



Institutional Effectiveness & Governance Council

Meeting Minutes for October 27, 2022, 12:50 pm to 1:50 pm

In Person: CSS 217 and via zoom: <https://rccd-edu.zoom.us/j/84579298128?pwd=THRNOQTRCV3NMS1JaOmZWaE1NRHJMdz09>

Meeting ID: 991 5567 1412

Meeting Participants

Council Members Present:

Dr. Greg Aycock, Dr. Greg Ferrer, Dr. Mark Hartley, Dr. Tenisha James, Ms. Ashlee Johnson, Ms. Ruth Leal, Mr. Dan Reade, Dr. Tim Russell, Mr. Alex Spencer, Ms. Leona Vassale, Ms. Caitlin Welch and Ms. Dana White

Council Members Not Present:

Ms. Makenna Ashcraft

Guest(s):

Ms. Denise Terrazas

Recorder:

Ms. Desiree Wagner

1. Call to Order

- Time 12:52 PM
- Welcome to Dr. Tenisha James as a new Co-Chair of IEGC

2. Action Items

2.1 Approval of Agenda (Mr. Dan Reade/ Dr. Tim Russell)

- Approved by consensus

2.2 Approval of September 22, 2022, Meeting Minutes (Dr. Greg Aycock / Dr. Tenisha James)

- Approved, 1-Abstention Ms. Leona Vassale

2.3 NC Equity Audit Recommendations and Rankings (Ms. Dana White/ Dr. Mark Hartley)

- Ranking of equity audit priorities presented by Dr. Greg Aycock.
- Rankins will be forwarded to the College Council.
- Approved by consensus

2.4 IEGC Resource Request 2022-23 Rankings (Ms. Caitlin Welsh/ Dr. Tenisha James)

- Dr. Greg Aycock presented the results of the IEGC rankings.
- There was an extended discussion regarding Resource Request rankings. Some members expressed hesitancy and confusion with the ranking process and lack of information for scoring. Last year, IEGC submitted its rankings past the established timeline due to confusion with the process
- There was a request to address the format and data that is shared/presented in the Program Review spreadsheet as well as the request to create an ad hoc group for the establishment of a scoring rubric.
- Rankings were approved by votes. Roll Call vote tally: 8-YEA, 4-Nay, 0-Abstain

2.5 Document Control System Proposed Project Team (Dr. Greg Aycock /Mr. Dan Reade)

- There were no volunteers from IEGC to lead a workgroup on Document Control, so a Charter has been established to move forward as a Project Team, with appointments of college constituents by their respective appointing bodies.
- Two edits for the document. Under Membership: Edit to include "as appointed by CSEA & Academic Senate" to the respective constituent representatives
- Approved by consensus

3. Discussion Items

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

Vassale)- Tabled to next meeting

- Tabled 5.1 per Mrs. Leona Vassale to the November IEGC meeting due to time constraints.

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

- IEGC co-chairs welcomed feedback and intend to begin drafting a comprehensive calendar for future planning purposes.

4. Good of the Order

5. Future Agenda Topics

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

5.2 SPGM Addendum for 2021-2022

5.3 2022-2023 NC Council Hybrid Meeting Roles

5.4 The use of video/audio recordings being included as additional records of official council/committee meetings (Ms. Vassale)- Tabled to next meeting

6. Adjournment

- 1:51 pm

Next Meeting

Date: November 10, 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.



Charter for Document Control System Project Team

October 2022- June 2023

This Charter is established October 2022 between the Document Control System Project Team and the Institutional Effectiveness & Governance Council to structure the process and planned outcomes included herein thru June 2023.

Purpose

To draft a document control system for Norco College which will improve accuracy and access to important documents. This system will be instrumental to maintain document integrity and traceability as we evolve and grow.

Charge, Deliverable, & Alignment

A document control system is a group of interrelated processes, workflows, and software products used in the production and management of documentation within an organization. A document control system (synonymously referred to as a document control process, document management system, document control, or document control procedure) sets the framework for how documents are approved, stored, updated or amended, how changes are tracked, how and where documents are published (internally or externally), and how documents are replaced, archived, and made obsolete. This shall recommend to IEGC a document control system for governance entities at Norco College.

Deliverable: The recommended "Document Control System Proposal" shall be forwarded by this Project Team to the co-chairs of the Institutional Effectiveness & Governance Council by June 2023 to place on the IEGC agenda.

