INSTRUCTIONAL EQUIPMENT COMMITTEE

IEC MEETING
MARCH 19, 2012
MINUTES

Present: Eileen Acker (Staff Resource), Jim Arnold, (Resource), Paul da Silva, Angelina Duarte (Resource), David Erlenheim, Rebecca Freeland (for Carol Scialli), Jon Gudmundsson, Andy Haber, Ron Krempetz, Arthur Lutz, Brian Quinn, Scott Serafin, David Snyder (Co-chair)

Absent: Carol Scialli

Agenda Review
• Agenda approved.

Approve Minutes
• Minutes of May 25, 2011 meeting approved.

Announcements
• Introduction of attendees.

2010-2011 Recommended Requests

Eileen Acker
• Received program codes and order forms back from all but three of those awarded funds.
• Entered budget transfers and requisitions with no problems. Working on those three now to try to wrap them all up before we receive funding for 2012.
• Will let those three folks know that, when we get the 2012 funding, their funds for IE 2011 will no longer be available.

IEC Process

Angelina Duarte
• Took first section of IE list and put it into a printed spreadsheet so that committee will be on same page, more organized.
• Student Service areas are doing a separate program review.
• Committee needs to agree on which document to use.
• Ratings/rubrics are hard for committee to follow.
• Directly related to SLOs, committee should not be directly concerned with requests.
• Suggested that Deans and chairs have informed discussion of process, run through list and prioritize it that follows the rubric, Deans then present list to committee
• Discussion of rating belongs in the hands of the Deans and Chairs. Then, ratings should be given to committee.
• Committee needs to agree on how to prioritize and rank requests.
• If Deans and Chairs rate their priorities on their own, what is the role of this committee?
• With limited funds, what is the cutoff for each Department’s priority requests?
• Ranking is essential.  
• Eliminate use of rubric and use a checklist instead.

**Review IE Requests**

• *Student Services* is doing a different requesting process.

**Timeline & Steps for Making Recommendations to PRAC**

• Two weeks for Chairs to narrow down requests, then turn into Deans.

**Other**

• Further discussion of how to divide funds among departments.
• Needs to be a plan for budgeting equipment for newly hired faculty.

**Wrap Up/Assignments**

• Expect to receive lists from Chairs/Deans in two weeks.
• Angelina will integrate spreadsheets of information to send to committee via email.
• David can rank spreadsheet of IE requests (given by Sara) and send it back out to each member of committee.

**Next Meeting**

• March 26