Members Present: Martha Davis, Dave Arnold, Steve Grimes, Roxanne Metz, Susan Wendt, and Tracey Thomas.

Others Present: Danny Walker, Paul Agpawa, Steve Stratton, and Noel Roberts

1. Hardware Replacement Policy:
Martha Davis invited Paul Agpawa and Steve Stratton from Information Technology Services (ITS) to speak to the committee regarding the Hardware Replacement and Retirement Policy – Draft 4.4. Up to this point there has been no policy or plan for replacement of computer hardware. Some departments and labs came up with their own funds often in the form of grants to replace aging hardware. This policy is an attempt to address this issue for the entire college. ITS would like the committee to review this draft and make comments/suggestions.

Roxanne Metz reported that there was a subcommittee meeting for this purpose. At this time there is no set budget for computer hardware replacement. Steve S. stated that per conversations with Ron Cox there is the possibility of district and grant funds. Paul reported that the current problem lies with the LRC as there are roughly 200+ computers nearing the five year mark that should be cycled out fairly soon. Replacing all of these computers at once will cost a considerable sum of money. The committee needs to come up with a plan soon as an additional issue facing the college is new software such as Office 2007 and Windows Vista that require more memory and faster hardware than most computers in the college currently have.

Dave Arnold asked if this could be an action plan, which would go through the IEC process. If it is going to be an action plan it will still need to go through the groups listed on the flowchart showing the various committees.

Roxanne stated that the sub committee had a concern about the needs assessment on page two of the ITS plan related to a survey of district users. Tracey Thomas believes this section needs clarification. Roxanne asked for clarification of how this plan will be linked to goals and performance measures. The committee suggested a glossary for all of the non-technical readers in the review process. Dave Arnold would like clarification as to whether this replacement policy is just maintaining the status quo, or could it be more proactive.

2. Response to Program Review Calendar:
Dave Arnold, Martha, Dave Buzard, Mike Richardson plan to meet to discuss dates related to IEC programs review summary.
3. IEC Program Review Timeline:
The committee still does not know what the Program Review structure will look like, but the general consensus is that that the next time program reviews are written, Dave suggested that Martha and one other IEC member meet with Keith Snow-Flamer to go over the structure of Program Review. The committee is ready to begin reviewing Group 3 Program Reviews. Is there a suggested timeline for these Program Reviews to go to the Strategic Planning Committee? Roxanne reported that the Program Review Committee would like some feedback by January 25th. After that date they will be looking at making modifications to the Program Review guide. Steve G. suggested the committee look at the two reports from subcommittees and decide then. Dave thinks we should take these two documents, read them and the SSRG again, and come back together and report our findings.

4. IR Update:
Steve Grimes reported that he is currently in “catch-up” mode dealing with R18, accreditation, and new MIS Legislation. There is a lot of work to do to get on track, while at the same time providing the same level of data we have been providing, i.e. Enrollment Reports, Program Review, and others. Dave commended Steve, Martha, and IR for all of their hard work.

Next Meeting:
Friday, December 14, 2007
3:00 pm – 4:00 pm

Location: To be Determined

Submitted by: Michele Vagle, IR Account Clerk