

Technology Resource Allocation Workgroup (TRAWG)
Workgroup reporting to Facilities and Technology CAP

Workgroup Charge:

The Technology Resource Allocation Workgroup (TRAWG) is charged to perform initial research and recommendation reports based upon *new* technology requests submitted on college program plans in support of the planning and resource allocation process carried out annually by the Facilities and Technology CAP Committee.

Membership:

- Faculty/Staff representative from each Student Learning Division
- Administrator representative
- College Business Manager
- Campus Director of IT Services
- Designate Administrator and one Faculty representative as co-chairs of workgroup

Term of Office:

- Workgroup Committee members serve on a volunteer basis for one academic year

Responsibilities:

- Research each request for additional information based upon the prioritization a mix of the criteria listed below:
- Pre-rank requests in categories of high, medium, and low based upon prioritization criteria listed below.

Suggested Criteria for Prioritizing Facilities Resources:

- Distinguish between requests for new technology that has not previously existed versus an upgrade of pre-existing technology or enhancement of existing technology and its impact on...
 - Student learning.
 - Number of students and faculty who would benefit from the provision of this request
- The technology resource is required by state law, mandate, or an accrediting agency to meet accrediting standards.
- Fulfilling or meeting the request completes an incomplete technology installation
 - The program has some technology vs. no technology resources.
- The program will cease to exist or will function poorly if technology is not obtained.
 - Documented demand for and growth in the program which will be facilitated by increased or improved technology
 - As evidenced by external environmental data or Advisory Committee feedback
- Need vs. want
- There are appropriate facilities and staff to support, and maintain the requested technology

Approximate Timeline:

- 1st F/T-CAP meeting in Fall (August/September)
 - TRAWG Volunteers Selected
 - List generated by Research Analyst to be submitted to TRAWG
- October - November
 - FRAWG carries out responsibilities of researching, categorizing, and ranking requests
- December
 - Recommendations submitted by TRAWG to Facilities and Technology CAP Committee
- 1st F/T-CAP meeting in Spring (January/February)
 - Prioritization voting of requests completed by Facilities and Technology CAP Committee