

HOW TO CREATE GOVERNANCE AGENDAS – CHAIR/LEAD TRAINING

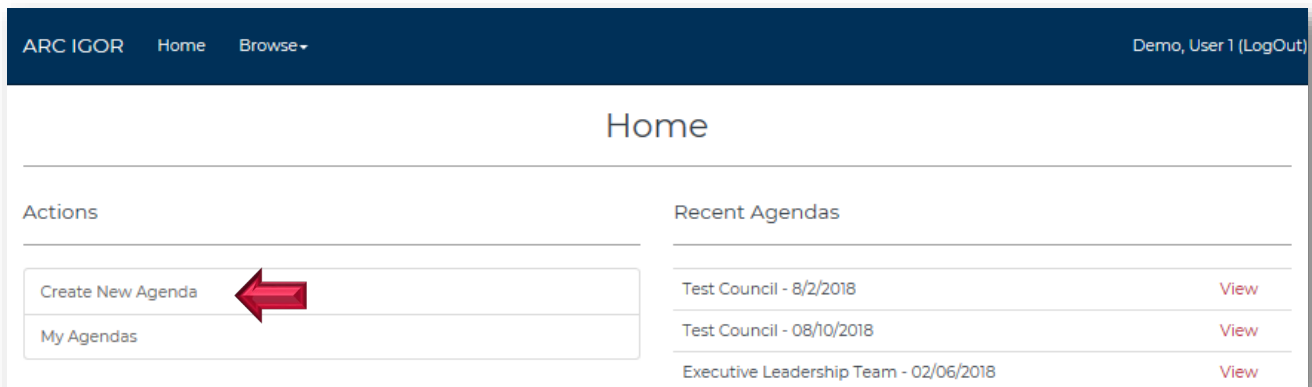
Governance agendas are created and stored within IGOR, the Institutional Governance Online Repository. Per the ARC Governance Framework, agenda preparation follows these guidelines:

- **Prepare in advance** using the Governance Agenda Planner 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 training files

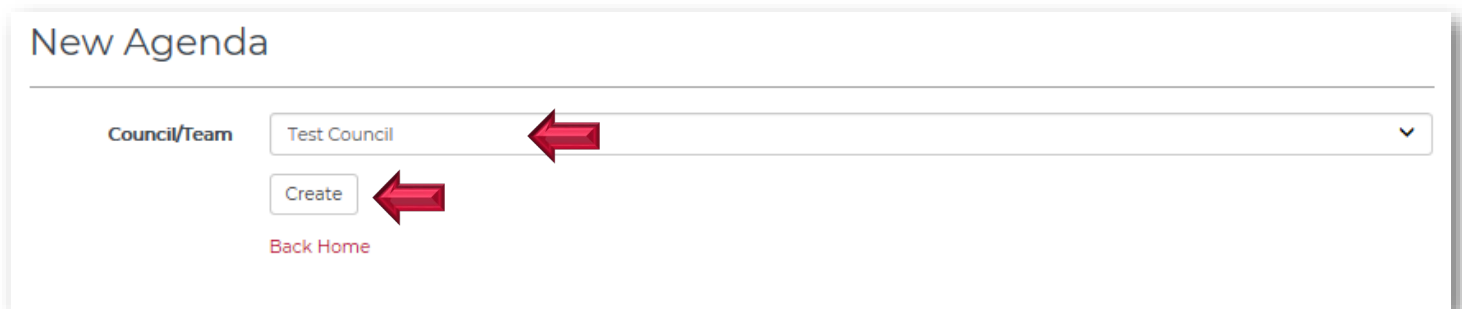
*templates are available as an electronic form in IGOR

