

HOW TO CREATE GOVERNANCE AGENDAS

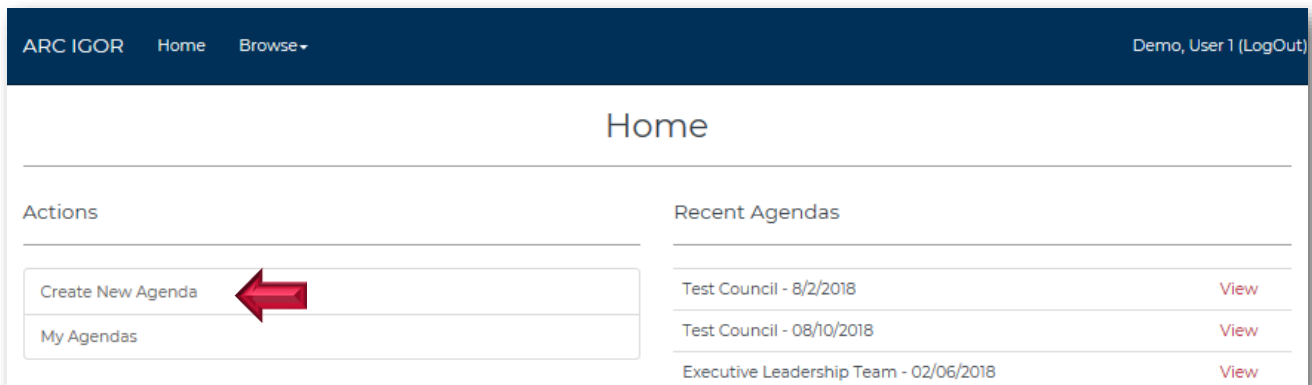
Governance agendas are created and stored within IGOR, the Institutional Governance Online Repository. Per the ARC Governance Framework (p. 19), agenda preparation follows these guidelines:

- **Prepare in advance** using the Governance Meeting Agenda Template*
 - Agendas are driven by chartered commitments to specific deliverables and timelines
- **Focus on prioritized issues first**
 - Content included is prioritized based upon charter and project management plan
- **Balance between content and time available**
 - A thoughtful balance between presentation and discussion should be maintained
 - Limit items requiring active dialogue to no more than two per one hour meeting
- **Frame discussion content with well-designed questions** rather than simply listing topics
 - Questions are designed to invite focused participatory input
- **Allocate time for reflection on meeting results and commitment to action steps** as recorded per the Governance Meeting Record/Notes Template*

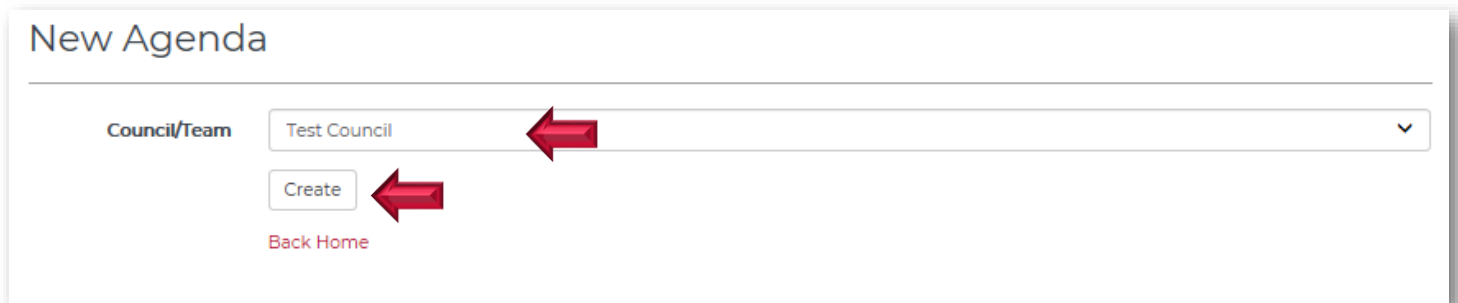
**these templates are now available as an electronic form in IGOR*

Creating Meeting Agendas

- **Login** to IGOR at <https://apps.arc.losrios.edu/IGOR> using your unified login
- Click **Create New Agenda** under Actions

