



## Institutional Effectiveness & Governance Council

**Meeting Minutes 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. Deshonna Harsch, Dr. Greg Ferrer, Mr. Dan Reade, Dr. Tim Russell, and Mr. Alex Zuniga

### **Council Members Not Present:**

Dr. Tenisha James, Ms. Daniela McCarson, Mr. Alex Spencer and Mr. Alex Zuniga

**Guest(s):** Mr. Eric Doucette, 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- Ms. Charise Allingham)
- The Council reviewed and approved the May 28, 2026, agenda.
- Approved by consensus.

#### **2.2 Approval of April 23, 2026, Meeting Minutes**

- MSC (Motion- Dr. Hayley Ashby /Second- Mr. Dan Reade)
- The Council reviewed and approved the April 23, 2026, meeting minutes.
- Approved with one abstention (Dan Reade).

#### **2.3 2025–2030 IEGC Charter**

- MSC (Motion- Mr. Dan Reade /Second- Dr. Tim Russell)
- The Council conducted the second reading of the proposed 2025–2030 IEGC Charter following revisions made in response to feedback received during the first reading.
- Revisions included updates to membership composition, reporting requirements, and representation across constituency groups.
- Members discussed the importance of maintaining broad representation and ensuring alignment with institutional governance structures and ACCJC Standards I.4 and IV.3.
- Following discussion, the Council approved the charter for the 2025–2030 cycle.
- Approved by consensus.

#### **2.4 Institution Set Standards (ISS) Methodology**

- A verbal report was presented regarding the proposed Institution Set Standards methodology for the 2025–2030 planning cycle.
- The Office of Institutional Effectiveness recommended maintaining the same methodology utilized since 2019 to ensure consistency in longitudinal analysis and strategic planning.
- The methodology establishes floor standards using one-half of the standard deviation below the five-year mean, aligning with institutional and statewide practices.
- Members discussed the benefits of maintaining a stable methodology while continuing to monitor outcomes and equity impacts.
- The Council supported the recommendation to maintain the existing ISS methodology. First read of the proposed 5-year charter.
- Approved by consensus.

### 3. Discussion Items

No discussion items were presented.

### 4. Information Items

No discussion items were presented.

### 5. Good of the Order

#### 5.1 Professional Development Leadership Vacancy Reports

- The Council discussed the vacant Faculty Professional Development Committee (FPDC) Chair position following an election cycle in which no candidates emerged.
- Members noted this was the first instance in recent memory where the FPDC Chair position remained unfilled after the conclusion of a term.
- The vacancy presents challenges for planning and coordinating major professional development activities, including Fall Flex.
- Discussion highlighted that similar challenges are occurring across the district, including at neighboring colleges.
- Members emphasized the need for administrative support, reassigned time, and additional resources to sustain professional development efforts.

#### 5.2 Assessment Coordinator Update

- The Council welcomed Eric Doucette as the college's new Assessment Coordinator.
- Members expressed appreciation for his willingness to serve in this role and looked forward to future collaboration regarding assessment and institutional effectiveness initiatives.
- Members discussed the importance of proactively addressing the FPDC Chair vacancy and ensuring continuity of professional development planning.
- The Council emphasized that future leadership transitions should include information regarding professional development responsibilities and timelines.

### 6. Future Agenda Topics

#### 6.1 Professional Development Alignment

- The Council agreed to continue discussions in Fall 2026 regarding:
  - Alignment of professional development efforts across FPDC, TLC, NTI, and other campus initiatives.
  - Governance structures supporting professional development.
  - Resource needs and administrative support for professional development leadership.

Action Items	Responsible Party	Timeline
Inform VP James regarding the vacant FPDC Chair position and resource needs.	Desiree Wagner	As soon as possible
Send communication highlighting the FPDC vacancy and need for reassigned time/support.	Zander Allport	As soon as possible
Elevate FPDC support needs to administration, including President Green.	IEGC Leadership	Ongoing
Include FPDC vacancy information and Fall Flex responsibilities in transition planning materials.	Transition Team/Leadership	Prior to Fall 2026
Explore administrative support and governance solutions for professional development efforts.	IEGC & Administration	Fall 2026

### 7. Adjournment: 1:12pm

**Next Meeting:** Fall 2026, **Time:** 12:50pm to 1:50pm, **Location:** TBD

## Spring 2026 IEGC Schedule

Meeting Date	Time	Agenda Item Request Deadline
<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.



## 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