

COLLEGE OF  
MARIN

IEC Committee  
Minutes Notes

January 24, 2018  
12:00 p.m. to 1:30 p.m.  
Kentfield Campus, AC 217

**Attending:** Patrick Ekoue Totou, Matt H, Ron Palmer, Lisa Morse, Beth Pratt, Becky Brown; Aftab Enty

- Need to change the Instructional to Instructional
- Approval minutes: Questions on tracking software would need to follow up. Lisa approved, Ron seconded
- Discussion on tracking equipment software and development process flow for labeling equipment.
- Explanation of Program Review cycle and program review lite
- A review of new Institutional Equipment template
- Discussion on 5-year plan verses 3-year Using the 5-year plan goal
- Add community education to requests
- Discussion on the template descriptors
- Where to keep the quotes. We will need to show depository for
- Question for Fiscal Services-
  - Need for written documentation
- Column tion for quotes over \$5,000
- Add description in the column
- IEC could host an update session on
- Send memo out by end of the end of the January 2018
- Have them discuss at the Chair's meeting on February 6th?
- We can have open meeting on 2/21.
- Have the 5-year Instruction requests due February 23<sup>rd</sup> so we can talk on the 2/28