



Institutional Effectiveness & Governance Council

Meeting Minutes for September 22, 2022

12:50 pm to 1:50 pm

Meeting Participants

Council Members Present:

Dr. Greg Aycock, Ms. Makenna Ashcraft, Dr. Greg Ferrer, Dr. Kevin Fleming, Dr. Mark Hartley, Ms. Ashlee Johnson, Ms. Ruth Leal, Mr. Dan Reade, Dr. Tim Russell, Mr. Alex Spencer, Ms. Caitlin Welch and Ms. Dana White

Council Members Not Present:

Ms. Leona Vassale

Guest(s):

Ms. Denise Terrazas, Ms. Charise Allingham

Recorder:

Ms. Desiree Wagner

1. Call to Order

- Time 12: 53 pm

2. Action Items

2.1 Approval of September 22, 2022, Agenda (Dr. Aycock / Ms. White)

- Approved by consensus

2.2 Approval of May 26th Meeting Minutes (Ms. White / Ms. Welch)

- Approved by consensus

2.3 Classified Professional Definition Revision to SPGM pg. 103 (Mr. Reade / Dr. Russell)

- Proposal to update the SPGM due to the BOT approval of the term Classified Professionals with the abbreviations “classified pros” and “CPROS”.
- Approved by consensus

2.4 SPGM Edits pp. 86-88 re: Technology Prioritization process (Dr. Russell / Ms. White)

- A correction of the SPGM pages 86-88 needs to be corrected to include the “Technology Committee”.
 - **Page 86 item 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)
 - **Page 87 table: Program Review and Resource Request Prioritization Timeline:** and the Technology Committee to September and October boxes.
 - **Page 87 table: Item: “Instructional Equipment, Furniture, Technology used by students as learning resource”:** **Definition update:** 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.

- Discussion included concerns about the timeline only giving Technology Committee one month. This will be assessed by the Technology Committee and revisited in 2023.
- Approved by consensus

2.5 Proposed language for Membership Expectations (Ms. Welch / Dr. Aycock)

- Mr. Reade & Dr. Fleming presented proposed language for Membership Expectations of the SPGM Page 57.
 - **Section Title Change:** Membership Expectations and Appointments
 - **Addition of Subtitle:** Expectations for members of a governance entity shall be outlined on that entity's Charter including, but not limited to, additional time outside of standing meetings to review all relevant material prior to the meetings, serve on sub-committees or workgroups, and other related activities identified by the governance entity.
 - **Edit of current subtitle:** For college governance entities where a constituent representative is warranted/requested:
- Approved by consensus

2.6 Amendments to the SPGM for CPROS Representatives (Ms. Welch / Mr. Spencer)

- Ms. Leal presented Amendments to the SPGM Criteria for Appointments of Classified Professional Representatives for the following Pages: 67, 76, 78, 80, and 82
 - Council members provided feedback. Ms. Leal will edit the document and attach the revised document to the minutes.
- Approved by consensus

2.7 Review of IEGC Leadership Council Report of Effectiveness (Mr. Reade / Dr. Fleming)

- Report submitted to the College Council on behalf of IEGC
- Members discussed sending out annually beginning in May/June 2023 via email for E-Vote approval
- Approved by consensus

3. Information Items

3.1 NC Equity Audit Recommendations and Rankings 1-2 Priorities for the Year (Dr. Fleming)

- Dr. Fleming presented NC Equity Audit Recommendations and Rankings. Council members will receive email from the recorder with the documentation to rank. The council determined rankings will be due by October 21st.

3.2 Overview of IEGC's Scope and Purview for Future Planning (Ms. Johnson)

- Discussed the need to review IEGC's Charter and charge. Council members discussed creating a 2022-2023 priorities calendar document for planning purposes. Members liked the idea and were asked to send feedback to the co-chairs. The co-chairs will work on a draft to provide to IEGC at a future meeting.

3.3 SPGM Group Definitions Workgroup Update (Ms. Leal)

- Ms. Leal reported that although much work had been done on the group definitions, the work was not completed last spring. She will email the council if any new members are interested in joining the workgroup to continue the work of simplifying and clarifying the SPGM group definitions.
- Dr. Fleming requested a motion to extend the IEGC meeting by 5 minutes: 1:45pm (Mr. Reade/ Ms. Johnson)

3.4 Institution Set Standards (April 2022 ACCJC Report) (Dr. Aycock)

- Dr. Aycock presented his PowerPoint of the Institution Set Standards. The council provided feedback and requested IEGC to take it to the College Council for a plan of action.

3.5 Document Control System Workgroup Update (Dr. Fleming)

- Dr. Fleming discussed the status of the workgroup and suggested further discussion of creating a Document Control System Project Team. IEGC will continue to discuss how to complete the task whether by continuing with a workgroup or creating a project team. If a project team is decided, the council would need to draft a charter.

3.6 2022- 2023 IEGC Meeting Schedule and permanency of Hy Flex (Dr. Fleming)

- ❖ All IEGC meetings in 2022-2023 shall be available in-person and via Zoom.
 - September 22, 2022
 - October 27, 2022
 - November 10, 2022 (Date shift due to Thanksgiving)
 - February 23, 2023
 - March 23, 2023
 - April 27, 2023
 - May 25, 2023

4. Discussion Items

4.1 Program Review Rubric- Norming Session (Dr. Aycock)

- Rank list for review and approval
- Institutional Effectiveness: Office Hours for IEGC Ranking will be October 13th, 2022 at 10:00 am via zoom.
- Register in advance for this meeting: [https://rccd-edu.zoom.us/meeting/register/tZUrc-
uqri4iH9UWAMES9F88SvAQ0b8zWYhL](https://rccd-edu.zoom.us/meeting/register/tZUrc-
uqri4iH9UWAMES9F88SvAQ0b8zWYhL)
- Dr. Fleming requested a motion to extend the IEGC meeting by an additional 5 minutes: 1:50pm (Ms. Johnson/ Mr. Reade)

4.2 The use of video/audio recordings being included as additional records of official council/committee meetings (Ms. Vassale)

- Item tabled for next meeting. Ms. Vassale was not in attendance to report on her requested item.

5. Good of the order

6. Next Agenda Items

6.1 Discussion of HOTEK Rankings

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

6.3 The use of video/audio recordings being included as additional records of official council/committee meetings (Ms. Vassale)

7. Adjournment

- Time 2:03 pm

Next Meeting

Date: October 27, 2022.

Time: 12:50pm to 1:50 pm

In Person: CSS 217 or via zoom: <https://rccd-edu.zoom.us/j/99155671412>

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.