Technology Strategic Plan

2019 - 2021

Contents

# Cañada College Technology Vision

The Technology Committee serves to ensure that the Cañada College community will have immediate and easy access to up-to-date, secure, accessible, and reliable technology that expedites learning, improves instruction, facilitates communication, and supports all operations of the College.

The Committee ensures that its plan aligns with the San Mateo County Community College ITS Strategic Plan whenever possible. The Technology Plan is a living document providing guidance for the application of technology in a continually changing teaching and learning environment. The Plan intends to act as a compass, giving direction to the technology decisions and vision of the College. Technology implementation aims to both enhance and improve instruction and to provide ways for the college to perform its operations in business, research, and student services more effectively.

Committee Updates

Committee Structure

As of the Spring of 2019, the existing Technology Committee structure was updated to demonstrate the Technology Committee's relationship to instruction. The Technology Committee now operates under three main areas of focus: Distance Education Advisory Committee, Instructional & Student Services Technology Needs, and ITS, Facilities & Resource Requests, and will alternately convene to discuss and address each of these areas of focus as needed.
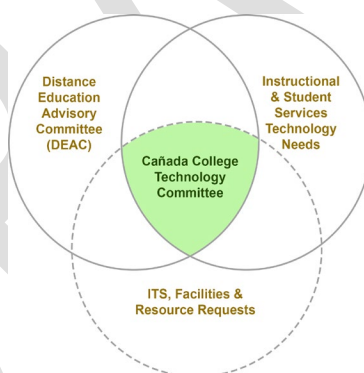
Technology Budget & Resource Allocation

From 2013-2018 the college received a technology budget from a bond. The Technology Committee historically oversaw this budget and the related resource allocations that flowed from it. However, with this budget ending in the Spring of 2018, this committee no longer has a technology budget to oversee and allocate. Beginning in the Fall of 2018 all resource requests, including technology resource requests, will be prioritized by PBC and funded by the discretion of the VPA Office. The Technology Committee is now tasked with participating in the PBC resource request prioritization meeting to represent technology priorities on campus and will review technology resource requests with the VPA. Should the college receive another technology budget in the future, the Technology Committee will again be responsible for the oversight and allocation of the technology budget.

Committee Overview

The Technology Committee reports directly to the Instructional Planning Council. The Technology Committee tri-chairs are also tasked with reporting out Committee recommendations to their constituent groups, including Academic Senate, Classified Senate, Student Services Planning Council, Administrative Planning Council and Planning and Budgeting Council.

The Technology Committee is advisory to the Instructional Planning Council on a range of issues related to technology. These advisory tasks include:

1. Develop the two-year Technology Plan that (a) summarizes the work the committee has accomplished, (b) sets forth the goals and objectives for the coming two years, (c) aligns with college and district plans, goals and objectives, (d) integrates into institutional planning at all levels, and (e) provides direction for the College's technology vision.
2. Prepare annual progress reports on the committee's work on the goals and objectives set forth in the Technology Plan and on the committee's work in the following areas.
3. Assess & Evaluate
   ○ Technology usage and needs annually with assistance from the Office of Planning, Research and Institutional Effectiveness;
   ○ Technology resource requests by participating in the Planning and Budgeting Council's annual resource request prioritization meeting.
4. Develop Procedures and Policies for
   ○ Educational technology and online instruction in consultation with the Accreditation Liaison Officer, Disability Resource Center (DRC) and Vice President of Instruction regarding compliance with external mandates, including specifications articulated by Title 5, the Accrediting Commission for Community and Junior Colleges (ACCJC), and Section 508 of the Federal Rehabilitation Act;
   ○ Minimum campus technological standards in collaboration with Information Technology Services (ITS);
5. Make Recommendations for
   ○ The implementation of centralized online student support services;
   ○ The appropriate use of educational technology, in particular the use of proprietary applications (e.g. textbook publisher's online resources) that support teaching and learning;
   ○ Technology needs and policies for the Instructional Planning Council (IPC) and the Planning and Budgeting Council (PBC);
6. Review & Approve annual campus technology inventory, replacement cycle and replacement criteria drafted in collaboration with Information Technology Services (ITS);
7. Collaborate with the Professional Learning Committee to determine campus professional development needs related to technology.
8. Consult with Academic Senate when committee work may impact academic and professional matters that fall within the 10 + 1 area.
9. Consult, advise, and collaborate with, as appropriate, other college and district colleagues concerned with the effective use of technology.
10. Continuously improve the Technology Committee structure, mission, plan, goals and objectives in order to adapt to the changing technology needs for instruction, student services, and business operations.

