

**Summary  
October 10, 2017**

**Present:** Becky Brown, Will Coley, Jonathan Eldridge (Co-chair), Sarah Frye, Peggy Isozaki, Christina Leimer, Lisa Morse, Meg Pasquel (Co-chair), Josef Rein, Christopher Yang

**Absent:** Patrick Ekoue-totou, Lisette Flores, Karen McSween, Greg Nelson, Nancy Willet

**Guests:** Tonya Hersch, Cari Torres

**Agenda**

The Agenda for this meeting was approved.

**Summary**

The summary for 9/12/17 was approved, with the change of “PR” to “Program Review” throughout. The summary for 9/26/17 was approved.

**Zero-Based Budget & Program Review Update**

The drafts of the “Zero-Based Budget Exercise” memo, Program Review template, and link for the Budget Request template have been distributed for review. Input is still being received.

**Subcommittee Convening & TPC**

A draft agenda is being prepared for the Subcommittee Convening, scheduled for 10/20/17, and should be available by the end of the week.

Chris prepared a draft of the charge and responsibilities of the TPC. The group discussed the draft and further discussion will take place at future meetings. Jon and Meg will talk to Dr. Coon about ongoing IT concerns and how best to address them.

**Subcommittee Reports**

The SAS Committee is preparing a report to the State, due in December, on its past year’s work and COM’s “Integration Report” to combine the SSSP, Equity and BSI programs. When completed, the report will be reviewed by COM’s shared governance system prior to submittal.

Representatives of PRAC’s other subcommittees will be asked to report at meetings later in the Fall

semester.

**The next meeting will take place on Tuesday, 10/24/17.**