# PRPP Coordinating Committee

**November 14, 2014**

Attending: Kris Abrahamson, KC Greaney, Lauralyn Larsen, Megan Lowry Reed, John Mercer, Doug Roberts, Jane Saldana Talley, Gina Waggoner

Absent: Wanda Burzycki, Robin Fautley

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Follow up</th>
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<tbody>
<tr>
<td>1. Meeting Notes</td>
<td>Meeting notes from October 24, 2014 were approved</td>
<td>Kris will follow up with Linda Close for cost factors</td>
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| 2a Writer’s Guide Spring 2015 | • Removed 2014 and added 2023 as the last date in the 3-year cycle  
• Cost factors need to updated  
• Updated sample core data heading to 20XX-XX  
• Faculty staffing report items shown in green (no change)  
• Faculty Staffing Committee Guiding Principles – any changes?  
• New Prompts for section 3  
• 2.4c - need drop down categories for instructional equipment (1-5) and update prompt to add both TOP Code and Item Category instructions  
• Annual update to instructional guide and links in Academic Affairs weekly report  
• Add appendix – Strategic Plan goals and objectives  
• Budget framework – minor edit  
• Editor advice memo – Monday’s Cabinet  
• Need re-approval to assure quality of document | Lauralyn will report any changes to Faculty staffing principles  
Kris will send proposed prompts for section 3 to Jane  
John and Will Baty are working on a “translation” process for 2.4c and the report to the Chancellor’s Office  
Jane will follow up with cabinet review of Editor’s advice and email to college community – Jane will bring to IPC on Monday and send out at end of day. |
<p>| 3. PRPP Progress, updates &amp; issues | • Reopen PRPP Templates – Templates will be opened in November and must be individually approved to close them again (now open). John will roll them forward to 2015 when approved the second time. | Jane will consult with IPC regarding sending PRPP launch letter in January rather than December. |</p>
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<th>4. PRPP Long Term “To Do” List</th>
<th>Editor survey will now be incorporated into PRPP 6.2b. Need text for prompt.</th>
<th>KC will provide text to solicit editor feedback</th>
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Next meeting is December 12, 2014

Notes submitted by Kris Abrahamson