Committee Meeting Structure

In order for the Technology Committee to effectively address each of the distinct, but related, areas of focus in its purview, it will meet frequently, alternating which focus area it will address during each meeting.

The meeting schedule will be published at the start of each semester. Agendas will be provided at least one week prior to each meeting to ensure that the appropriate stakeholders for each topic are present during the meeting. All meeting agendas, minutes, and related materials will be posted to the [Technology Committee website](#).

Committee Membership

The Committee is led by a tri-chair made up of the Dean of Academic Support & Learning Technologies, the Online Education Faculty Coordinator and the Instructional Technologist. Voting members include the tri-chairs, a District ITS representative, a local ITS representative, a student services representative, an Associated Students of Cañada College representative, the Vice President of Instruction and the Vice President of Student Services. Resource members include a Professional Learning Committee representative, a Guided Pathways Steering Committee Representative, a Disability Resource Center Representative, the Vice President of Administrative Services, all members of the Distance Education Advisory Committee, and a faculty representative from each unrepresented division.

Composition of Voting Members

- Dean of Academic Support and Learning Technologies (Tri-Chair, IPC Rep)
- Faculty Online Education Coordinator (Tri-Chair, Academic Senate & Distance Education Advisory Committee Rep)
- Instructional Technologist (Tri-Chair, Classified Senate Rep)
- Technology-Focused Faculty Member
- District ITS representative
- Local ITS representative
- Student Services Representative, Classified (SSPC Rep)
- Associated Students of Cañada College representative
- Vice President of Instruction (APC Rep)
- Vice President of Student Services (PBC Rep)

Faculty: 2 | Classified: 2 | ITS: 2 | Administrators: 3 | Students: 1

Resource Members

The Technology Committee has historically operated with the participation of a large number of committee members. This proved to make taking action and moving forward difficult, however, it is essential for the Technology Committee to have a wide variety of perspectives to consider in the decision-making process. The participation of resource members is valued and necessary to the successful work of the committee. The listing of resource members is not intended to be restrictive, however, the composition of resource membership should include at a minimum:

- Technology-Focused Faculty representatives from each non-represented division
- Disability Resource Center Representative
- Professional Learning Committee Representative
- Guided Pathways Steering Committee Representative
- Library Representative
- Learning Center Representative
- Vice President of Administrative Services
- DEAC Membership

2019-2021 Goals & Objectives

Goal 1: Assess technology-related professional development needs and coordinate with the CIETL Coordinator, Professional Development Committee and Academic Senate 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 PRIE that collects information on training, software and hardware needs.
- **Objective 1.2**: Offer technology-related professional development to faculty, staff and administrators.
- **Objective 1.3:** Identify and test new technology that expedites learning, improves instruction, facilitates communication, and/or supports the operations of the College.
    - **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.

Goal 2: Support 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
- **Objective 2.2:** Collaborate with the District and the Office of Administrative Services to clarify technology-purchasing procedures.
- **Objective 2.3:** Evaluate the Employee Office Technology Device Replacement Policy, put forth in March of 2017.
    - **Activity 2.1:** Work with faculty and ITS to compile a list of all off-site locations and their technology needs. Clarify how faculty and students at those locations receive technology support.

Goal 3: Evaluate the Spring 2019 updates to the Technology Committee structure and membership.

- **Objective 3.1:** Host discussions at the Planning Councils, Senates and PBC regarding the Technology Committee's work through the Fall of 2019 to gather feedback from a representative sample of the College community.
    - **Activity 3.1:** Present feedback at the December Technology Committee meeting and draft an update for the December IPC meeting, including proposed improvements to implement for the Spring 2020 semester.