



Technology Committee 2021-2024 Plan

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Responsible Committee: Technology Committee

Contents

- [Introduction](#) **2**
- [Purpose](#) **2**
 - [Committee Responsibilities](#) **2**
 - [Proposed Plan Timeline & Alignment with College Strategic Planning](#) **2**
- [Proposed Technology Committee Plan for 2021-2024](#) **3**
- [Annual Summary](#) **5**
- [Baseline Metrics: College Scorecard](#) **5**
- [Equity Measures](#) **5**

Introduction

Purpose

The Technology Committee Plan outlines the work of the committee to support the College's goals of Student Completion/Success and Organizational Development. The work outlined in this plan will support the college as it addresses the effects of the COVID-19 pandemic, the increases in online and hybrid course modalities, and the ongoing and varied technology needs of our faculty, staff and students.

Committee Responsibilities

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

1. Develop the three-year Technology Plan that sets forth the goals and objectives for the coming three years and aligns with college and district plans, goals and objectives.
2. Prepare an annual summary of progress 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
 - o Technology usage and needs annually with assistance from the Office of Planning, Research and Institutional Effectiveness;
 - o Technology resource requests by providing input and guidance on requested resources when needed.
4. Develop Procedures and Policies for
 - o 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;
 - o Minimum campus technological standards in collaboration with Information Technology Services (ITS);
5. Make Recommendations for
 - o The implementation of centralized online student support services;
 - o 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;
 - o Equitable access to necessary technology for faculty, staff and students.
6. Support & Review the annual Technology Refresh Process collaboration with Information Technology Services (ITS);
7. Collaborate with the Professional Development Planning 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.

Proposed Plan Timeline & Alignment with College Strategic Planning

The Technology Committee plan outlined below is a 3-year plan outlining the work of the committee from 2021-2024. The Committee's objectives have been selected by the committee by reviewing our previous plan and taking into account the new needs and uncertainties brought on by the COVID-19 pandemic.

In addition to taking into account the effects of the COVID-19 pandemic in our drafting of this plan, the committee also feels that it is important to note that the current nature of technology and the speed at which instructional technology is changing requires that this plan exist as a living document, rather than a set-in-stone plan. Therefore, the committee plans, in addition to submitting the Annual Summary of Progress to the Planning & Budgeting Council (PBC), to revise this plan annually. This will allow the committee flexibility to address new concerns that may arise after this plan is finalized.

Proposed Technology Committee Plan for 2021-2024

College Goal (in EMP): Goal #1 - <i>Student Completion and Success</i>		
Educational Master Plan Initiative (EMP), as applicable: <i>Strategic Initiative 1 - Develop academic pathways and provide integrated support services that begin in high school, transition to college and complete with a certificate, degree and/or transfer.</i>		
Integrated Strategies (SEM and Guided Pathways), as applicable: 3.2 - Ensure all students are well connected to the College, including connections to fellow students, faculty, services, programs, and resources.		
Plan Objective #1: Develop and implement community-informed strategies to improve the technology experience at Cañada for faculty, staff and students.		
Actions	Responsible Party	Timeline
Investigate adjunct faculty technology needs and make recommendation to address needs.	Technology Committee in collaboration with Academic Senate, VPAS & ITS	Spring 2022
Develop technology guidance for engaging students via cameras and microphones.	Technology Committee	Fall 2021
Put together a list of labs on campus for students.	Technology Committee	Fall 2022
Administer Student and Staff & Faculty Technology Surveys	Technology Committee in collaboration with ASCC	Fall 2022

College Goal (in EMP): *Goal #3 - Organizational Development*

Educational Master Plan Initiative (EMP), as applicable: Strategic Initiative 1: Implement the Professional Learning Plan and establish a robust college-wide professional learning program that engages campus constituents while creating opportunities for innovative practices that support student success and promote equity.

Integrated Strategies (SEM and Guided Pathways), as applicable: 1.2.4 - Expand the role of “hybrid” courses to realize the benefits of online while building and maintaining face to face community.

Plan Objective #2: Assess technology needs related to college operation adjustments in the wake of COVID-19 and provide technology recommendations to the College.

Actions	Responsible Party	Timeline
Develop critical questions related to upcoming changes to college operations and class modalities and research answers.	Technology Committee in collaboration Academic Senate & Student Services	Summer 2021 & Early Fall 2021
Assess students, staff and faculty readiness to switch to different work and course modalities.	Technology Committee in collaboration with Academic, Classified & Student Senates	Early Fall 2021
Assess facility and technology capabilities in terms of supporting changes to modalities.	Technology Committee in collaboration with ITS and Facilities	Early Fall 2021
Put together recommendations for technology to facilitate different modalities.	Technology Committee	Late Fall 2021

College Goal (in EMP): <i>Goal #3 - Organizational Development</i>		
Educational Master Plan Initiative (EMP), as applicable: <i>Strategic Initiative 3: Create robust processes and support for developing new academic programs/curricula including innovations that address geographic and logistic barriers to access.</i>		
Integrated Strategies (SEM and Guided Pathways), as applicable: <i>1.2.2 - Strategically run more courses face-to-face to create a larger and stronger sense of community on campus.</i>		
Plan Objective #3: Implement Technology Refresh Process and improve communication and dialogue around technology with the campus community		
Actions	Responsible Party	Timeline
Implement Technology Refresh Process	Technology Committee, VPAS and ITS	Annually
Develop strategies to communicate better with the campus community, answer questions and receive feedback.	Technology Committee	Spring 2022
Continue revising and improving the Technology Committee Bylaws.	Technology Committee	Fall 2022

Annual Summary

The Annual Summary of Progress will be a one-page report submitted to PBC or presented in person summarizing the Technology Committee’s progress with the plan outlined above. This may be paired with updates and revisions to this plan as needed. The Annual Summary of Progress may include updates on the Technology Refresh Process, completion of outcomes and updated data trends or survey results related to technology.

Baseline Metrics: College Scorecard

The Technology Committee plans to work with PRIE and DEAC to identify technology-related data points to assess our progress and to identify areas of need. Regular surveys of our faculty, staff and students are also an important source of qualitative data for the committee to reference.

Equity Measures

Ensure that all of the metrics used to establish baselines and measure for successful outcomes are disaggregated by student population and student type to ensure that no sub-population of Cañada students is disproportionately negatively impacted or, that if

they are negatively impacted in the baseline data, that the College is able to determine whether improvements have been made over the life of the Plan.