Creating Meeting Agendas

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

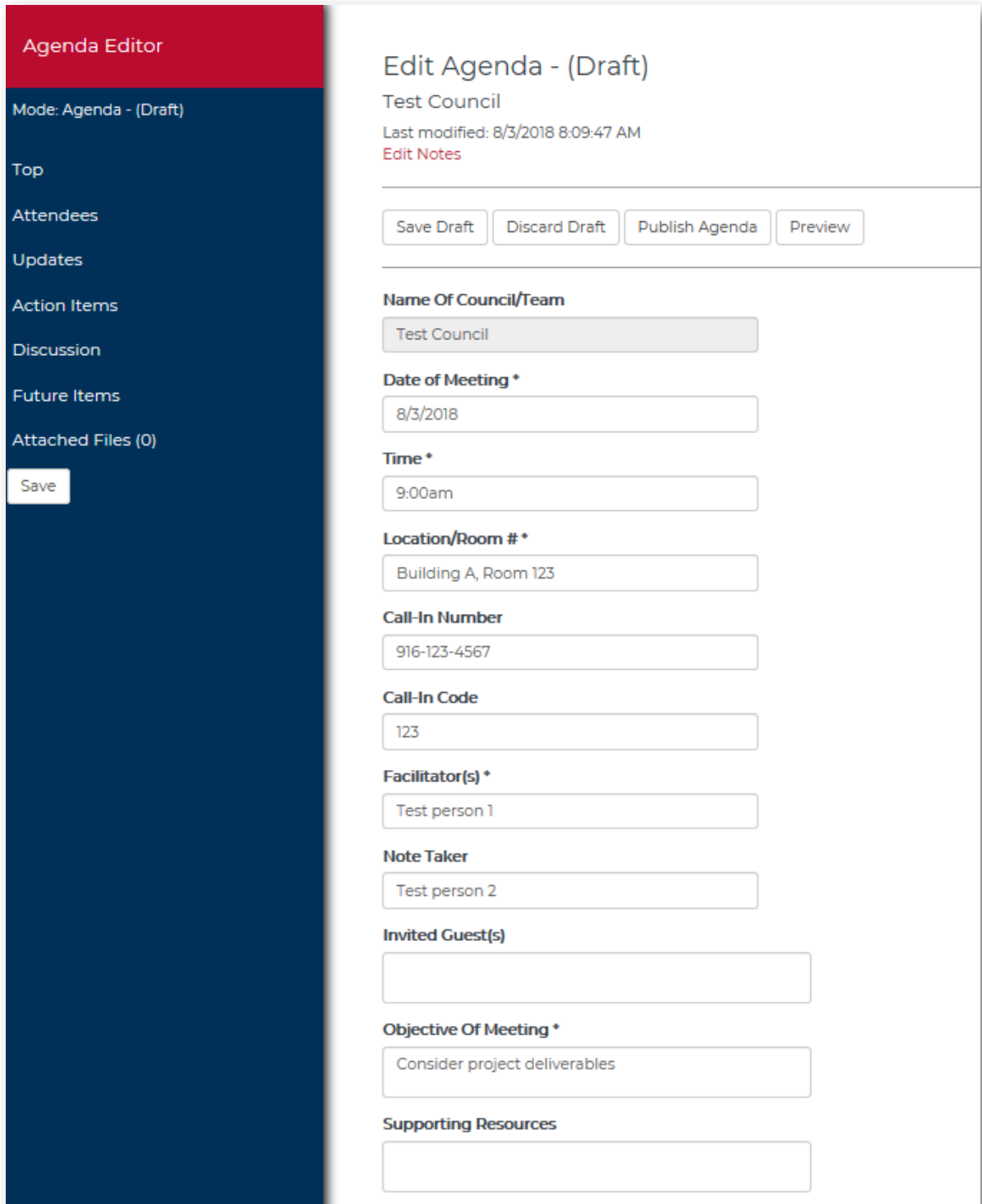


- Select your **council** or **project team** from the drop-down menu
- Click **Create**



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 displays 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 details for 'Test Council'. It includes a 'Last modified' timestamp of '8/3/2018 8:09:47 AM' and a link for 'Edit Notes'. Below this are 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 field)
- Objective Of Meeting *:** Consider project deliverables
- Supporting Resources:** (Empty field)

- 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	
<input type="text" value="Project Status Reports"/>	<input type="text" value="Test Person 1"/>	<input type="text" value="10 min."/> ▼	▲ ▼ X

Add Row ←

Action Items

Question	Person(s) Responsible	Time Allotted	
<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/> ▼	▲ ▼ X

Add Row

Discussion Items

Question	Person(s) Responsible	Time Allotted	
<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/> ▼	▲ ▼ X

Add Row

Items for Future Consideration

Topic	Contact Person	
<input type="text"/>	<input type="text"/>	▲ ▼ X

Add Row

Other Information

Save ←

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- 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 is titled "Agenda Editor" and contains the following items from top to bottom: "Mode: Agenda - (Draft)", "Top", "Attendees", "Updates", "Action Items", "Discussion", "Future Items", "Attached Files (0)" (with a red arrow pointing to it), "Add New", and "Save".

