Present: Eileen Acker (Resource), Paul da Silva, Andy Haber, Ron Krempetz, Arthur Lutz, Brian Quinn, Carol Scialli (Resource), Scott Serafin, David Snyder (Chair)

Absent: Jim Arnold, David Erlenheim, Jon Gudmundsson, Marshall Northcott

Others Present: Susan Andrien

Agenda Review
• Agenda approved.

Approve Minutes
• Minutes of April 16 meeting approved with following edit: Make a notation that Career Ed items were only partially reviewed. There are more items on their list that were not reviewed by the committee.

Announcement
• We have received a misplaced Program Review request for a Wireless Headset for DE classes, $300. We will wait for Dean of Math & Sciences to provide further information re: ranking item.
• Maybe folks who have made software requests could get together as a group to review and provide software recommendations.

IE Requests: Learning Resources
Review of Ranked Requests (S. Andrien)
Revised version of Director of Learning Resources requests distributed.
• Tutoring, Library, Media Center, College Skills (English Skills, Credit and Noncredit ESL) all under one division.
• Number 1 priority is 20 Replacement Computers for Library.
• Number 2 priority is Basic Skills and Credit ESL discipline related hardware: 10 Kindles Fire/WiFi4, $218 each, $2,197 total. (Could circulate Kindles through a class and could go to 20 students.)
• Number 3 priority is ESL Noncredit Software, American Speech Sounds, $981.50.
• Remove Reference Desk Area Renovations from list; not appropriate for this committee.

Review IE Recommendations from Past Two Years
Review and Discussion
• Andy will review past recommendations and present an overview at next meeting.

Consolidate Lists
Discussion About Consolidating Lists into a Master List

- Administration should be budgeting a certain amount of money for equipment each year. Was a fixed amount, about $100,000, provided by the State. Suggest some of reserve could be set aside for instructional equipment.
  - Board made decision on how big our reserve should be.
- Suggest develop cutoff points, like program can’t function without item.
- Suggest ranking entire list. When funds run out, those below cutoff do not get funded.
- Suggest “Package A” and “Package B” lists with corresponding criteria (up to standards or exceeds standards.)
  - Comparable
  - Functional
  - Exceeds
- Discussion of criteria and whether meaningful, like health and safety.

Wrap Up/Assignments

- Carol will work on creating a consolidated spreadsheet.
- Andy will present an overview of the past two years’ IE requests recommended.
- Committee should review all requests to see if there are questions.

Next Meeting

- April 30