



2018-2019

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.

- **2018-2019 Progress:** The Director of Professional Development and Innovation position was not filled in 2018, so this item needs to be revisited with the new Dean of PRIE and Faculty Professional Development (CIETL) Coordinator. The Committee tri-chairs, the Dean of PRIE and the Faculty Professional Development (CIETL) Coordinator met in the Spring of 2019 to begin planning an updated survey for the 2019-2020 academic year.
- **For the Future:** The updated survey will be drafted in the Fall of 2019 and will be sent out in the Spring of 2020. Results will be analyzed by the Committee and findings related to survey results will be included in the 2019-2020 Progress Report.

Objective 1.2: Offer technology-related professional development to faculty, staff and administrators at Flex Days.

- **2018-2019 Progress:** The Director of Professional Development and Innovation position was not filled in 2018, so the Committee will now need to collaborate with the Dean of Academic Support & Learning Technologies and the Faculty Professional Development (CIETL) Coordinator. Trainings offered from the District, Instructional Technologist and the DE Coordinator have continued throughout 2018-2019 academic year including Canvas/DE/Assessment Drop-In Sessions and DE training sessions (QOLT II).
- **For the Future:** The committee plans to gather professional development needs information from the Spring 2020 survey and use that to guide future technology training efforts. For the Fall of 2019, the Committee plans to focus on known software training needs including Ad Astra and Banner 9 if possible.

Objective 1.3: Identify and test new technology that expedites learning, improves instruction, facilitates communication, and/or supports the operations of the College.

- **2018-2019 Progress:** The Committee gained access to technology purchase information from the Budget Office and 2018-2019 Program Review submissions.
- **For the Future:** In the Fall of 2019, these documents will be reviewed and analyzed to identify technology priorities and needs throughout the college. This analysis will be included in a future Progress Report and will be presented to the College's governance bodies.

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, Online Counseling, and Proctorio.

- **2018-2019 Progress:** With the updating of the Technology Committee structure, DEAC has a stronger connection with the Technology Committee which will make supporting one another's work more feasible. DEAC has worked on

adopting and implementing Screencast-O-Matic, NetTutor and Proctorio for the college community.

- **For the Future:** A standing agenda item will be added to the Technology and DE Advisory Committee agendas so that the committees can remain up-to-date on the others' work and remain in regular communication with one another. Also, the Technology Committee's updated structure will bring the appropriate people into the conversation to help move new technology acquisition forward efficiently either at the College or at the District levels.

Goal 2: Maintain a technology infrastructure and end users' devices 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 necessary information to the college.

- **2018-2019 Progress:** The Committee held a discussion with campus leadership and ITS to outline the information needed for this objective, what information should be shared publicly, and how technology resources need to be requested, the May 2, 2019 meeting.
- **For the Future:** With the committee previously meeting infrequently, we weren't able to collaborate with ITS to update our criteria for replacement and to continue to evaluate policy recommendations. This work will continue in the 2019-2020 academic year. We will also work to not only update this information, but also to clarify how technology requests should be made and how that process differs between new technology requests and replacement requests.

Objective 2.2: Collaborate with the District and the Office of Administrative Services to clarify technology-purchasing procedures.

- **2018-2019 Progress:** Our new Vice President of Administrative Services helped us to clarify the Technology Committee's previous role related to the technology acquisition and how that has changed. Purchasing of approved new technology equipment should align with the following purchasing procedures outlined by the District, including the [SMCCCD Purchasing Procedures](#), [ITS Procurement Business Process](#), [Software & Hardware Technology Purchasing Procedures](#), and the [Purchase of Cloud-Based or Enterprise Software Guide](#). The [2019-2021 Technology Strategic Plan](#), drafted in the Spring of 2019, clarifies the Committee's role in technology equipment replacement and acquisition.
- **For the Future:** The Technology Committee will attend the PBC Program Review Prioritization meeting to bring the technology perspective into that process.

Objective 2.3: Evaluate the Employee Office Technology Device Replacement Policy, put forth in March of 2017.

- **2018-2019 Progress:** With the committee meeting infrequently and changes in administration, no further progress was made on this item.
- **For the Future:** This policy will be reviewed by the Committee and the new Vice President of Administrative Services.

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.

- **2018-2019 Progress:** A review of technology available at the Menlo Park Center and ITS' objective related the Menlo Park Center was included in the 2019 ISER.
- **For the Future:** Provide clarity and guidance around any other locations and how faculty and students should get technology support at all off-site locations.