

Technology Plan: 2009/10 to 2012/13
Technology Planning Committee
Status Report

Goal #1: Develop a stable, long-term plan and funding source(s) to meet the ongoing need for renewing and upgrading technology resources in campus computer laboratories as well as for faculty, staff, and administrative functions.

Objective #1: Collaborate with District ITS to update and maintain CSM technology inventories

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
1.1 Review current computer and smart classroom inventories	Fall 2009	Spring 2010	X				The Tech Planning Committee review District ITS inventories of current computer and smart classroom inventories. These inventories need updating to include purchases made for new and renovated buildings-- College Center, Health and Wellness, Building 1 and other college area purchases.
1.2 Collaborate with District ITS to create an improved "real time" tech inventory database (computers, smart classrooms/conference rooms)	Fall 2010/Spring 2011	Spring 2011			X		District ITS maintains static Excel spreadsheets of computers and smart classrooms/conference rooms. We have not moved to a real-time database yet. KDH
1.3 Collaborate with Academic Senate and District to explore program review mechanisms to collect and collate non-computer technology inventory and database (e.g., SIM people, planetarium projector, etc.)	Fall 2010/Spring 2011	Spring 2010		X			An email discussion was begun in 2010 with the Academic Senate president about revising the program review forms to include a more robust technology inventory, including anticipated technology renewal dates (e.g., remaining life-expectancy of technology resources such as SIM people). Currently, program review collects information on new technology needs/requests, but does not inventory existing technology. This discussion needs to be renewed with the current Academic Senate President.

Goal #1: Develop a stable, long-term plan and funding source(s) to meet the ongoing need for renewing and upgrading technology resources in campus computer laboratories as well as for faculty, staff, and administrative functions.

Objective #2: Recommend creation of technology set-aside fund of \$750,000 per year over next five years--1st choice District-level fund; 2nd choice College-level fund

<i>Action Steps</i>	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
2.1 Recommend creation of technology set-aside fund to District Budget Planning Committee	Spring 2010	Spring 2011	X				The Technology Planning Committee recommended a technology set-aside fund to District Budget Planning Committee. A technology renewal fund is included in Measure H (SMCCD Bond Measure for November 2011).
2.2 Recommend creation of technology set-aside fund to CSM Budget Planning Committee	Spring 2010	Spring 2011	X				The Technology Planning Committee recommended a technology set-aside fund for the College of San Mateo. Emergency funds (\$400K) were set aside to cover technology replacement on an "as needed" basis in Spring 2010.
2.3 Recommend creation of bond-money set-aside fund to CSM Budget Planning Committee	Spring 2010	Spring 2011	X				The Technology Planning Committee recommended a technology set-aside fund to CSM Budget Planning Committee. A technology renewal fund is included in Measure H (SMCCD Bond Measure for November 2011).

Goal #1: Develop a stable, long-term plan and funding source(s) to meet the ongoing need for renewing and upgrading technology resources in campus computer laboratories as well as for faculty, staff, and administrative functions.

Objective #3: Explore opportunities to control costs, reduce duplication and redundancies, and maximize use of computers and peripherals on campus

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
3.1 Explore reducing total number of computer labs on campus (e.g., adopting VMI)	Spring 2011			X			
3.2 Review computer and peripheral assignment policies for full-time and adjunct faculty	Fall 2009	Spring 2010	X				The Technology Planning Committee recommended new guidelines for computer and peripheral assignments (e.g., laptop, netbook, private vs. networked printers) to IPC
3.3 Recommend use of netbooks and other less-expensive laptops for faculty loaner program	Fall 2009	Spring 2010	X				
3.4 Explore laptop rental program for adjunct faculty in collaboration with bookstore	Fall 2010					X	
3.5 Recommend fewer sole-assigned printers for full-time faculty	Fall 2009				X		Full-Time faculty, except where sharing an office, have continued to have access to a sole-assigned printer across the campus.
3.6 Recommend networked printers for adjunct use	Fall 2009	Spring 2010	X				
3.7 Phase out fax machines/fax lines	Spring 2010			X			
3.8 Recommend creation of institutional-level review process for adoption of	Fall 2010					X	

new technology							
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Goal #1: Develop a stable, long-term plan and funding source(s) to meet the ongoing need for renewing and upgrading technology resources in campus computer laboratories as well as for faculty, staff, and administrative functions.

Objective #4: As Technology is renewed ensure the provision of universal access to technology across the campus environment by ensuring that assistive technology hardware and software for individuals with disabilities is integrated in the planning process.

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
4.1 Establish guidelines which will enable campus technology procurement and renewal to meet state and federal compliance with ADA and Section 508.	Spring 2011	Spring 2010		X			Recommend that this item be referred to DSPS (Carolyn Fiori) and ITS (Brad Witham) for suggested guidelines.

Goal #2: Ensure that faculty, staff, and administrators possess information technology competencies that effectively support teaching, learning, and college administrative functions. Loritta??

Objective #1: Determine baseline technology competencies for current and new faculty, staff, and administration.

