PRPP Coordinating Committee
Thursday, October 25, 2018

Attending: KC Greaney (Chair), Patty Collis, Linda Close, Saeid Eidgahy, Brenda Dixon, Megan Lowry-Reed, Eric Thompson

Absent: Rachael Cutcher, Cece Jones

Guests: none

TOPIC	DISCUSSION	FOLLOW UP
MEETING NOTES	Meeting notes from September 28 were reviewed and approved	• Provide past meeting notes (**KC**)
1. PRPP PROGRESS, UPDATES, ISSUES	Patty Collis reported she has been working with Scott Conrad and Alicia Virtue to modify the PRPP to include ITG and Software requests. Alicia let us know ITG requests will need to be processed ahead of the usual PRPP budget cycle (late February or early March?) so this message will need to be shared widely, especially with academic units. Since there are no department chairs on the PRPP Coordinating Committee, we decided we should request time at a DCC/IM meeting. Scott Conrad has suggested we move to single sign on for PRPP.	• **Patty** will continue the development of the template • Scott and Alicia have agreed to revise language in the Writer's Guide and Navigation/Editing Instructions • **KC** will request to be on the DCC/IM agenda, preferably in January. • **Patty** will follow up with Kevin Snyder and John Mercer to see whether there are critical concerns about single sign on
2. DISCUSSION	KC shared the (dated) PRPP flow chart to help new committee members better understand the process. Megan stated that Kris Abrahamson always used this flow chart in her trainings, even when it was dated. We agreed it was worthwhile to update. November is our scheduled time to update PRPP approvers and editors and any configuration changes. Megan shared a copy of the spreadsheet she uses in	• **KC** will provide an updated draft of the flow chart • **KC** will distribute a list for updating. After that happens, responsibility for follow up is as

	Academic Affairs to provide a summary of changes to Patty Collis. As it is a comprehensive year, training will be important. Committee members are asked to ensure training happens in their areas. Spring PDA was noted as a potential good time for those trainings. Academic Affairs will likely need multiple trainings, and other areas might as well. **Patty Collis** volunteered to attend all trainings as a resource.	follows: Academic Affairs (**Saeid**), Student Services (**Rachel**), all other units (**KC**) • Committee members will review training documents at a future meeting (**KC**). Responsibility for coordinating/conducting the trainings falls to: **Saeid** (Academic Affairs), **Rachel** (Student Services), and all other units KC. We will discuss training plans at our next meeting. •
3. INFORMATION – the PRPP "To-Do" list	1. Update PRPP Approvers and Editors 2. Wrap-Up 2018 PRPP (web postings and Wrap-Up message) 3. 2019 Kick-off Message 4. 2019 Navigating and Editing Instructions Updates 5. 2019 Writer's Guide Updates 6. Schedule of Trainings 7. Consider a PRPP evaluation	• **KC** will include in future agendas, as appropriate. • #7 was discussed. **KC** will pull PRPP evaluation information from the 2018 templates. We all will have further discussion about the possibility of "auditing" a random sample of PRPPs next Fall, giving all ample warning. **KC** will run this by Jane.

Meeting notes submitted by KC Greaney