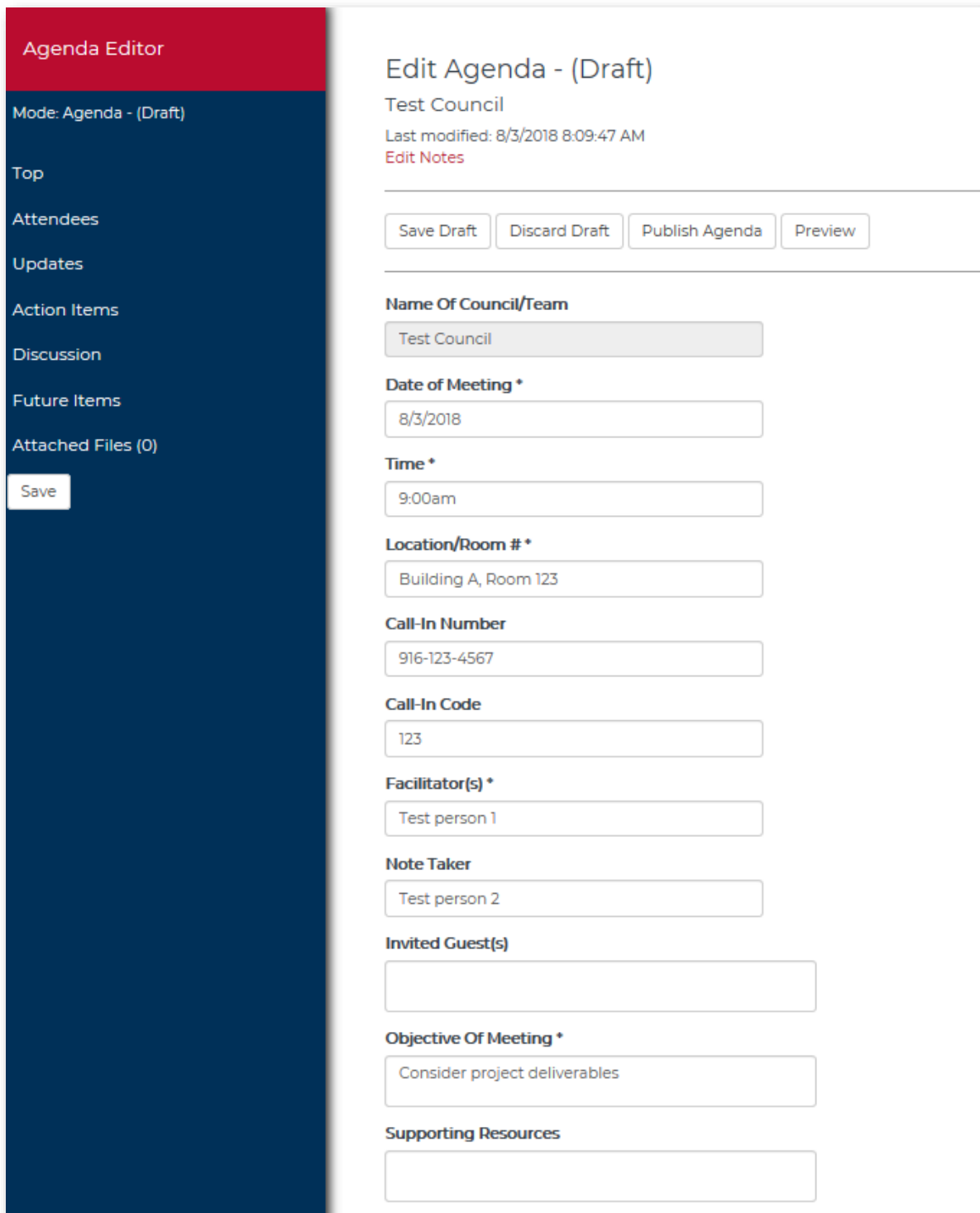


- Select your **council** or **project team** from the drop-down menu
- Click **Create**



The draft agenda form will display. While the agenda is in draft format, it can only be viewed by the chairs/leads, note taker, and system administrator(s).

- Type the basic meeting information such as date, time, and location.