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
1. Review other college's technology competency requirements.	Fall 2010			X			
1.2 Develop a survey for constituent groups to measure gaps in their technology skills.	Fall 2010					X	The survey has not yet been approved/funded by IPC. Spring 2011. The College has approved funding to hire an Instructional Designer who will be assigned to develop a draft survey instrument in Spring 2012.
1.3 Administer the survey.	Fall 2010					X	The survey has not yet been approved/funded by IPC
1.4 Compile data from review surveys.	Fall 2010					X	The survey has not yet been approved/funded by IPC
1.5 Produce comprehensive list of required tech skills for each constituent group.	Spring 2011					X	The survey has not yet been approved/funded by IPC

Goal #2: Ensure that faculty, staff, and administrators possess information technology competencies that effectively support teaching, learning, and college administrative functions.
Objective #2: Gather feedback from students, via generic student surveys, regarding their instructor's technology skills.

<i>Action Steps</i>	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
2.1 Develop survey	Fall 2010					X	The survey has not yet been approved/funded by IPC
2.2 Administer survey	Spring 2011					X	The survey has not yet been approved/funded by IPC
2.3 Compile data from survey	Spring 2011					X	The survey has not yet been approved/funded by IPC
2.4 Analyze data and create action plan	Fall 2011					X	The survey has not yet been approved/funded by IPC

Goal #2: Ensure that faculty, staff, and administrators possess information technology competencies that effectively support teaching, learning, and college administrative functions.

Objective #3: Explore establishment of college CTL to coordinate and conduct technology training workshops.

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
3.1 Develop workshops geared towards various levels and applications of technology.	Fall 2011			X			A part-time faculty position funded by Measure G. has been approved by IPC and the BPC. The VPI is in the process of requesting approval of members for the hiring committee. This position will be charged with developing workshops related to instructional technology. Dianna Bennett is offering training on using programs in the Adobe Design suite for the college.
3.2 Implement WebAccess training for all faculty.	Fall 2011					X	
3.3 Identify dept/personnel to support tech training.	Fall 2011		X				The college has opted to hire a course designer who will also provide additional tech support and training to faculty. A part-time faculty position funded by Measure G. has been approved by IPC and the BPC. The VPI is in the process of requesting approval of members for the hiring committee. It is expected that person hired will be on campus no later than February 2012.
3.4 Develop web space with online tutorials or identify existing online training.	Spring 2012			X			A part-time faculty position funded by Measure G. has been approved by IPC and the BPC. The VPI is in the process of requesting approval of members for the hiring committee. This position will be charged with developing a web space that addresses this action step.

Goal #3: Improve access to information competency instruction (including web 2.0) for both on-campus and distance education students.

Objective #1: Create technology information competency instructional materials in a variety of Web 2.0 formats (i.e. screencasts, podcasts, videos, wikis, etc.)

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
1.1 Assess needs of faculty, staff and students through survey	Fall 2010	Fall 2010	X				The CSM Library requested feedback on what skills faculty and students wanted to learn and developed a series of training workshops called CSMLearning 2.0.
1.2 Offer workshops on producing podcasts, screencasts, and/or instructional videos	Fall 2010-Spring 2013	Fall 2010-Spring 2013					CSMLearning 2.0 workshops were presented to faculty on December 7 th and December 9 th in 2009 and on March 18, April 12, and May 21 st in 2010. Student workshops were offered on February 10 th and 24 th , and March 17 th and 24 th in 2010.
1.3 Promote the creation and use of information competency materials in a variety of formats	Spring 2010-Spring 2013	Fall 2010-Spring 2013					The CSMLearning 2.0 workshops promoted the creation and use of instructional materials in a variety of formats. The Library developed and promoted screencasts to teach faculty and students how to use the college's new WorldCat catalog.
1.4 Find a means of support for faculty to continue to produce these materials on a year to year basis	Fall 2010-Spring 2013	Fall 2010-Spring 2013			X		The Library continues to develop instructional materials for information competency instruction related to its programs and services. Due to staffing issues, the library has suspended offering workshops for faculty and students. However it is expected that the new Instructional Designer position will provide faculty support to learn Web 2.0 2.0 technologies throughout the semester and in the summer.

Goal #3: Improve access to information competency instruction (including web 2.0) for both on-campus and distance education students.
Objective #2: Provide access points to technology information competency materials in WebAccess and other Faculty online instruction sites

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
2.1 Compile a list of information competency materials in a variety of mediums created at CSM as well as those found at other institutions	Spring 2010	Fall 2012			X		The librarian responsible for this activity resigned in January 2011 and the position is vacant
2.2 Develop workshop geared towards faculty on use of WebAccess	Spring 2010	Fall 2012				X	The Instruction/Web Services librarian position is currently vacant. The person in this position had been charged with working with faculty to incorporate access to information competency instruction into their online courses through the CMS Moodle system.
2.3 Promote list of information competency materials to users of WebAccess (i.e. faculty, staff and students)	Fall 2010	Fall 2012			X		The Instruction/Web Services librarian position is currently vacant. The library website has a number of information competency resources that are available via the web site. Work to imbed links of resources into Web Access has been suspended.

