



## Institutional Technology Group (ITG)

2<sup>nd</sup> & 4<sup>th</sup> Thursdays 9-10:30am

Zoom Meeting: <https://santarosa-edu.zoom.us/j/82257892293>

### Agenda for February 22, 2024

| Committee Members Present:                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Agenda Item                                                                                                                                                                                                                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Kevin Snyder (Co-Chair), Mary-Catherine Oxford (Co-Chair), Vanessa Luna Shannon, Stephanie Jarrett, Eve Miller, Heather Adams, Amy Flores, Q McQuaig, Greg Wycoff, Denise Cooper, Alexis Pulos, Vayta Smith, Mike Roth, Orlando Raola |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Approval of Minutes                                                                                                                                                                                                                   | Approve meeting notes from 10-26-2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Update on Writers Guide                                                                                                                                                                                                               | Thank you to those who gave feed back to the Writers Guide. We have submitted our edits to the PRPP Committee and this document has been added to Teams: <a href="#">PRPP Writer's Guide - 2023 - ITG Edits for 2024.pdf</a>                                                                                                                                                                                                                                                                                                                                                         |
| Re-Centering our Goals & Progress on Tech Plan                                                                                                                                                                                        | Re-Centering semester goals and Technology plan- Goal to have complete draft by end of May. Review resources for our Technology Plan on Teams:<br>a) <a href="#">Data Collection</a><br>b) <a href="#">SMART Goals</a><br>c) <a href="#">Cuesta College Technology Master Plan</a>                                                                                                                                                                                                                                                                                                   |
| Small Group Break Out                                                                                                                                                                                                                 | <a href="#">Draft/Revise Tech Plan Goals and Objectives</a> based on the <a href="#">Data Collected</a> by chairs:<br>Strategy 1 Group: Mary-Catherine, Eve Miller, Amy Flores, Orlando Raola<br>Strategy 2 Group: Vanessa Luna Shannon, Heather Adams, Greg Wycoff, Denise Cooper, Vayta Smith<br>Strategy 3 Group: Kevin, Stephanie Jarrett, Q McQuaig, Alexis Pulos, Mike Roth<br><br>Ready to Share Out from Small Groups:<br>1) status on objective revisions from small groups<br>2) Suggestions for next steps - ideas on what needs to happen to move forward with Tech Plan |

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| Next Meeting | Thursday, March 14, 2024 |
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