

## CAÑADA COLLEGE INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE PROPOSAL

### Rationale for this proposal

In light of the increasing use of technology to enhance instructional delivery, to engage and support students, and to manage data collection and assessment, it has become necessary to re-evaluate our approach to the planning efforts of our college in regard to technology use and implementation. Instructional technology is central to this need; the Canvas LMS has been implemented to support all distance education courses (as well as f2f) and this platform alone creates a sizeable and consistent need for new policies and procedures to manage the use of third party applications, the implementation of student support platforms within Canvas, and many other items centering around teaching, learning and student support services that need timely attention. The current meeting schedule and structure of our larger technology committee meets the needs of the college-district technology objectives. Thus, the proposed monthly meeting schedule and instruction focused membership of this new sub-committee will more easily address the timely needs of instruction, especially as it relates to distance education.

### Current Committee Structure:

Name: [Cañada College Technology Committee](#)

| Committee Member      | Classification & Title   |
|-----------------------|--|
| Tammy Robinson        | Vice President of Instruction                                  |
| <b>Leonor Cabrera</b> | <b>Interim Dean, Business, Design and Workforce (Co-Chair)</b> |
| <b>Nathan Staples</b> | <b>Faculty, Biology (Co-Chair)</b>                             |
| Carlos Luna           | Classified, Library Support Specialist                         |
| Jose Garcia           | Classified, Visual Communications Coordinator                  |
| Robert Haick          | Classified, Program Supervisor Career Center/Adjunct Faculty   |
| Max Hartman           | Interim Dean, Counseling                                       |
| Tracy Huang           | Research Analyst   |
| Maria Huning          | Classified, Program Services Coordinator Upward Bound          |
| David Meckler         | Faculty, Music   |
| Allison Hughes        | Classified, Instructional Technologist                         |
| Lezlee Ware           | Faculty, Political Science & DE Coordinator                    |
| Ray DeCasas           | IT Support Technician III, Information Technology Services     |
| Anthony Lim           | IT Support Technician II, Information Technology Services      |
| Jasmine Robinson      | Director of Web Services                                       |
|                       | Student Representation   |
| Yoseph Demissie       | Director, Technical Support Services, IT Services              |
| Lisa Webb             | Interim Director, Workforce Development                        |
| Lezlee Ware           | Faculty Distance Education Coordinator                         |

**Current Objective(s):** The Technology Committee meets a minimum of two times per year and will provide an update to the Planning and Budgeting Committee on technology issues, such as:

1. Progress made regarding replacement and new technology implemented on campus
2. Changing technology needs for instruction, student services, and business operations
3. Consultation with the PRIE Department that assess the technology needs of the College
4. Review of the yearly allocation for technology

**New proposed sub-committee and structure with a focus on instruction, technology and distance education**

Name: Cañada College Instructional Technology Advisory Committee (ITAC)

Membership:

| <b>Committee Member</b> | <b>Classification &amp; Title</b>                      |
|-------------------------|--|
| David Reed              | Interim Dean of ASLT <i>(Co-Chair)</i>                 |
| Lezlee Ware             | Faculty & DE Coordinator <i>(Co-Chair)</i>             |
| Allison Hughes          | Instructional Technologist                             |
|                         | College DEAC Faculty Representative                    |
|                         | Student Services Classified Representative             |
|                         | Guided Pathways Faculty Representative                 |
|                         | Adjunct Faculty Representative                         |
|                         | IT Support Technician, Information Technology Services |
|                         | Student Representative                                 |
| Karen Engel             | Dean of PRIE   |

**Objective(s):**

The Cañada College Instructional Technology Advisory Committee (ITAC) is a subcommittee of the college Technology Committee through which faculty, staff and administrators discuss and review ideas and strategies that best utilize advances in technology to enhance instruction, student support services and distance education in accordance with the College’s Strategic Plan, Strategic Priorities, and annual College Goals.

This committee will identify the priority needs of the college as they relate to:

- Instructional technology
- Student engagement and support technologies
- Distance education
- Data Collection and assessment technologies

Proposed meeting schedule: Monthly (first Thursday of the month) following Cañada College's Distance Education Advisory Committee (DEAC) meetings. The Faculty Distance Education Coordinator, as a member of the College Technology Committee, will attend the College Technology Committee meetings in order to report the findings and updates of ITAC.

#### Proposed Mission:

The mission of the Instructional Technology Advisory Committee is to ensure that the college provides and maintains adequate technological resources to support teaching, student learning, distance education and the professional needs of all college employees.

The Instructional Technology Advisory Committee accomplishes its mission by:

- Developing a long-term technology plan that is aligned with the long-term goals of the college and the district.
- Developing an annual assessment of the college's future technological needs in light of advances in technological capabilities, and technological needs created by new pedagogical approaches.
- Working with the Planning and Budget Committee to create and to finance a Total Cost of Ownership model, which includes identifying funding sources for the replacement of outdated technology.
- Working with ITS staff to set and maintain minimum technological standards.
- Working with the Professional Learning Committee to determine professional development needs with respect to the use of technology.
- Working with Distance Education Advisory Committee to ensure that adequate technological resources exist to support the college's distance education and other technology-mediated efforts.
- Ensuring that both long-term and short-term technology planning is integrated into institutional planning at all levels.
- Participating in the creation of policies concerning appropriate use of technological resources at both a college and district level.
- Making recommendations to the Instructional Planning Council and Planning and Budgeting Committee with respect to technological needs

Other members to consider:

1. Division Representation
2. Academic Senate appointment
3. CSEA appointment