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 and refresh 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. **All work groups consider all requests the same regardless of funding source for rankings GF or Categorical. This will result in all three workgroups ranking request similarly and decreases the chances of missing items that may have the funding source incorrectly identified.**

Membership:
- Faculty/Staff representative from each Student Learning Division
- Administrator representative
- College Business Manager
- Campus Director of IT Services
- Instructional Technologist/Designer
- Co-chairs: Administrator and one Faculty representative designated by the workgroup

Term of Office:
- Workgroup Committee members serve on a volunteer basis for one academic year.

Responsibilities:
- Distinguish between requests for new technology that has not previously existed versus an upgrade of pre-existing technology or enhancement of existing technology (technology refresh).
- Identify requests that are or can be funded through categorical funds.
- Research each request to identify information relevant to the prioritization 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:
- The technology's impact on...
  o Student learning.
  o Number of students and faculty who would benefit from the provision of this request
- The technology resource is required by local, state, or federal law, mandate, or an accrediting agency to meet accrediting standards.
- Fulfilling or meeting the request completes an incomplete technology installation
  o The program has some technology vs. no technology resources.
- The program will cease to exist or will function poorly if technology is not obtained.
  o Documented demand for and growth in the program which will be facilitated by increased or improved technology
  o 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)
  o TRAWG Volunteers Selected.
  o List generated by Research Analyst to be submitted to TRAWG.
- October - November
  o TRAWG carries out responsibilities of researching, categorizing, and ranking requests.
- 1st F/T-CAP meeting in Spring (January/February)
  o Recommendations submitted by TRAWG to Facilities and Technology CAP Committee for review/discussion.
- 2nd F/T-CAP meeting in Spring (February/March)
  o Prioritization voting of requests completed by Facilities and Technology CAP Committee.