

## HOW TO CREATE GOVERNANCE NOTES IN IGOR

Governance notes are created and stored within IGOR, the Institutional Governance Online Repository. They are developed from a template that is pre-populated with information from the meeting agenda.

Ideally notes should be:

**Succinct** (*briefly stated*)

**Easy to understand** ... even by someone who was not in the room

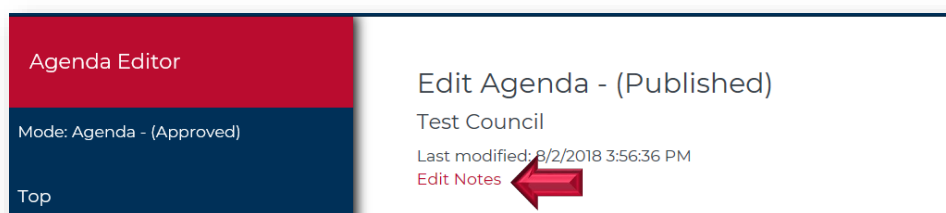
**Simply worded**, phrased in commonly used language rather than college jargon or academic terminology

**Clear evidence** of dialogue and decisions for accreditation purposes

**Quickly** edited, approved, and published (*aspirational goal: within one business day*)

### Creating Meeting Notes

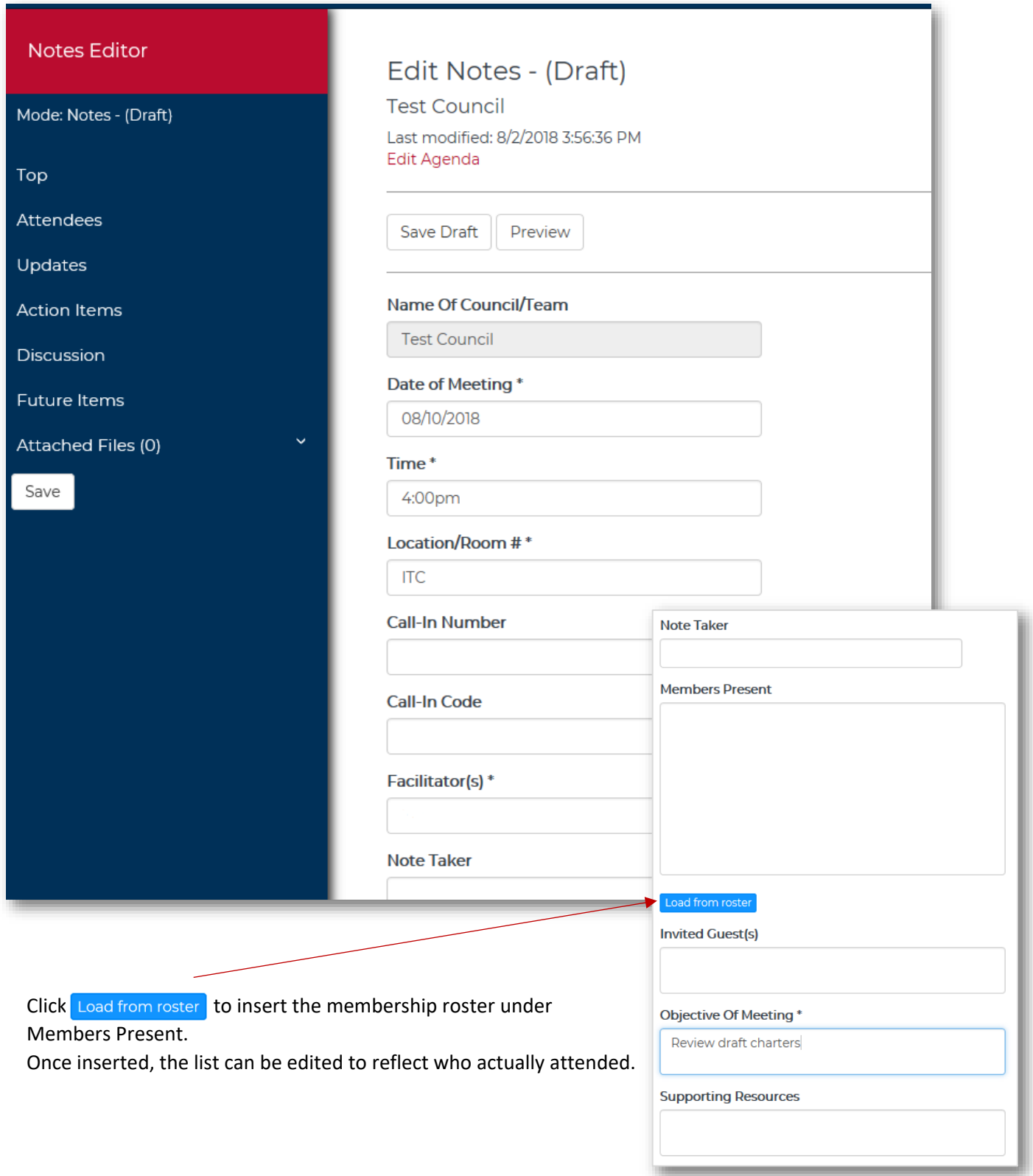
- **Login** to IGOR at <https://igor.arc.losrios.edu/> using your unified login
- Click **View & Edit Agendas/Notes** under Actions
- Find the name of and the date of the Council/Team meeting for which you will be entering notes.
- Click the **Edit** link next to the agenda.
- Click **Edit Notes** at the top of the agenda.