Adding Files

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

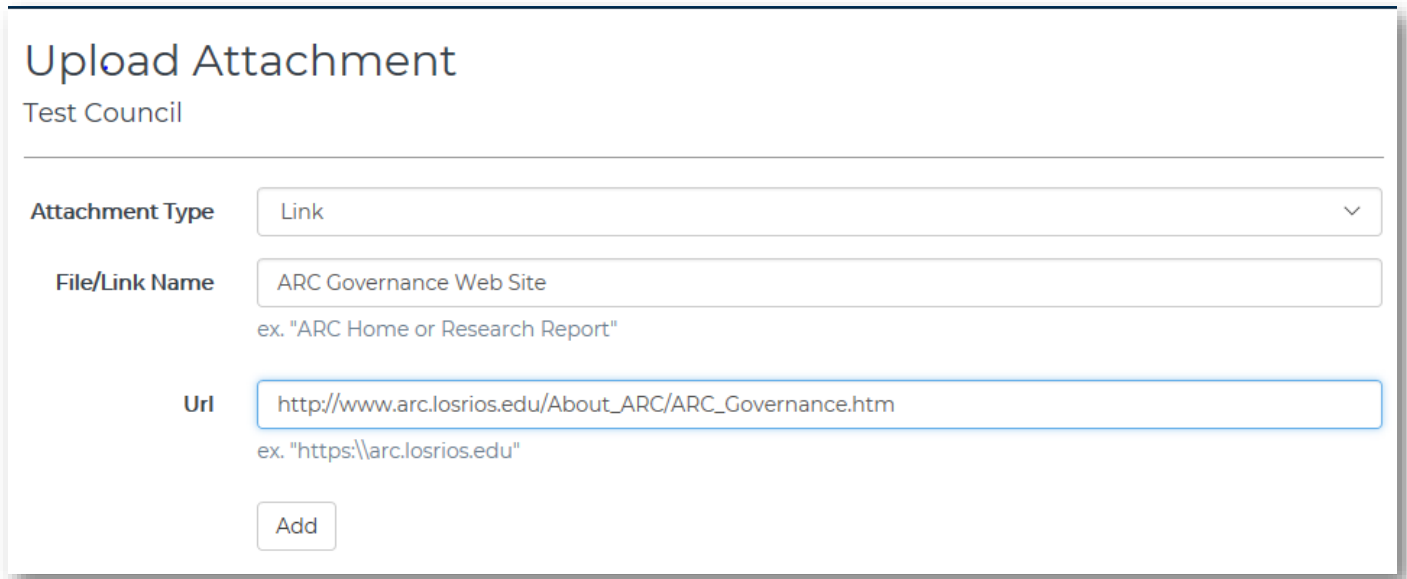
- Click on **Attached Files** in the side Agenda Editor panel
- Click **Add New**
- Select either **Link** or **File** from the drop-down menu
- Insert the details of the file or link (see examples)
- Click **Add**

The form is titled "Upload Attachment" and is for "Test Council". It includes an "Attachment Type" dropdown menu currently set to "Select One", a "File/Link Name" text input field with the example "ARC Home or Research Report", and an "Add" button.

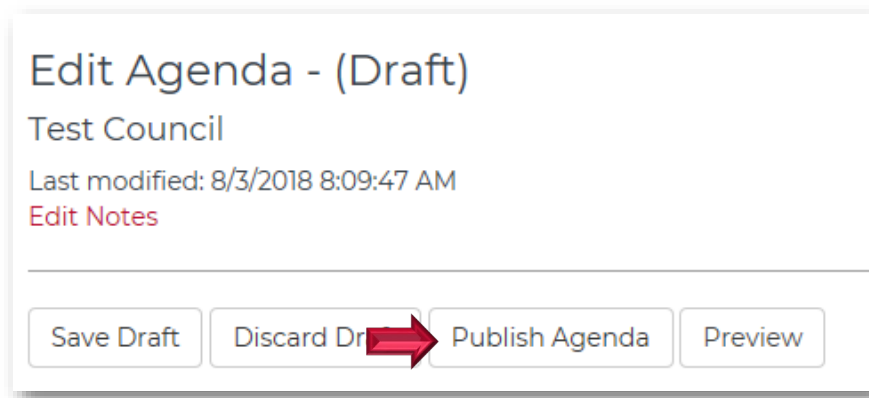
File Example:

This screenshot shows the "Upload Attachment" form with the following details: "Attachment Type" is set to "File"; "File/Link Name" is "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."); "File Attachment" is "E:\ARC - Ed Consultant\Gover" with a "Browse..." button; and an "Add" button is at the bottom.

Link Example:



- 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.



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.