

ITG Meeting Minutes

9.9.21

Location: Zoom

Attendees: Kevin Snyder, Mary Catherine Oxford, Amy Flores, Elhadji Gaye (Faculty- Academic Senate), Dan Exelby, Eve Miller, Heather Adams, Lisa Beach, Michael Roth, Robert Grandmaison, Salvador Rico, Stephanie Jarrett, Tim Danford, Whitney Schultz, Jessy Paisley, Regina Guerra, Greg Wycoff

Meeting Called to Order: 9am

Welcome & Introductions

Review Action Items from previous meeting

- 5.27 - summer meetings with co chairs to review how to streamline ITG process for the 21/22 year

Approval of previous minutes: 5.27.21

ITG Improvement Items and Progress- located on Teams Site as working document
Items 1-5 are on the table - committee members have editing options to add any feedback

1. Create an instruction Sheet on how chairs pull items and how deans rank.
 - a. Review and approve draft instruction sheets (attached)
2. Boilerplate email to go out at PRPP launch
 - a. M-Cat needs a volunteer to help with this.
3. Improve how committee reviews spreadsheet
 - a. Improve instructions to chairs and deans (item a.)
 - b. 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.
 - a. Get confirmation in writing from cabinet when ITG annual recommendation has been approved.
 - b. Send a list of approvals to ALL requestors regardless of their request status.

Committee Task: Look through the process on teams and put your input in from the past year

- What was proposed and what can be improved

Chairs of ITG are trying to make the process as transparent as possible

- Want to hear everyone's suggestions and feedback

Discussion on Canvas vs. Teams for working documents

- Those who are not faculty may not have canvas accounts or familiar / take time for others to learn

Meeting Dates for Fall 2021

September 23

October 14

October 28

November- NO MEETING (Veterans Day & Thanksgiving)

December 9

December 23 - TBD

Review of Microsoft Teams

Committee Chairs provided a review of the Microsoft Teams for new members

Adjourn: 9:40