

ITG Agenda
September 9, 2021

Location: Zoom - <https://santarosa-edu.zoom.us/j/91548571036>

Agenda

1. Welcome
2. Intro for new members
3. Review last meeting minutes for action items
4. Approve minutes from last meeting
5. [ITG Improvement Items and Progress](#) (on Teams Site as working document, under Files). Action: Get Committee feedback.
 1. Create Instruction Sheet on how chairs pull items and how deans rank.
 - i. Review and approve draft instruction sheets (attached)
 2. Boilerplate email to go out at PRPP launch
 - i. M-Cat needs a volunteer to help with this.
 3. Improve how committee reviews spreadsheet
 - i. Improve instructions to chairs and deans (item a.)
 - ii. Add a separate meeting early on required for Mike, Dan, Robert G., Q, Kevin, and M-Cat. This meeting would be optional for the rest of the committee.
 4. Make sure all working documents are on [MS Teams Site](#) and all final documents are on the District Committee Page.
 5. Establish a transparent process to share what funds have been awarded from ITG.
 - i. Get confirmation in writing from cabinet when ITG annual recommendation has been approved.
 - ii. Send a list of approvals to ALL requestors regardless of their request status.
6. Set schedule of meetings