

**ITG Meeting Minutes**  
**9.12.19**  
**Bussman Conference Room**  
**9am-10:30am**

**Attendees:** Phyllis Usina, Mike Roth, Matthew McQuaig, Greg Wycoff, Heather Adams, Matt Pearson, Robert Grandmaison, Jessica Paisley, Linda Close, Kim Starke, Kevin Snyder, Catherine Williams, Michelle Vidaurri, Greg Drukala

**Meeting called to order** - 9:03am

Mike Roth is stepping in for Proxy for Scott Conrad as he is on leave

- Update on Scott taking a leave of absence for 9 months

**Approval of minutes:** 8.22.19

**Semester Goals**

- Update committee function Update tech strategic plan in the fall
- Review PRPP requests and recommend allocations in the spring
- *Did not become updated since it went from a Presidential committee to standing committee*

**Committee Calendar**

- If we had targeted goals to reach each meeting, it would help us to stay on task
- Phyllis put together a list of meeting dates which were starting to get filled in during the meeting
- October 24<sup>th</sup>- deadline for draft sections of strategic plan
- March 12<sup>th</sup> - money / purchase can be reviewed – (prior to sweeps)

**Committee Function Review**

*See below for revisions to function & next steps*

## Strategic Tech Plan Review

In the past: pieced out to each of the groups to complete their technology plan. Everyone would review and make comments / edits. Once all compiled into one document, it would be reviewed and approved, then sent to board/VPs.

### Committee reviewed the strategic plan

Issues with Current Tech Plan & Suggestions for New Plan:

- Everyone agrees that some of the 80 pages in the current documents could be eliminated
  - The structure and final product might want to be reformatted
  - Summarize it to simpler format
- Start with the goals and objectives of the [SRJC] college and focus on the technology part of it
  - Based on research that each group does for their area and how we can support them
- Reviewing other tech plans from CC to get a better understanding of what ours could look like
- ITG specific to each of the goals of the college and this is how ITG is going to implement it
  - This keeps us focused on what the college identifies as an importance and then we can apply it do the technology aspect of each goal
- Would be better if it's not an inventory list, make that an appendix list, now that we are in PRPP it does not have to be listed in the same way in tech plan
- PRPP Process - People do not know what funds is best to choose when submitting their items in ITG. The guide is a starting point, we need to have more clarity on funding sources for technology items
- CTE is a large part of the technology funding; shouldn't they also be part of the tech plan?

### Next Steps:

- October 24<sup>th</sup>- deadline for draft sections of strategic plan
- Everyone should review their plan section for revisions, needs to based on what people really need
  - Each group can say this is what we need and the why

### Committee Function

- Serve as a presentative body of primary technology stakeholders
- Align our grant technology funding with our measure h technology funding
- Assess are there any other people who need to be in/on the committee
  1. Tina Dodson –
  2. Lisa Beech –
    - Mike & Phyllis will talk to Tina and Lisa to extend an invitation to come to a meeting; they can then give feedback to see what role they could play within the committee
    - District police, to have someone from there on the committee up to that group (under Linda) who might be best to be added

- Mike & Phyllis can reach out to see who on district police might be interested on serving on the committee.

## Reviewed Committee Function

*Reviewed & revised committee function (to be voted on at a later date, after final revisions)*

ADD: Establish a strategic tech plan that addresses (list as follows)

**\*\* get word document from Phyllis to update in notes \*\* (see below\_)**

- Serve as a representative body of primary technology stakeholders
- Develop a strategic technology plan ~~planning model that identifies~~
  - Establish specific goals and implementation guidelines
  - Create and publish district standards for technology purchase and support
  - Update and review technology related planning documents as appropriate
- Rank district technology needs and recommend purchases of equipment to ensure compliance with standards and available funding
- Evaluate the impact implementation and efficacy adopted technology on instruction and the provisions of support services

## Review & Discussion of Work Place Team Site

- A place where committee documents can be shared and edited
- If need to bring in another person to review can grant them access
- All finalized documents will be posted to SharePoint
- Committee voted on using a shared team site to review and edit documents, Mike made a motion & committee approved
- Mike will send out an invitation to all committee members

## Next Steps

- Complete committee function in our shared team site
- Vote on Committee Function (*future agenda item*)
- Reach out to Lisa and Tina about joining the ITG meetings and how they think they could benefit
- Invite Serafin to give an update
- Contact Karolina to change membership total to 12 (not 10) and list that the other AFA is vacant
- Follow up with student government about ITG student on committee

**Adjourn** 10:29am