To: PRAC

From: David Snyder, Chair of Instructional Equipment Committee

Date: April 4, 2012

Re: Process Recommendations

The Instructional Equipment Committee (IEC) began its meetings for the 2012-2013 year on March 19 and intends to meet each week until its tasks are completed. In its last meeting, the IEC agreed upon two recommendations which we now forward to the PRAC. The Committee recommends that:

1) Software is not part of its charge. Software is generally not equipment according to state guidelines. The Committee asks that PRAC determine how it wants the software requests to be considered and funded this year and in the future.

2) In the future, the Media Services department be included in the same Program Review timeline as other programs with instructional equipment requests.

The IEC looks forward to PRAC’s feedback regarding the above recommendations. Thank you.