The screenshot shows the 'Agenda Editor' interface. On the left is a dark blue sidebar with a red header 'Agenda Editor'. The sidebar contains the following menu items: 'Mode: Agenda - (Draft)', 'Top', 'Attendees', 'Updates', 'Action Items', 'Discussion', 'Future Items', and 'Attached Files (0)'. A 'Save' button is located at the bottom of the sidebar. The main content area is titled 'Edit Agenda - (Draft)' and shows the following information: 'Test Council', 'Last modified: 8/3/2018 8:09:47 AM', and a link for 'Edit Notes'. Below this is a row of four buttons: 'Save Draft', 'Discard Draft', 'Publish Agenda', and 'Preview'. The form fields are as follows: 'Name Of Council/Team' (Test Council), 'Date of Meeting *' (8/3/2018), 'Time *' (9:00am), 'Location/Room # *' (Building A, Room 123), 'Call-In Number' (916-123-4567), 'Call-In Code' (123), 'Facilitator(s) *' (Test person 1), 'Note Taker' (Test person 2), 'Invited Guest(s)' (empty), 'Objective Of Meeting *' (Consider project deliverables), and 'Supporting Resources' (empty).

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- The remainder of the form is used to record the details of each topic, question, and/or item.
 - Additional items can be included by clicking **Add Row**
 - The up/down arrows can be used to reorder the items
 - To delete an entire row, click **X**

Updates and Brief Reports

Topic	Person(s) Responsible	Time Allotted	
Project Status Reports	Test Person 1	10 min.	▲ ▼ X

Add Row

Action Items

Question	Person(s) Responsible	Time Allotted	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select One	▲ ▼ X

Add Row

Discussion Items

Question	Person(s) Responsible	Time Allotted	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Select One	▲ ▼ X

Add Row

Items for Future Consideration

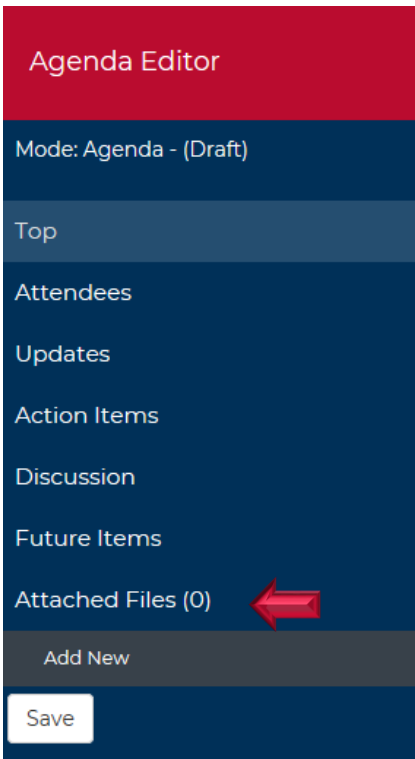
Topic	Contact Person	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	▲ ▼ X

Add Row

Other Information

Save

- Click **Save**. (The save button saves any changes you have made but does not update the status. The agenda will remain in draft status until you choose to publish.)

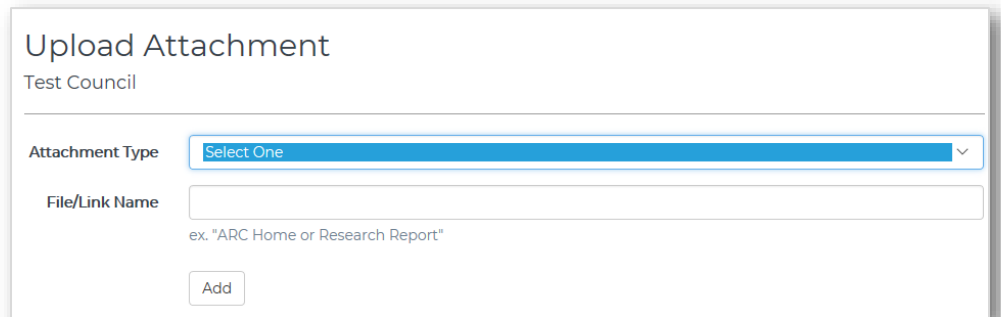


The sidebar of the Agenda Editor is shown with a red header 'Agenda Editor'. Below it, the mode is 'Agenda - (Draft)'. A list of menu items includes 'Top', 'Attendees', 'Updates', 'Action Items', 'Discussion', 'Future Items', and 'Attached Files (0)'. A red arrow points to the 'Attached Files (0)' item. At the bottom of the sidebar are 'Add New' and 'Save' buttons.

