ITG Meeting Minutes

2.25.21

Location: Zoom

Attendees: Mary Catherine Oxford, Regina Guerra, Anthony Sawyer, Kevin Snyder, Lisa Beach, Robert Grandmaison, Salvador Rico, Jessica Paisley, Mike Roth, Michelle Vidaurri, Linda Close, Eve Miller, Matthew McQuaig, Greg Wycoff, Vayta Smith, Matt Pearson,

Call Meeting to Order 9:02am

Intros for Mary Catherine Oxford (new ITG co-chair)

Approval of Minutes: 1.28.21

Reviewing Action Items *(1.28)*

- March 16th DCC/IM to review the ranking system for ITG/PRPP
- Some team members have started to reach out to their constituents; it is time to start talking to your team/dept to get the PRPP going
- Patty rolled over everything for the 2021/22 year

Review and Clarify PRPP/ITG Timeline

- Set Budget: $2m; other comments: Due to COVID for remote and ground resources, less on ITG laptop spending, robust lending program (items will be determined as things progress due to environmental situation)
- Get all departments to review last year's PRPP requests: have ITG members reach out to constituents ; phase 1 look at PRPP requests and what can be removed and what could stay for next year.
- Michelle V to share email template that she has sent to her team members, on what needs to be done for the PRPP process; share process and timeline so departments can be prepared:

    Get all departments to enter requests in PRPP

    Get Department Chairs to Rank requests (1-10)

    Get Deans to rank Department Chair 1-10s (1-n)

    Get VPs to rank Dean 1-10s (also with 1-n)

    DEADLINE: April 2nd
- Kevin and Mary Catherine will do email reminders for deadlines, etc.
- Have to start on purchases and installations over the summer

- **PRPP Approvals Deadline: May 21ˢᵗ**
- Have to expect things to change and adjust as needed due to not knowing the fall semester of COVID and what items may be needed to accommodate the fall learning (remote, hybrid, on campus; what percentages of each); we might need to come back to ITG to adjust some items as we know more

Tech Plan

- Spoke with Kate and they are doing soft strategic plan update
  - Possibly with cabinet after accreditation season is over spring 2022
- Prep work we can do now
- We could start a survey existing technology with our diverse departments, as prep to the actual tech plan – list of equipment, how willing are the departments/faculty willing to share resources
  - Not knowing what needs will be due to COVID/pandemic changing the learning and college working environment
  - Without COVID, do not know what will change in the tech world which will impact education/colleges

Action Items

- Review Tech plan in next meeting (date)
  - Divide into workgroups for specific items
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Outstanding Issues

Software purchases

- Funding for software, is through the CARES grant, which is short term funding
- In the long run and we have more online courses, this will need to be resolved
- Start to put these pieces into place before the end of the pandemic so discussion does not get completely lost
- Cabinet needs to be more involved; lack of urgency due to CARES funding

Adjourn: 2.25.21