### PRPP Coordinating Committee
**October 10, 2014**

**Attending:** Kris Abrahamson, Wanda Burzycki, K.C. Greaney, Cathy Matthies, Megan Lowry Reed, John Mercer, Gina Waggoner

**Absent:** Robin Fautley, Lauralyn Larsen, Doug Roberts

#### Item 1. Meeting Notes September 26, 2014 and comments

- **Discussion**
  - a) **Correction** – page 2 of minutes
  - b) Gateway College Template has been created
  - c) Jane has not been able to work on the launch letter as yet. Draft for review at next meeting.

- **Follow up**
  - a) Jane will make the change on the official minutes that will be posted.
  - b) Launch letter next agenda.

#### Item 2. Discussion

- **Discussion**
  - a) PRPP timeline of activities for 2015-16. Academic Affairs departments/programs Section 2 due April 15 for resource requests and Sections 3, 4, and 6 due Friday, May 15. (Note: not all sections need to be completed this year).
  - b) Academic Deans due on Thursday, June 18.
  - c) User survey. Do we need to keep surveying editors as input is ongoing to the committee? Fall 2013 survey was done for accreditation (self-selecting sample). Jane suggested adding a text section to the PRPP to solicit input from editors and approvers as feedback to the PRPP CC. Make a template change this year to add that, utilizing Section 6.2b (need to change title to and help screen).
  - d) Kris suggested regular messages with regard to PRPP by email and in Academic Affair Weekly Updates.

- **Follow up**
  - a) Jane will make changes to the timeline.
  - b) Kris will send reminders to chairs/deans, and as appropriate to all faculty members to make people aware of deadlines and stages of PRPP. Kris will also draft PRPP updates for the weekly Academic Affairs update.
  - d) Kris, Doug, and Gina will work on a document as to what is appropriate for public posting.
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<td>e)</td>
<td>For PRPP this year, documents will be posted. This is a good time to remind to make documents appropriate for public posting.</td>
<td>e) Kris will stress communication in trainings and put reminders in Academic Affairs update.</td>
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<td>f)</td>
<td>How to assure that approver is in dialogue with editors about the PRPP. We agreed that some type of “verification” before the approval is made would remind approvers that the dialogue is critical. Kris will make more of a point about using the email communication in trainings – the email response can be used as a tool for communication between editors and approvers. Add to Academic Affairs update as well.</td>
<td>f) John needs text for the pop up for approvers to confirm dialogue. Needs new title and prompt for 6.2b if used for soliciting feedback.</td>
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<td>g)</td>
<td>Writer’s Guide – changes to format and prompts. Eliminate all red text for last year’s changes. Jane will solicit any new language from end users, such as safety. Delete year 2014 and add 2023 as update years. Mention the Quick Start Guide – available on the web – add the link at the top of the guide.</td>
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<td>h)</td>
<td>Section 3 - How to align with strategic plan? The committee agreed to use headers that align with the language of the strategic plan. Kris and Wanda will create a draft to align headers and content. Keep 3.4 and 3.5.</td>
<td>h) Kris and Wanda will propose language for section 3 for next meeting.</td>
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3. Information

John shifting PRPP template to VB.NET, shifting our PRPP to the latest Microsoft web-based language. John will build a parallel system and then shift over. Jane expressed her appreciation that John would be the architect of the new system. This will be a full-fledged application (no need to access through CITRIX).

4. Change to meeting time

Change meeting time from 8:30 – 10:00 to 9:00 to 10:30? The consensus was that members do not support a change.

5. Accreditation

Wanda needed input for the recommendation that the college evaluate the effectiveness of PRPP process. Must address the recommendation. Jane will work with Wanda to confirm evaluation and changes.

Notes submitted by Kris Abrahamson