



Institutional Technology Group (ITG)  
2<sup>nd</sup> & 4<sup>th</sup> Thursdays 9-10:30am  
Zoom Meeting: <https://santarosa-edu.zoom.us/j/99676975901>

### Agenda for January 26, 2022 Meeting

| <b>Committee Members:</b>  |  |
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| Kevin Snyder (Co-Chair), Mary-Catherine Oxford (Co-Chair), Amy Flores, Eve Miller, Alexis Pulos, Greg Wycoff, Heather Adams, Denise Cooper, Mike Roth, Regina Guerra, Q McQuaig, Vayta Smith, Orlando Raola, Serafin Fernandez, Liko Puha and Leticia Camarena |  |
| Agenda Item  | Description  |
| Notetaker: Heather Adams<br><br>Approval of Minutes  | Reviewed and approved Meeting Notes from December 8, 2022.   |
| <b>Information, Discussion, and Possible Action:</b>   |  |
| Welcome Liko – new committee member, Classified Rep  |  |
| PRPP Update  | Launch email is being worked on now. Kevin & M-Cat are meeting with Jeremy Smotherman (Senior Director Institutional Effectiveness, Research and Planning) on February 15 <sup>th</sup> about IELM and ITG funding request and their integration into PRPP.  |
| College Council Shared Governance Survey   | <a href="https://financeadmin.santarosa.edu/form/sharedgovsurvey">https://financeadmin.santarosa.edu/form/sharedgovsurvey</a><br><br>Fill out this form together as a team. We will have a discussion and take notes. M-Cat & Kevin will use the notes to enter in the committee responses by the February 13 <sup>th</sup> Deadline.<br><br>Questions for Committee Discussion:<br><ol style="list-style-type: none"><li>1. Please briefly describe your committee's process for appointments, term limits, and ex-officio members (if any)</li><li>2. What is the function (work product, actions, and recommendations) the committee regularly produces?</li><li>3. What is the most critical work product of your committee or council?</li><li>4. How does the work product of your committee or council link to District mission, state initiatives, or local initiatives?</li><li>5. Please briefly describe how committee work products, actions, and recommendations get reported.</li><li>6. What is the annual timeline for completing the work product, actions, and recommendations the committee regularly produces?</li><li>7. What is the regular process to receive updates and completion information on committee work?</li></ol> |

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|  | <p>8. Meeting Frequency and Schedule:</p> <p>9. Is the committee's / council's workload sustainable for chairs? For committee member?</p> <p>10. Are you posting agendas and minutes regularly to a shared, public website?</p> <p>11. Committee or council meeting schedule: a) Needs to meet on its current schedule b) Needs to meet more often c) Could meet less often d) Could be ad hoc (convened on an as-needed basis)</p> <p>12. Who does this committee consult with? a) Academic Senate b) Classified Senate c) Student Government d) Other...</p> <p>13. What challenges do you feel impede the work of your committee? Please briefly describe them here.</p> <p>14. Do you feel there is any duplication of purpose/effort of the work of your committee elsewhere within the SRJC committee/council structure? Please explain or elaborate.</p> <p>15. Please comment on the value of your committee and its contribution to the overall work of the college.</p> <p>16. What would happen if your committee ceased to exist (is effort being duplicated, would disbanding cause problems, could your work be considered part of another committee's?)</p> <p>17. Is there anything else that College Council should understand about the work of this committee or council? If so, please share here.</p> |
| Writer's Guide Directions (if we don't get to, we can add to next meeting) | To aide in the launch of PRPP we want to proactively give feedback on the ITG request language. Document attached in meeting materials. Review and finalize suggested changes for 2023 PRPP Writer's Guide.  |

Note Taker Rotation List Alphabetical:

~~Amy Flores~~  
~~Dan Exelby~~  
~~Eve Miller~~  
~~Greg Wycoff~~  
~~Vayta Smith~~  
~~Denise Cooper~~  
 Heather Adams  
 Mike Roth  
 Regina Guerra  
 Stephanie Jarrett  
 Alexis Pulos  
 Lisa Beach  
 Liko Puha