ITG Meeting Minutes

1.28.21

Location: Zoom

Attendees: Kevin Snyder, Mike Roth, Tony Sawyer, Dan Exelby, Eve Miller, Heather Adams, Linda Close, Lisa Beach, Salvador Rico, Michelle Vidaurri, Regina Guerra, Robert Grandmaison, Matthew McQuaig, Vayta Smith, Dan Exelby, Greg Wycoff, Matt Pearson, Jessica Paisley

Call meeting to order: 9:02am

Meeting Minutes 12.10.20 approved

Updates

- Mary Catherine Oxford will be taking over the co-chair position from Phyllis
- She will be in attendance during our next meeting
- ITG meetings for spring –
    - 1/28, 2/25, 3/11, 3/25 (may cancel, during Spring Break), 4/8, 4/22, 5/13, 5/27

Review of PRPP Process for ITG

PRPP/ITG Process:
- Get last year PRPP closed
- Set budget, last year (2020) was 2.1 million, requested 2.28 from cabinet
- Get all departments to review last years PRPP requests
- Department Chairs rank requests, in order from 1-10 (this still needs to be worked on)
- Deans to rank department chairs requests (1-10)
- VPs rank the deans requests (1-10)
- ITG receives ranked requests by end of March
- ITG reviews requests by end of May
- ITG chairs present recommendations to cabinet

Other PRPP/ITG Discussion

- The PRPP ranking system is in the writers guide
- Getting all three groups to rank them 1-10 has been a challenge in the past
- Kevin to meet with DCC/IM to remind about the writers guide and ranking system
- End of March is when PRPP submissions are typically due
- PRPP submission are due on ____ this date
- **April 8th** will be the meeting to start working through the PRPP
- Kevin will send email with additional meeting dates, if they should be needed

ITG & Software

- Software budget and review
- Need to categorize the software
- There is software that is essential for the courses
- Identify funding and prioritize the software
- Software discussions might have to be discussed further with Kate and Jane
- Are the free versions worth IT or departments time; how to pay for support for these systems/software once they run out

Continued Discussion on PRPP Ranking

- Team should start reaching out to area/ team to get them going on the process, or at least thinking about the process so things are ready to go
- Does each dean only get 10 rankings when they are in charge of other departments under them (more than one). Before going to DCC/IM possibly clarify this so they know what they can rank.
  - Numbers might have to go higher than 10. Do we suggest 1-20 Dean and VP level? They can't rank more than one thing as number 1 or 2 etc.
- Want to look at the final rankings from the *VPs*
- Remind deans and dept chairs make it part of the process to work with IT and Media to review what they are looking for. Help them to package it in a way that is easier for all parties involved to process requests
- Offer a couple of workshops for people, ask any questions about the process and tech requests add 1 or 2 'forums' in the spring.
  - Asking for things that might already be funded that they don't know about, if they know the background of the items it makes the process go faster in the meetings, making sure the budget numbers are accurate, making sure all equipment is included (i.e. laptops, plus the cart and charging station)
  - Can also use the breakout rooms and can take different people with specific questions (second week of March, to plan the meetings), Flex approval
- Dept Chair cut off at 10 / Deans and VPs cut off at 20
- What feedback should they expect from us?
- Sort out things that do not qualify for ITG/ measure H

Outstanding Issues

- Software budget and review mechanism (we will take this idea up again during Spring Term)
- Tech Plan – deferred until fall, but need IT survey done
- Simplification of approval spreadsheet

Action items

- Kevin will get in front of DCC/IM to discuss ranking, per our agreements today on rankings, timeframes, Zoom forum, reaching out to IT and Media pre-submission.
- Kevin will reach out to Mike (to start), to start fleshing out the Zoom forum
- Kevin will tell Patty about the ranking changed, so she can update the Writer's Guide
- Team will reach out to their constituent departments, to have them start brainstorming PRPP requests
- Jen will paste the above into the meeting notes

Adjourn: 9:54am