PRPP Coordinating Committee  
**September 26, 2014**

Attending: Megan Lowry Read, Robin Fautley, Gina Waggoner, John Mercer, Jane Saldana Talley, Doug Roberts, Cathy Matthies, Kris Abrahamson  
Absent: Lauralyn Larsen, Wanda Burzycki, K.C. Greaney

**Topic** | **Discussion** | **Follow Up**
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1. Meeting Notes and announcements  
2. Room availability  
4. New Representative | Jane asked if meetings could move to 9 am. That did not work for all members.  
Wanda Burzycki will be the new Department Chair representative on the committee. | John needs activity code for Gateway to College

2a) PRPP Annual Flow Chart | The group reviewed the 9/12/2104 Draft.  
Robin made a format suggestion – be consistent - some things left justified and some centered.  
Bottom text could make websites clearer (blue underline) | Jane and KC will finalize.

2b) Launch Letter | Last year’s launch letter tried to be a little more friendly – much focus on new strategic planning effort.  
Update letter – could it be more reader friendly?  
Kris suggested starting with good news. $1.2 million instructional equipment and $1.2 million facilities funding. Explain how that is that being allocated?  
Format – Good news, budget, and then other good news. Other good news includes H.S.I. grants, Student Equity, and SSP – but limited categorical programs. Help reader understand how categorical funds can be used.  
Doug noted that many staff are asking for augmentations and personnel, suggesting they don’t understand the reality of the current situation.  
Highlight the Strategic plan, including the new strategic goals and objectives. Pull that up to the top of the message. | Jane will make headings more friendly to draw readers in.  
Jane will highlight the Strategic Plan for 2015. What roles to do chairs and others have with regard to implementation?
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| 4. PRPP Progress, updates, and issues | - Not all sections need to be completed for spring 2015.  
- Two changes will be needed – change to the state reporting requirements for instructional equipment. This may require modifications to screens and drop down menus for TOP code and Category of expenditure.  
- Rolling forward documents for 2015. SLOs are complicating matters – those documents need to be updated for accreditation. Roll on January 12, 2015. John creates the academic data documents after all grades are in, typically the 2nd week of January. In the past, John rolls the PRPP templates from one year to the next in late November/early December. Kris stated PRPPs need to be open for adding SLO Assessment plans and updating inventory in fall 2014. The committee agreed that John can individually roll PRPPs into spring 2015. Early birds can roll, but those who need more time can use it.  
- Another problem is that emergencies, broken equipment and other things come up after the PRPP is closed. Strict adherence to “it must be in the PRPP” means chairs and deans then need to reopen the PRPP. Maybe that could be handled differently. | Academic Affairs will have to identify which chairs are ready to roll, and John will roll them. |

Notes submitted by Kris Abrahamson  
Revised 10/10/14