Adding Files

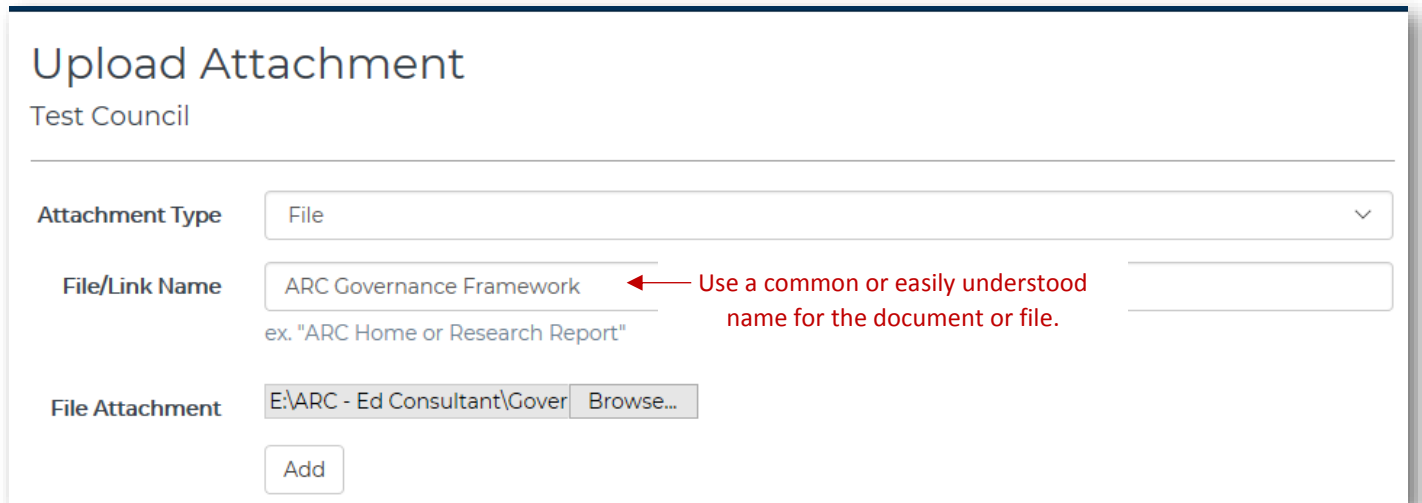
When appropriate, you can include separate files or links with the notes.

- Click on **Attached Files** in the side Agenda Editor panel
- Click **Add New**
- Select either **Link** or **File** from the drop-down menu
- Insert the details of the file or link (see examples)
- Click **Add**



The 'Upload Attachment' form for 'Test Council' is shown. It features an 'Attachment Type' dropdown menu currently set to 'Select One'. Below it is a 'File/Link Name' text input field with the example text 'ex. "ARC Home or Research Report"'. An 'Add' button is located at the bottom of the form.

