Present: Eileen Acker (Resource), Jim Arnold (Resource), Paul da Silva, Angelina Duarte, David Erlenheim (Resource), Andy Haber, Ron Krempetz, Arthur Lutz, Marshall Northcott (Resource), Ron Palmer, Brian Quinn, Carol Scialli (Resource), Scott Serafin, David Snyder (Chair)

Absent: Jon Gudmundsson

Agenda Review

- Agenda approved.

Approve Minutes

- Minutes of April 2 meeting approved.

PRAC Memos

Process Recommendations Memo distributed

- IEC Chair has forwarded a memo to PRAC with two recommendations:
  - Software is not part of the IEC’s charge and should be considered by another entity.
  - Media Services department should be included in same Program Review timeline as other programs.
- Anyone can do a Program Review. Example: Two faculty coordinators, not Department Chairs, did the Program Review for the Online Writing Center.
- Example of item that might be included in an Administrative Program Review is a request for a copy machine. IT, Fiscal, or HR might have broader Program Review needs.
- Media Services: Teleconference Room equipment needs upgrade; how get funds to replace?
  - Put request through Program Review.

Computer Stations via E-Unisol Pilot Project Memo distributed

- IEC Chair send another memo to PRAC regarding proposed E-Unisol pilot. IEC was asked to recommend a ranking of IE requests to fill pilot. Committee ranking:
  - Science Labs (50)
  - BC 101 (35)
  - English Writing Center (10)
  - Library (15)
- Once installed, equipment is permanent (10-year warranty).
- Suggest Technology Committee or other body deal with process for computer requests.
- Bond is prepared to fund all of the instructional technology in new Science Center. E-Unisol pilot will address some of these.
IE Requests: Review of Career Ed Requests

Partial List of Career Ed Requests: Overview Presented by Ron Palmer

- Software was moved to end of requests.
- **ACRT, Build A Bay Storage Cabinet,** $10,900, was not covered by Bond so included on list. Cabinet is located in the shop.
- **MEDA, Injection Training Pads, $1,140,** are supplies.
- **ELEC, Renewable Energy Supplies (KIT),** (quote provided), $1,760.57.
- **MEDA, Intramuscular Injection Model, Lower Extremities, $4,251.00 (supplies).**
- **ACRT, Elite Power System Lithium Battery, $14,437.50.**
- **MEDA, Intramuscular Injection Model, Upper Extremities, $5,390.00.**
- **AUTO, CANdi Vehicle Communication Interface for Tech 2** is hardware. Software has to be upgraded yearly or every few years. Should have been funded by Bond.
- **MEDA, Intradermal Injection Simulators, $910.00.**
- **ACRT, Stake Table & Stakes, $3,240.00.**
- **DENT, X-Ray Sensor Interface,** new request. (X-rays can be done for students.)
- **COUR, Stenograph Corporation “Wave”** replaces obsolete writers (3) ($1,870 each for a total of $5,794.00). (They have 5 already.)
- **DENT, Handpiece Attachment for Prophy Angles and Brushes** (6), $400 each for a total of $2,459.40.
- **ELEC, Parts to upgrade CitiCar #2,** $8,584. Retrofitting 2 CitiCars that were donated; trying to put as many electrical vehicles on campus as can. Electric cars with old technology, so upgraded them. Upgrade 1 car with current technology (student project). (Quote provided)
- **ELEC, 1-SMA Sunny Boy,** $3,175 total. Converts energy from solar panel into useable energy to complete project.
- **ECE, Online subscription, remove from list.**
- **ELMO document camera, $942.60.**
- **MEDA, Infant Mannequins** (4), ($100) each is a supply.
- **AUTO, College of Marin Base Unit OptiPlex 960 (2) @ $1,006.92 each, for total of $2,114.39.**
- **COUR, Lenovo ThinkPad Edge E425 laptop computer** (3) @ $529 each, for total of $1,629.32. Interfaces with requested Wave writers.
- **NURSING, Alaris 8000 PCU & Pump modules,** $6,011 for Nursing Skills Lab.
- **ELEC, 80 Gallon Simple Drainback Solar Thermal System,** $3,840 for new solar energy class; teaching alternative energies, water, wind.
- **MEDA, part 1 of 4 pieces of equipment for training in injection techniques,** 10 @ $100 each, for total of $1,000.
- **ACRT, Anvil,** $1,835, different workstation for students to work on, do not have one.
- **NURSING, Software Program for Electronic Chart Management,** (4) @ $800 each for total of $3,340. Remove from list as its software.
- **ACRT, Planteousing Hammer,** $4,340.
- **MEDA, Intramuscular injection Model Lower Extremities, $3,900.**
• **ELEC, Heliodyne Indirect Water Heating Single Tank System, $7,220 (solar system).**

**Next Steps**
- Discussion about how to organize requests.
- Comment: Are we committing ourselves to the Deans’ rankings?
  - o Deans worked with Chairs to arrive at priority rankings.
- Comment: Look at how many students are being served by a particular request; list of items funded.
- Departments need to work together more effectively in future so lists are more organized when submitted to IEC.

**Wrap Up/Assignments**
- Invite Susan Andrien to next meeting to address her requests.
- Andy follow-up with G. Hritz re: *ELMO document camera*.
- Carol will send last two years IE funded lists to all.

**Next Meeting**
- April 23