Minutes for February 22, 2024

Committee Members Present:	
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	
Agenda Item	**Description**
Approval of Minutes	Approve meeting notes from 10-26-2023. Unanimously approved
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: PRPP Writer's Guide - 2023 - ITG Edits for 2024.pdf
Re-Centering our Goals & Progress on Tech Plan	Discussion: Model the Tech Plan Format to Cuesta College. What resources we have to create our tech plan: • Create Objectives based on development of the process on collecting data. o What are the Gaps we are seeing in the data, process of data collection, making available/accessible data. • How can we help out outreach staff to onboard students in an efficient and long term solution for non-credit classes. • Grossmont college tech plan added to the example tech plan folder Action: • Kevin and Mary-Catherine will draft 3-4 objectives to workshop with the committee, instead of committee written objectives. • Have the committee working on other aspects of the Tech Plan (introduction, summaries) in the meantime to meet the May goal of completion.

	• Proposed new objective: How are we going to continue to function as an institution in the future when there is no bond money • Proposed new objective: Infrastructure planning
Small Group Break Out Instead broke for higher level thinking on issues	Gave people 20 min to think about anything more we are missing in the current drafted goals and how to bring them up to a higher level and integrate missing pieces.
Next Meeting	Thursday, March 14, 2024 Next Steps: Review drafted high level objectives, create sign-up sheet for others to work on based on the outline