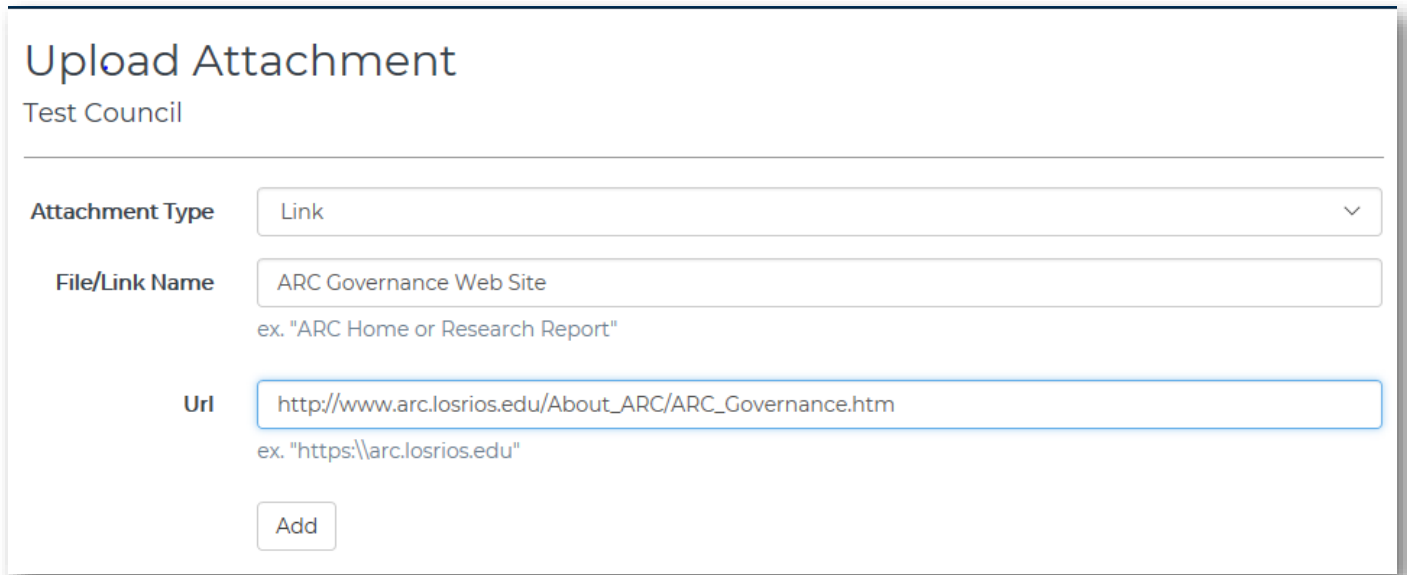
File Example:



This screenshot shows the 'Upload Attachment' form with the 'Attachment Type' dropdown set to 'File'. The 'File/Link Name' field contains 'ARC Governance Framework', with a red arrow pointing to it and the text 'Use a common or easily understood name for the document or file.' below. The 'File Attachment' field shows a file path 'E:\ARC - Ed Consultant\Gover' and a 'Browse...' button. An 'Add' button is at the bottom.

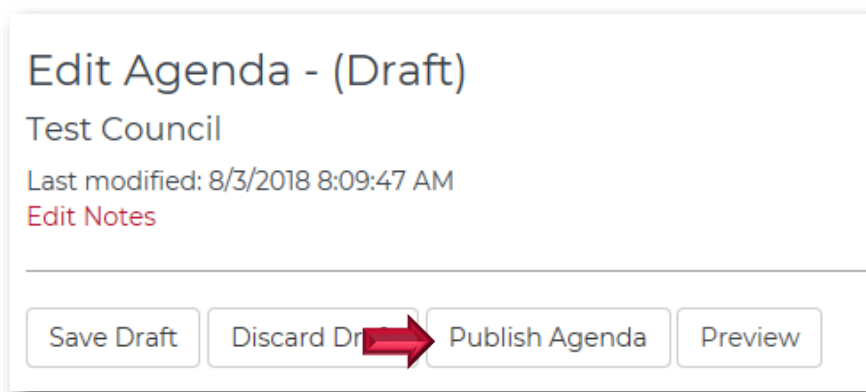
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Link Example:



The screenshot shows a web form titled "Upload Attachment" for "Test Council". It contains three input fields: "Attachment Type" with a dropdown menu set to "Link", "File/Link Name" with the text "ARC Governance Web Site" and an example "ex. 'ARC Home or Research Report'", and "Uri" with the text "http://www.arc.losrios.edu/About_ARC/ARC_Governance.htm" and an example "ex. 'https:\\arc.losrios.edu'". Below the fields is an "Add" button.

- When you are ready to publish the agenda so that it can be viewed by the council or project members and the public, please click the **Publish Agenda** button near the top of the page. Members will be automatically notified via email that the agenda is available. Access to publish is limited to those who are chairing councils or leading projects.



The screenshot shows a web form titled "Edit Agenda - (Draft)" for "Test Council". It displays "Last modified: 8/3/2018 8:09:47 AM" and a link for "Edit Notes". At the bottom, there are four buttons: "Save Draft", "Discard Draft", "Publish Agenda", and "Preview". A red arrow points to the "Publish Agenda" button.

Once published, a PDF of the agenda can be downloaded through the agenda search function.

- Go to **Browse → Agendas**. Locate the agenda you wish to download.
- Click **View**.
- Click **Download PDF** in the heading. The agenda will download and can be printed if necessary.