Begin drafting the notes. While notes are in draft format, they can only be viewed by the chairs/leads, note taker(s), and system administrator(s). This allows the draft to be reviewed and refined before making it available to the college.

- The top of the form is pre-populated with data from the agenda. **Check the data for accuracy and modify if needed.**

**While the Assistant (note taker) should strive for accuracy, it is ultimately the responsibility of the chair or lead to review and verify the accuracy of the content prior to publication.**



Notes Editor

Mode: Notes - (Draft)

Top

Attendees

Updates

Action Items

Discussion

Future Items

Attached Files (0)

Save

## Edit Notes - (Draft)

Test Council

Last modified: 8/2/2018 3:56:36 PM

[Edit Agenda](#)

Save Draft Preview

**Name Of Council/Team**

Test Council

**Date of Meeting \***

08/10/2018

**Time \***

4:00pm

**Location/Room # \***

ITC

**Call-In Number**

**Call-In Code**

**Facilitator(s) \***

**Note Taker**

**Note Taker**

**Members Present**

Load from roster

**Invited Guest(s)**


**Objective Of Meeting \***

Review draft charters

**Supporting Resources**


- Click **Load from roster** to insert the membership roster under Members Present.
- Once inserted, the list can be edited to reflect who actually attended.

## HOW TO CREATE GOVERNANCE NOTES IN IGOR

- The remainder of the form is used to record the notes for each topic, question, and/or item. Some information will be displayed automatically based on the agenda but can be modified for the notes.
- If the update or brief report contains essential information, capture a brief summary of dates to remember or other meaningful details. It is not necessary to record notes for welcomes, introductions, or other general meeting practices.
  - Additional items can be included by clicking [Add Row](#)
  - The up/down arrows can be used to reorder the items
  - To delete a row, click 

**Updates and Brief Reports**

Topic	Person(s) Responsible	Time Allotted	Notes
		Select One <span style="float: right;">▼</span>	
		Select One <span style="float: right;">▼</span>	

Add Row


▲
▼
✖

- If there is a presentation or report that is solely informational in nature, capture the topic, presenter's name, and the entity that they represent (if any). If materials (e.g., draft report) were shared during the presentation, it is helpful to indicate what materials were referenced. If the presenter provided additional resources suitable for sharing (e.g., pdf of the presentation), the files may be uploaded as an attachment to the notes.

### Example

*The council received a presentation from Jane Doe from the ARC Academic Senate regarding best practices in services for online learners.*

- If there was a presentation or report that is context for an upcoming discussion or action item, capture the topic, the presenter's name, and a brief summary of the information presented. If the presenter provided additional resources suitable for sharing (e.g., pdf of the presentation), the files may be uploaded as an attachment to the notes.