Alignment:

1. The SPGM p.82 outlines a sample goal for IEGC, "Establish and maintain a Document Control System that includes a repository, establishes responsibilities, and ensures accurate organizing, routing and tracking of documents."
2. This responsibility is noted in the IEGC Charter (2021-2025).
3. Additionally, this task contributes to EMP Objective 8.3 - Revise governance process - formalize all unwritten governance processes for more effective implementation of the Educational Master Plan.

Guiding Principles and Assumptions

Many articles and best practices already exist about establishing document control systems. A few samples include:

https://www.gemsolutions.com/assets/library/QHelp-A-Simple-Guide-to-Document-Control_2.pdf,

<https://www.fool.com/the-ascent/small-business/document-management/articles/document-control/>

<https://www.make.com/en/blog/document-control>

The purview of this Project Team should focus on governance documents.

Benefits of Implementing a Document Control System

A quality document control system can help Norco College governance structure work better and smarter, and never lose documents again. There are several benefits.

1. Efficiency

Documents often live in multiple applications and locations. Document control organizes and tracks our documents for easy access by employees who need them. It also manages content through workflows and systems to reduce redundancy. This saves employees time looking for documents and checking their validity.

2. Consistency

Document control ensures our employees are all working from the same documents and standards, which can prevent confusion and massive headaches.

3. Quality

Version control is the very heart of a document control system. Document control manages access, tracks revisions, prevents changes by unauthorized staff, and orders versions to ensure that all employees are always working with the most updated information.

4. Security

Many departments work with sensitive data, from student records to financial aid information. Document control establishes security protocols to protect private information from unauthorized access. This can include everything from external attacks on our servers to employees sending sensitive documents through email.

Equity

This operational Project Team shall create a process which ensures access, accuracy, and transparency of all Norco College governance documents for all.

Guided Pathways

This Project Team shall create a process which ensures access, accuracy, and transparency of all Norco College planning documents for all.

Membership

The Project Team invitation will be shared with the entire NC Community. It should ideally include:

- The Vice President of Planning & Development or designee
- Management representatives
- Faculty representatives
- Classified professional representatives
- Student representative(s)

There shall be no cap on membership.

Meeting Time/Pattern

The Document Control System Project Team shall convene and designate meeting times/frequency/modality. Contact the facilitator(s) to join, share resources, or to add an item to the discussion.

Roles of Chairs and Members

The facilitator(s) communicates with Document Control System Project Team members to ensure continuity of dialogue between governance tiers. The facilitator(s) is responsible for preparing any agenda and convening meetings 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 Document Control System Project Team that can help to achieve the stated charter deliverables herein. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes both during and in-between scheduled meetings. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Document Control System Project Team peers with the intention of finding consensus on issues that come before the Project Team.

Meeting Expectations & Document Control System Elements

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

Any 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. A final summary report, or recommendation, is to be submitted to IEGC.

To assist with the agenda planning of this Project Team, please note that preliminary research indicates that Document Control Systems typically do the following. These elements may be considered for inclusion in forthcoming procedures:

1. Identify documents.
 - Identify all the documents to be managed within the control system. (Such as Academic senate resolutions, council-approved procedures/manuals/plans, minutes/agenda, and other planning documents)
2. Establish quality standards and document formats.
 - Consider the document's creation and oversight. Who has the authority to approve and release it?
3. Naming conventions of your documents.
 - Naming and classifying documents systematically are critical to efficient document storage and retrieval.
4. Create revisions procedures.
 - Another purpose of documentation control is to prescribe guidelines for document review and revision. This can be done during periodic audits or as changes occur. Generally, it's best to have the staff member or team that released a document oversee and approve future revisions. Keep a checklist or spreadsheet of all revisions, including the document name, responsible staff members, review dates, and descriptions of any changes.
5. Manage access
 - A document control system should be built with security in mind. This includes controlling access to physical files, shared drives, and applications to protect sensitive data. It also includes system security and automatic documents backup.
 - Document control further requires ensuring access and legibility of documents at each point of use. For some documents, this may require maintaining copies of paper and electronic documents.
6. Establish archiving procedures.

Meeting Expectations & Document Control System Elements

- Obsolete documents should be archived or destroyed on schedule. This may include physically separating obsolete paper documents or moving documents to inactive folders.
 - A consistent file naming system and metatags can help users identify obsolete files. Consider a naming convention that puts "obsolete" or "archive" ahead of the usual file name so its status is unmistakable
7. Sensitive files may require shredding, while archived records may require long-term paper documents storage.

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