May 14, 2013  
2:00-3:30, AC 108  
Minutes

Present: Gina Cullen, Jonathan Eldridge, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Molly Johnson, Dawn McIntosh, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair)

Absent: Yolanda Bellisimo, Craig Wheeler  
Others Present: Paul da Silva, David Erlenheim

Agenda Review  
• Agenda approved. Add: Draft Memo to President with Recommendations

Minutes  
• Minutes of May 7 meeting approved.

Feedback Re: SLOs & Resource Allocation  
Paul da Silva re: Science/Math Lab Tech (Department of Life & Earth Sciences)  
• Thanks from his department for PRAC’s recommendations. Department has been without a Museum Technician position since 2006.  
• Trying to maintain a level of service by utilizing student hourly employees but this is not optimum situation.  
• Does not have positive effects to report yet but reiterates a strong need and hope that process will continue.  
  o Reaching agreement between HR and CSEA re: job description and compensation has gone slower than expected.  
  o Per CSEA rep: Position was at range 16. Looked like duties same as a Lab Tech; why not make all lab techs at 16. District came back to say this is a 16 as of October 2012.  
• Department hopes that savings realized from not hiring the Museum Technician in FY 2012-2013 be applied to increasing the FTE in FY 2013-2014.  
• Three possible funding scenarios are:  
  o Fund at 20 hours per week (not considered ideal by department).  
  o Fund at 30 hours per week (would at least return department to 2006 levels of maintenance and service).  
  o Fund at 40 hours per week (would permit an increase in service levels to students and campus community; would also permit an increase in fundraising and outreach).  
• Sources for staffing this position in future: museum technician programs in Bay Area; interns.
Software Requests from Program Review

S. McKinnon

  - Committee reviewed only at “A” level requests (vital to teaching class).
  - Pulled out one section, Adobe CS vs. CC Versions. If purchased Cloud version, based on number FTEs and subscriptions would be unlimited; can work for student labs and any faculty and staff. Caveat is it’s a two year agreement, $20,845 per year. Will also cover Art Department request and any staff departments.
  - Career Ed may be able to cover for one year via a CTE Consortium grant.
- The other software requests amount to about $18,000 representing this year’s rotation.
- Music agreed to purchase only part of lab subscriptions.
- Nursing is asking for Sim Chart this year as a pilot. If it works, would ask students to buy it in future.

PRAC recommends the 2012-2013 Program Review Software Requests as requested for $39,697 total noting above considerations.

Computer Leasing

J. Eldridge (distributed information compiled re: leasing options)

- Campus 4 Year Replacement Cycle with Financing from CFO of Southern Oregon University. (SOU is not going to lease from computer vendors).
- Maybe PRAC would recommend investing more heavily in computer replacement after analyzing comparisons. Consider most cost effective way to replace computers.
- We are already beyond point where machines should be. Must have computers to support DegreeWorks and other programs.
- There are particulars that must be considered like boxing up computers and sending them back. It can be complicated.
- If we don’t start replacing more computers every year, our problems will multiply. E-Unisol computers can work for labs and staff.
- Machines with 2 gigs need to be upgraded to 4 gigs.
- Purchase option and must look at service contract. Are we paying for contracts that are not used?
- Software Committee arrived at standards that all new computers should meet so software can run on them.
- Apple information distributed (Apple Equity and Apple Tech FMV).

Draft PRAC Memo to President with Recommendations

S. McKinnon

- This represents where we are thus far; will add to the document next week.
Assessment of the Planning Process – Timeline & Process for Program Review & Resource Allocation

C. Hsieh

- Planning Cycle including Academic Planning, Budget Planning and PRAC Planning (document distributed).

- We are updating our Integrated Planning Manual. An aspect of this is updating our planning process, a piece where we want PRAC’s input.

- Review these three pages and see if timeline is on track. Pages 27 and 28. Review timeline for each month to see if it’s still relevant.
  - Add April and May: collate recommendations to President (page 27).

- Right now we are planning for future.

- Dotted line means “as needed.”

- Feedback is welcome.

- In future, IE requests should be simplified because Modernization related requests will be minimized.

- PRAC might consider scope of recommendations being made. Subcommittees should to that level of work. PRAC can rely upon committees to have done their job. Suggest PRAC look at things at a larger level that would enable Cabinet to look at the big picture and move things forward.

Subcommittee Reports

Technology Planning Committee (TPC)

- Committee was to look at the effectiveness of the Technology Plan. TPC decided upon priorities and listed 10 in order of importance.

- Eight initiatives are in progress and at least the top 10 are targeted for completion by June 30, 2014.

- The Technology Plan has been an effective tool for planning and implementation of technology needs for COM.

- Working on proposals for each of the 1-10. Has not had funding to implement initiatives.

- Suggest additional columns be added to document indicating funded, not funded, how much initiative will cost.

Student Access & Success

- Hold for future meeting.

Educational Planning

- Hold for future meeting.

Facilities Planning

- Hold for future meeting.

Instructional Equipment

- See above discussion.
Professional Development
- Hold for future meeting.

Meeting Wrap Up/Follow-up
- Next meeting is May 21, 2013.
- D. Erlenheim will bring computer leasing information.
- J. Eldridge will report re: access issues coming from PR.
- M. Northcott will bring details re: Effectiveness of Tech Plan.
- Facilities PR document from L. McCarty

Next Meeting Agenda
- EPC Reporting
- Executive Reports from Full PRs