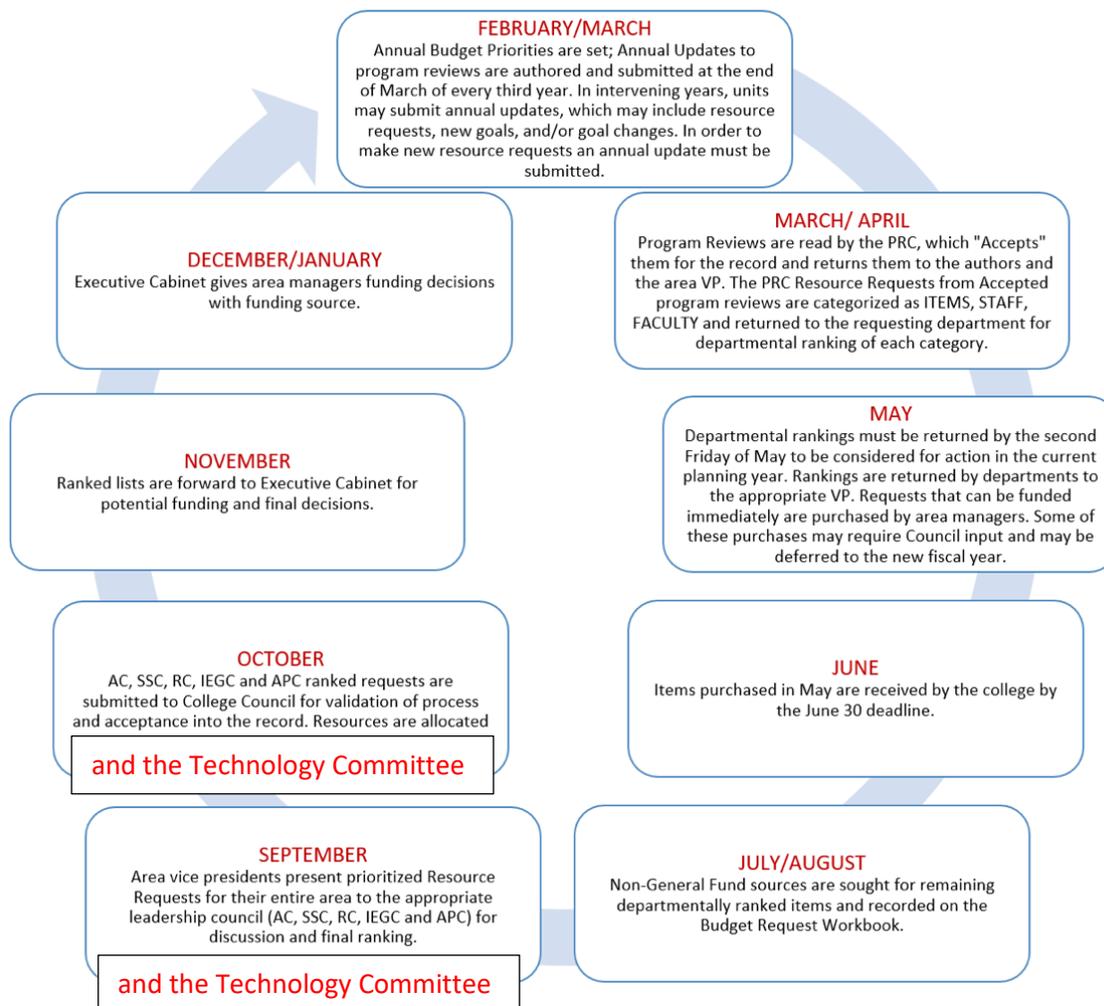
Outcomes

- ii. Insufficient funding
 - iii. Not enough information provided
 - iv. No longer needed
10. Business Services begins allocation of funds for prioritized items based on funding availability, and provides account numbers for funded items, and provides rationale for unfunded items. *(October-November)*
 11. Executive Cabinet gives area managers funding decisions with funding source. *(December-January)*
 12. Area leaders work with faculty and classified professionals to process purchases of funded Resource Requests. *(December-April)*
 13. Area leaders ensure the measurement of the intended outcome related to the resource allocation request is undertaken. Results are documented in program review every three years. *(July)*
 14. Area VP reviews unfunded Resource Requests for current academic year and funds additional requests according to priority previously established. (If additional funding exists). *(February)*

Program Review and Resource Request Prioritization Timeline

Program Reviews for all programs (instructional disciplines, programs of study, special programs, administrative areas, and student services) are completed in March at the beginning of each 3-year cycle.

Each year by mid-semester of spring, programs may elect to complete an Annual Update, which consists of updated goals and resource requests based on the evolving needs of the program. The following graphic depicts the annual cycle by which annual resources are prioritized and acted upon.



Resource Categories, Description, Governance Council Ranking

TYPE	ITEM	DEFINITION	GOV
ITEMS	Instructional Supplies and Materials used by students and teachers as a learning resource	Software (purchased or licensed), books, textbooks (owned by the college), tests, periodicals, instructional media, digital subscriptions, library databases, and non-durable equipment. Non-durable equipment (regardless of cost) is generally not expected to last more than a year or two and is not readily repairable and therefore disposable (equipment eligibility determinations are made on a case-by-case basis in consultation with the District Controller). Expenditures NOT allowed include replacing computers in a computer lab or replacing audio-visual equipment in a classroom. Based on Education Code Section 60010(h) and 60010(m)(1).	AC
	Instructional Equipment, Furniture, Technology used by students as learning resource	Classroom/Laboratory Equipment, Whiteboard, Projector screen, Projector, Desks, Tables, Podium, Chairs, Desktop Computers, Laptops, Monitors, Printers, Servers, Network/Wireless infrastructure, AV/TV, Multi media, software licensing (for first year of use), Systems for Registration, Counseling, Student Services, Learning Management Systems, Adaptive equipment for ADA/OCR.	AC
	Equipment and Furnishings (non-instructional)	Items designed for long term use and is generally repairable and maintainable (not consumable) and is not categorized as Technology and is not Instructional Equipment (see Technology definition). Includes machinery, copiers, vehicles, tools, lab equipment (autoclave, microscopes, etc.), cabinetry, office furnishings, etc.	AC SSC RC IEGC
	Technology	Computers (desktop, laptop, tablet, laptop/tablet carts), Audio-Visual Equipment (projectors, document projectors, smart panels, sound systems, podium systems, portable AV/Computer systems, telephones), Copiers, Peripherals (printers, cable locks, etc.), Classroom Lighting, Networking, Tech Wiring (cabling and electrical drops), Software.	TECH
	Facilities	Requests for changes to facilities for program improvement or expansion purposes. Includes repurposing or re-equipping or refurbishing or remodeling or creating space, including estimated costs of facility changes.	RC
	Professional Development	Training, travel, participation in conferences, professional organization, workshops, state-sponsored activities	IEGC
	Budget Change	Establish or Change an Ongoing Budget for Administrative Supplies, Equipment (non-instructional), Contracts and Agreements, Software Licensing (non-instructional), Special Projects, Services, Maintenance, Travel (non-prof dev), Promotional Supplies, Advertising, Outreach Support, Transportation (local), Printing.	RC
STAFF	STAFF	Requests for new or reclassified positions for staff, manager, professional expert, faculty coordinator, temporary employee, and ongoing special projects, including requests for changing PT to FT	AC SSC RC IEGC
FACULTY	FACULTY	Requests for new. Note: replacement and temporary full-time faculty positions handled in a separate process that is not generally included in program review	APC