IEC MEETING
MARCH 10, 2014
MINUTES

Present: Eileen Acker (Resource), Rebecca Beal, Dianne Faw (Resource), Jon Gudmundsson, Andy Haber, Ron Krempetz, Arthur Lutz, Joe Mueller, David Snyder (Chair)

Absent: David Erlenheim, Ron Palmer

Agenda
• Agenda approved.

Approve Minutes
• Minutes of May 6, 2013 meeting approved.

Announcements
• Paul da Silva is on sabbatical so will not be on the on the committee this year. Jim Arnold is no longer on the committee.
• New member, Joe Mueller suggested introductions be made around the table.
• New IT Director, Patrick Ekoue-totou, has been invited as a resource; don’t know if he’ll attend.

2012-2013 Recommended Requests
• Eileen provided and distributed list of Instructional Equipment requisitions from last year (totaling $15,056.52). Thanks to Eileen for coordinating the purchasing process.
• $17,000.00 for computers didn’t get ordered by IEC and were removed from the list as IT is doing campus-wide computer acquisition. Computer request may come to committee in future if a new lab is set up, otherwise all computers will go through IT.

IEC Process
• Committee is not reviewing software requests.
• Committee won’t accept late requests.
• Committee to review list and remove items that don’t fit state guidelines
  o $200 or more (even if grouped – cost per item), repairable, not supply, not software
• As last year, Deans and Managers work with Chair, Coordinators and other instructors tied to requests to prioritize lists in their areas. Those lists were presented separately; job of committee is to consolidate those into one ranked list.
• Committee will have $75,000 this year, maybe more. Expect more next year.
• Committee should note items that go together and don’t work without other item.
• Take lists and rank order items. Some items are essential because necessary for maintaining programs. Health and safety items are also top priority items.
Faculty are asked to review ranked lists and invited to attend the committee to advocate for their requests if they don’t agree with rankings.

There are 6 different areas present to us over next weeks with a rank ordered list. Library and Nursing have submitted ranked lists and can present details.

Committee provides recommendations in form of ranked list to PRAC, PRAC sends to President who presents to Board who makes final determination.

IT will be asked to review some requests to provide recommendations as they view computer peripherals.

Comments

• Should members of committee be part of process to incorporate SLO’s into IE process or is that more an issue for PRAC?
• Rubric is complex and doesn’t address core issues, such as how many students will benefit from it, impact to instruction, size of program vs. size of request.
• We’re not bound by rubric but it’s a good starting place.
• Good to maintain rank given by different areas unless we can give justification not to.
• Information on spreadsheet is inconsistent.
• Helpful to know if request has been on list multiple years.

Review IE Requests

• Items that don’t fit guidelines were noted and will be moved into a separate list of software and supply requests.

Timeline & Steps for Making Recommendations to PRAC

• See above.

Wrap Up

• Dianne will remind Arnulfo Cedillo that we would welcome one or two student members.
• Dianne will send out meeting invites for 7 more meetings, same time, same location, with no Spring Break meeting.
• Dianne will make a list of software and supply request, David will check with Sara and Greg about these requests and if the $75,000 is for IEC alone or for software or other committees to use.
• David will invite Nanda Schorske to present at March 31 meeting.
• Eileen will send Rating Rubric to Dianne, Dianne will email to committee members.

Next Meeting/Agenda Topics

• Next meeting is March 17.
• Discuss rubric and how else to consider and rank requests before we see presentations.