



Institutional Technology Group (ITG)
 2nd & 4th Thursdays 9:00am - 10:30am
 Zoom Meeting: <https://santarosa-edu.zoom.us/j/89739224421>
Agenda for January 23rd 2025

Committee Members:	
Kevin Snyder (Co-Chair), Mary-Catherine Oxford (Co-Chair), Vanessa Luna, Stephanie Jarrett, Eve Miller, Heather Adams, Amy Flores, Q McQuaig, Greg Wycoff, Denise Cooper, Lex Pulos, Vayta Smith, Mike Roth, Orlando Raola, Kyle Wallstrum, Connor Murray	
Agenda Item	Description
Approval of October 24 th meeting Notes	
PRPP Preparation for 2025 Cycle	<p>The PRPP Process will kick-off early spring – Do we want to provide input to the PRPP Committee? PRPP Site: https://bussharepoint.santarosa.edu/prpp/default.aspx - <i>Writer’s Guide 2024 is towards the bottom of the list</i></p> <p>Based on our review of requests last year, is there anything we want to ask the PRPP Committee to change in PRPP or in the Writer’s Guide?</p>
Digital Signage – Next Step?	<p>Notes from Last meeting: Formalize digital signage recommendations</p> <ul style="list-style-type: none"> ○ Standardization/Guidelines <ul style="list-style-type: none"> ▪ Unit/product – Q noted that the current units share the same brand. ▪ Content, flow, etc. ▪ Location ▪ Support ○ Input from DRD, Marketing & Communications, etc.
Next Meeting	Thursday, February 27 th

Note Taker Rotation List Alphabetical:

- ~~Mary-Catherine Oxford~~
- Amy Flores
- Eve Miller
- Orlando Raola
- Mike Roth
- Heather Adams
- Greg Wycoff

Vayta Smith
Denise Cooper
Stephanie Jarrett
Alexis Pulos
Vanessa Luna
Q McQuaig