IEC MEETING
MAY 6, 2013
MINUTES

Present:  Eileen Acker (Resource), Jim Arnold, Rebecca Beal, Jon Gudmundsson, Andy Haber, Ronald Krempetz, Arthur Lutz, Carol Scialli (Resource), David Snyder (Chair)

Absent:  Paul da Silva

Agenda
•  Agenda approved.

Approve Minutes
•  Minutes of April 29 meeting approved.

Announcements
•  No announcements.

Memo from IEC to PRAC Re:
IE Requests -- Recommendations
•  Review of draft memo from IEC to PRAC and comments or edits.
•  Next year, suggest forwarding lab computer requests to IT so it can provide clarification to the committee.
•  Review of portions of memo from Technology Committee to PRAC re: Computer Replacement Plan.
•  Per IT, there are spare computers that are six or seven years old. These would probably not be viable computers to address requests.
•  In future, could review “A” items in spring and “B” items the following fall.

IE Health & Safety Related Request
•  Refers to items #18 and #22, stainless steel countertops requested by both ACRT ($2,700) and AUTO ($8,200).

IE Recommendations for Funding
•  Discussion about whether to recommend all items for funding at $90,360.59 or just a partial list.
  •  DENT: Recommend funding 6 computers as requested.
  •  AUTO: Recommend funding 4 computers.

The Committee strongly recommends funding items 1-11 on the April 29, 2013 (rev) spreadsheet. If there are additional funds available, the committee recommends funding items 12-22 as well.
Supplies Requests Recommendations
(Refers to Three Items)

- Suggest these requests could at least be partially funded each year via department’s supplies budget.
- If department allocation for supplies is insufficient, suggest requesting an augmentation in department’s supplies budget via Program Review.

The Committee deems these requests to be supplies that do not meet the State guidelines. In addition, the Committee offers the above two suggestions (bullets one and two).

Evaluation of the Committee’s Process

- Consider ways to incorporate SLOs into the IE process; have folks attend meeting to address this in their areas.
- Discussion of rubric used in the past, not for scoring. First column (criteria for rubric) could guide committee to assist in making its decisions. Committee could send questions to individuals who would potentially advocate for their areas and ask them to be prepared to answer these questions.
- The committee would like some involvement from IT at front end of its process to assist with analysis of computer requests.

Wrap Up/Assignments

- D. Snyder will edit memo from IEC to PRAC per comments by committee.
- Next week, committee members may meet, if desired, at Woodland’s Café for lunch in lieu of a meeting as the committee’s work is completed.