### Example

*The council received a presentation from Jane Doe from the ARC Academic Senate regarding best practices in services for online learners. Three new technologies for 24-hour help desk and learning support services were showcased as possible options for future consideration. The three options were Tech1, Help2, and LS3 which are all commercial products.*

**Action Items**

Question	Person(s) Responsible	Time Allotted	Notes And Decision(s)	Next Steps
		Select One ▾		
		Select One ▾		

[Add Row](#)

- If there is a consensus-based decision with general agreement (thumbs up), capture what was decided and the next step(s). Include any relevant context or insights/lessons learned that led to the decision.

Example

*The chair commended the ABC project team for their work and the insights shared from the student survey results. The council agreed to recommend the final report to the ELT. The chairs will forward the recommendation for consideration at the ELT meeting on May 6, 2018.*

- If there is a consensus-based decision with some reservations (thumbs sideways), capture the major concerns discussed, what was decided and the next step(s). Include any relevant context or insights/lessons learned that led to the decision.

Example

*The chair commended the ABC project team for their work and the insights shared from the student survey results. Although there were some concerns raised about the potential cost of implementation, the council agreed to recommend the final report to the ELT. The chairs will forward the recommendation for consideration at the ELT meeting on May 6, 2018.*

- Once you begin typing notes in the last column, you can choose to expand the box to make it easier to view.
- Click close at the bottom corner to return to the main editing page.

**Discussion Items**

Question	Person(s) Responsible	Time Allotted	Notes a	s
Welcome and Introduce	Adam Karp	5 min.	These are test notes for this item about what happened during the welcome and introduction.	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Expand?</div> <div style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">Click Me</div>
Institutional Effectivene:	Adam Karp, Bill Simpson	30 min.		

**Edit Value**

These are test notes for this item about what happened during the welcome and introduction.

➔

- If there is a discussion, capture the key discussion points but not the person who made each statement. Note any follow-up items to be handled after the meeting or at future meetings.

Example

*The members reviewed the attached proposal and discussed the potential increase in student fees. Questions were asked regarding whether financial aid would cover the fees. Financial aid personnel will be invited to the next meeting to answer questions.*

## HOW TO CREATE GOVERNANCE NOTES IN IGOR

- If new items were identified that need to be included on a future agenda, note them under “Items for Future Consideration”.
- Other Information – This box can be used to record any important information that does not fit elsewhere in the electronic form. For example, an upcoming event related to the council could be noted in this box.

**Items for Future Consideration**

Topic	Contact Person
Size of table	??
Progress	Jon

↑  
↓  
✖  
↑  
↓  
✖

[Add Row](#)

**Other Information**

[Save](#)



- Click **Save**. *(The save button saves any changes you have made but does not update the status. The notes will remain in draft status until the council chair or project lead decides to publish.)*

**Notes Editor**

Mode: Notes - (Draft)

Top

Attendees


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Attached Files (0) ▼

[Add New](#) 

[Save](#)

### Adding Files

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

- Click on **Attached Files**
- Click **Add New**
- Select either **Link** or **File** from the drop-down menu
- Insert the details of the file or link (see examples on next page)
- Click **Add**

**Upload Attachment**

Test Council

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Attachment Type: Select One ▼

File/Link Name:

ex. "ARC Home or Research Report"

[Add](#)

## HOW TO CREATE GOVERNANCE NOTES IN IGOR

File Example:

### Upload Attachment

Test Council

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**Attachment Type**

**File/Link Name**  ← Use a common or easily understood name for the document or file.  
ex. "ARC Home or Research Report"

**File Attachment**

Link Example:

### Upload Attachment

Test Council

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**Attachment Type**

**File/Link Name**   
ex. "ARC Home or Research Report"

**Url**   
ex. "https:\\arc.losrios.edu"

- Ask the chairs/leads to preview the notes and make any desired changes. The chairs and leads have access to publish so the notes can be viewed by the council/project members and the public. When ready, the chair or lead should click the **Publish Notes** button near the top of the page.

### Edit Notes - (Draft) Chair/Lead View

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[Edit Agenda](#)

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