

Request for CPROS Committee Appointment

This form is to be used to request that CSEA, through the Classified Senate, appoint classified professional representatives to a particular group. This follows the [Committee Appointment Process](#).

What is the name of the committee, council, or group requesting this appointment? *

Document Control Project Team (Operational)

Who is the primary contact person for this request? Please include email and phone number. *

tenisha.james@norcocollege.edu

A brief description of the committee's purpose, responsibilities, and scope: *

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. This is not a governance committee or group, it is an operational project team that desires to have classified professional participation and expertise.

The number of classified professional representative vacancies: *

- 1
- 2
- 3
- 4
- 5

A brief description of the knowledge/expertise desired: *

Knowledge and expertise of document control systems, processes, security, and best practices.

The time commitment (including hours, weekly/monthly, start and end date for project teams): *

Unknown, potentially 20 hours in Winter term

Please include link to webpage/charter

<https://studentrcc.sharepoint.com/:w:/s/InstitutionalEffectivenessGovernanceCouncil/EcSc2dokMjZDrS1YHBidNccBGJxJpP6g6eNAmkmC6gHwDg?e=SIDWfN>

This content is neither created nor endorsed by Google.

Google Forms