2017-2018

Technology Plan Progress Report

2017-2019 Goals & Objectives

Goal 1: Assess technology-related professional development needs and coordinate with the Professional Learning Committee to offer ongoing technology-related professional development to faculty, staff and administrators.

Objective 1.1: Update and administer a survey in collaboration with the Office of Planning, Research and Institutional Effectiveness that collects information on training, software and hardware needs.
- *2017-2018 Progress:* A survey was drafted to gather information regarding technology usage and technology professional development needs. The draft of this survey was shared with the committee at the March 6, 2018 meeting. The survey was not approved due to questions regarding a duplication in survey questions with the recent Professional Learning Committee survey.
- *For the Future:* Work with the Director of Professional Development and Innovation to revise survey that gathers all pertinent information regarding technology, but does not ask participants for duplicate information.

Objective 1.2: Offer technology-related professional development to faculty, staff and administrators at Flex Days.
- *2017-2018 Progress:* The District has continued to offer faculty, staff and administrators trainings for Microsoft Word, Excel, PowerPoint and Outlook. The Instructional Technologist has offered Canvas, TracDat and SPOL trainings to faculty and staff.
- *For the Future:* Work with the Director of Professional Development and Innovation to survey what technology training gaps exist and schedule regular technology trainings on Flex Days that support Faculty and Staff.

Objective 1.3: Identify and test new technology that expedites learning, improves instruction, facilitates communication, and/or supports the operations of the College.
- *2017-2018 Progress:* N/A
- *For the Future:* Identification and piloting of new technology will be driven by community needs that arise from the Technology Usage Survey and Program Review.
  Activity 1.1: Assist the District Distance Education Advisory Committee with the District-wide beta testing, adoption and/or evaluation of Screencast-O-Matic, NetTutor and Proctorio.
  - *2017-2018 Progress:* No progress has been made on this agenda item yet.
  - *For the Future:* Updating the Technology Committee and strengthening the roles of each of the three focus areas of the committee, will allow the Committee to be available to support technology needs on campus, like DEAC testing new software packages for DE students.

Goal 2: Maintain a technology infrastructure that will allow for the continuous improvement of College operations and services.

Objective 2.1: Work with ITS to update the inventory, replacement cycle, criteria and timeline and disseminate that information to the college
- *2017-2018 Progress:* Due to changes in administration and funding sources, work on this objective with continue in the 2018-2019 academic year.
- *For the Future:* Collaborate with ITS to draft criteria for replacement and continue to evaluate policy recommendations related to technology standards and replacement cycles.

Objective 2.2: Collaborate with the District and the Office of Administrative Services to clarify technology-purchasing procedures.
- *2017-2018 Progress:* The Instructional Technologist and DE Coordinator started this discussion at the District Distance Education Advisory Committee.
- *For the Future:* District DEAC formed a sub-committee to address issues related to technology purchases related to distance education. The committee will move forward based on the work of the sub-committee. The sub-committee has put together a new technology purchase request workflow that will ensure that all new technology adopted by the District and the College is accessible, FERPA-compliant and secure. This process is scheduled to soft launch in the Spring of 2019 and fully launch in the 19-20 academic year.

Objective 2.3: Evaluate the Employee Office Technology Device Replacement Policy, put forth in March of 2017.
- *2017-2018 Progress:* Previous administration presented the policy at Academic Senate, Classified Senate and IPC in the Spring of 2018. Faculty and staff raised many questions about the policy that have not yet been addressed.
- *For the Future:* A technology FAQ may be helpful in addressing some of the questions that came up in response to this policy. An FAQ was drafted and shared at the March 6, 2018 meeting, and is awaiting further edits at our next meeting. The Employee Office Technology Device Replacement Policy will be reviewed and revised as needed once changes in administration have been completed.

  Activity 2.1: Work with faculty and ITS to compile a list of all off-site locations and their technology needs. Clarify how faculty, staff and students at those locations receive technology support.
  - **2017-2018 Progress:** We were not able to make progress on this activity in the 2017-2018 year. We will revisit this in the 2018-2019 year and will work with accreditation efforts to clarify this area.
  - **For the Future:** N/A