COLLEGE OF

# MARIN

**IEC Committee**

**Minutes Notes**

**September 19, 2018**

**12:30 p.m. to 1:00 p.m.**

**Kentfield Campus, AC 217**

**Present**:  Elizabeth Pratt, Lisa Morse, Ron Palmer, Brianna Haggitt, Andy Haber, Xenia Zarrehparvar, Mina Namvar

Minutes approved for April 25th, 2018.

First IEC meeting kicked-off with a short intro of members and set the stage for the IEC" second half of the year.

Last year IEC Charges were reviewed.

Committee members recommended Deans and Directors to provide a brief scope of their Department needs and to follow up with a presentation.

Final approval presentation to PRAC from last year needs to be reviewed.

Beth Pratt will be meeting with Meg Pasquel and Jonathon Eldridge to discussion program review process and requests.

Deadline for purchasing equipment should be considered and reinforced (February 15, 2019).

Gigatrack Software controller and Asset Tracking has been purchased.  Moving forward training will be arranged upon hiring new Shipping & Receiving clerk.

Changes to IEC Members: need one more faculty, and two students.

Next meeting**:**  TBD sometimes in November 2018

Meeting adjourned @ 1:00 pm