



Institutional Effectiveness & Governance Council

Meeting Minutes for September 23, 2021

12:50 pm to 1:50 pm

Meeting Participants

Committee Members Present

Dr. Greg Aycock, Ms. Samia Irfan, Ms. Kimberly Bell, Ms. Leona Crawford, Dr. Greg Ferrer, Dr. Kevin Fleming, Dr. Mark Hartley, Ms. Ashlee Johnson, Ms. Ruth Leal, Dr. Tim Russell, Mr. Alex Spencer, Ms. Caitlin Welch, Ms. Dana White

Committee Members Not Present

None

Guest(s) [optional]

Farshid Mirzaei

Recorder

Desiree Wagner

1. Call to Order

- Time 12:51 pm

1.1 Reports/ Comments

None

2. Action Items

2.1 Approval of Agenda (Russell/ Aycock)

- Added approval of August 26th meeting minutes

2.1 Conclusion

- Approved with the addition of Approval of August 26th meeting minutes, 0 Abstentions

2.2 Approval of August 26th Meeting Minutes (Aycock/ Bell)

2.2 Conclusion

- Approved with corrections, 0 Abstentions

2.3 Formal vs Informal Meeting Norms (Fleming/ Bell)

- Ruth Leal provided an overview of formal vs informal meeting norms.
- Dr. Fleming Motion to move to formal meeting norms. Motion passes 11- yes, 1 -no
- Tim Russell proposes amendment, unless otherwise granted permission by the individual

2.3 Conclusion

- IEGC adopted a formal mode of communication (written and spoken) unless otherwise granted permission by the individual.

3. Information Items

3.1 Equity Audit

- Caitlin presented PowerPoint presentation.

3.1 Conclusion

- Group discussion

3.2 Marketing & Promotional Efforts Report

- Dr. Fleming presented Marketing and Promotional Efforts PowerPoint showcasing this year recruitment and driving enrollments

3.2 Conclusion

- Group discussion

3.3 Prioritization of Resource Request

- Reviewed excel spreadsheet and rubric

3.3 Conclusion (optional)

- Review and prioritize the items and email Desiree Wagner their ranking by October 1st.

4. Discussion Items

4.1 Creation of timeline to prioritize IEGC charges, EMP objectives, document control and assessment systems, and projects

- Ran out of time to discuss

4.1 Conclusion

- Will roll over to the next meeting

4.2 SPGM Groups Definitions

- Ran out of time to discuss

4.2 Conclusion

- Will roll over to the next meeting

5. Good of the Order

- Request for a Process Summary of the SPGM received

6. Future Agenda Topics

- To clarify the intent of prioritization charges, EMP objectives, for Councils and Committees.

7. Adjournment

- Time 1:50 pm

Next Meeting

Date: October 28, 2021

Time: 12:50pm to 1:5 pm

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.

Meeting Norms – Informal vs Formal

As referenced in the 2020-2025 Strategic Planning and Governance Manual on page 51 in the section Ground Rules for Civility: Individual groups set norms for formality versus informality. It is up to each group to decide on whether to use formal or informal modes of address in communications during meetings and on minutes/agendas as part of setting meeting norms. ~~The goal is to build consistency, collegiality, and mutual respect across all constituent groups.~~ Formal mode of address would include title (i.e. Mr., Ms., Mx., Dr., etc.) ~~written and spoken~~, and informal would include ~~writing just~~ first and second name only ~~and addressing people by their first name.~~