ITG Meeting Minutes

3.11.21

Location: Zoom

Attendees: Kevin Snyder, Robert Grandmaison, Heather Adams, Jessy Paisley, Mary Catherine Oxford, Salvador Rico, Dan Exelby, Linda Close, Regina Guerra, Lisa Beach, Tony Sawyer, Mike Roth, Tim Danford, Matthew McQuaig, Vayta Smith,

Call to Order: 9:00am

Approval Previous Minutes: 2.25.21

Review Janes Letter: PRPP 2021

- Requests must be reviewed and ranked by Friday April 2nd to be considered for funding for the 2020/21 academic year
- Enter all tech requests in to the PRPP sections 2.4c and 2.4d
- ITG Team should review the writers guide
- PRPP template is accessible <u>ONLY</u> via the VMware Horizon client

Review the draft PowerPoint to DCC/IM

- An email will have to be sent with presentation info since the DCC/IM meeting has been cancelled
- Suggestions to reach Dept Chairs/Deans:
    - Split presentation between dept chair council meeting and management team meeting that is coming up on Friday (March 19th)
    - Kevin and Mary Catherine will be present during the DCC/IM office hours if anyone wants to come to ask questions
    - narrate a short video/voice over PowerPoint

Review and complete Spring 2021 ITG Timeline

- In addition to April 2nd deadline ITG team suggests departments decide on deadlines when items should be submitted in order to give Deans time to review and rank

- In the DCC/IM email: *get request to deans and VPs in time for them to get request reviewed and ranked and submitted by April 2nd* – submitted to **ITG** by April 2nd might give better clarification on deadline

Review Tech Plan for Next Steps

- Approved ITG The Plan 2017 – located in our Microsoft Teams site:
- **SRJC Strategic Tech Plan**
- **San Jose Evergreen Tech Plan**
- Action Item: review tech plan and make notations on areas which could be removed or have additional infos

Action Items:

- Send email out with further direction on getting items reviewed and ranked by Chairs and Management team (DCC/IM presentation)
- Team review Tech plan and make notations on areas that could be removed or more info added
- Kevin to review team members access in Microsoft Teams
- Cancel ITG Meeting for March 25th – Spring Break – next meeting on April 8th

Adjourn: 9:30am