Goal #3: Improve access to information competency instruction (including web 2.0) for both on-campus and distance education students.

Objective #3: Offer Web 2.0 or higher learning sessions to faculty, students and staff

<i>Action Steps</i>	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
3.1 Expand current opportunities to offer Web 2.0 sessions to faculty	Spring 2010	Spring 2010	X				CSMLearning 2.0 workshops were presented to faculty on December 7 th and December 9 th in 2009 and on March 18, April 12, and May 21 st in 2010.
3.2 Develop program for students to learn about Web 2.0 technologies focused on learning and information competency skills	Fall 2009-Spring 2010	Spring 2010		X			CSMLearning 2.0 student workshops were presented to students on February 10 th and 24 th , and March 17 th and 24 th in 2010.
3.3 Offer ongoing support to Web 2.0 learners	Spring 2010-Spring 2013			X			

Goal #3: Improve access to information competency instruction (including web 2.0) for both on-campus and distance education students.

Objective #4: Provide mechanisms for students to access technology information competency materials via mobile devices

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
4.1 Develop mobile version of current CSM websites	Spring 2011- Spring 2013			X			The development and deployment of mobile applications for campus websites and student (WebSMART) registration information is underway. The district is currently developing and testing. The apps would be deployed at all 3 campuses. Several library and information resources are available in formats for mobile devices.
4.2 Offer mobile Reference or question service in Library or in other CSM facilities/programs	Spring 2010			X			Students can access reference services via chat services on the library's website which can be accessed via mobile devices. Funding and staffing issues have delayed the libraries participation in text or video reference services.
4.3 Develop mobile applications that make it easy to access information competency material via mobile devices	Fall 2012- Spring 2013			X			BEM - see 4.3 above The Instruction/Web Services position which has primary oversight for developing and implementing resources for mobile devices is currently vacant. Some vendors of library resources have created mobile platforms and applications and information about them is included on the resource interfaces
4.4 Evaluate and promote the use of current instructional or reference applications that are available outside of CSM (i.e. iTunes)	Fall 2011- Spring 2013			X			The Library has developed a series of research guides called LibGuides that provide access to appropriate subject and topical resources that are available via CSM and external sources.

Goal #3: Improve access to information competency instruction (including web 2.0) for both on-campus and distance education students.
Objective #5: Provide opportunities for faculty to acquire knowledge about the ethical use of information including copyright for on-campus and distance education courses

<i>Action Steps</i>	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
5.1 Provide a campus-wide workshop with an expert on copyright and intellectual property rights for higher education	Spring 2010-Spring 2013					X	Once the college identifies a funding source, the Library will work with the Professional Development Committee to recommend speakers who can address this issue.
5.2 Develop online tutorials for faculty	Spring 2010-Spring 2013					X	The Library provides a link to copyright information including online tutorials via the Faculty Services link on its webpage. The library does not currently have staffing or resources to support development and maintenance of in-house tutorials on this topic.

Goal #4: Use technology to facilitate effective communications with students, faculty, staff, alumni, and the general public.
Objective #1: Conduct a survey that assesses effectiveness of technology in facilitating campus communications to students, faculty, staff, alumni, and the public.

<i>Action Steps</i>	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
1.1 Develop a survey that allows constituent groups to rate the effectiveness of CSM communications to them.	Spring 2011					X	The survey has not yet been approved/funded by IPC
1.2 Administer survey.	Spring 2011					X	The survey has not yet been approved/funded by IPC
1.3 Analyze survey results.	Fall 2011					X	The survey has not yet been approved/funded by IPC
1.4 Develop plan based on analysis of results.	Fall 2011					X	The survey has not yet been approved/funded by IPC

Goal #4: Use technology to facilitate effective communications with students, faculty, staff, alumni, and the general public.

Objective #2: Create a campus-wide electronic board system for announcements.

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
2.1 Identify appropriate system, purchase, install.	Fall 2010			X			Electronic signage at the entrance to the college and in new buildings has been implemented. As of yet, we do not have a comprehensive electronic signage system in all of our existing buildings.
2.2 Determine process for inputting announcements and identify depts and personnel who will maintain and update announcements. (create a schedule and deadlines for all submissions).	Fall 2010			X			Community Relations and Marketing maintains electronic signage at the entrance to the college, College Center, and Health and Wellness Center. Individual department feeds, such as one in College Center for Digital Media, are maintained by a representative of the department trained by staff in Community Relations and Marketing. BEM - Community Relations and Marketing has a process in place to feed event information to multiple mediums on campus. Events can be posted to the CSM Event Calendar real time. We generally convert calendar content information to the College Center Monitors, electronic board and social media 2 weeks prior to the event or more.
2.3 Widely announce and promote use of system	Spring 2011			X			Community Relations and Marketing continues to make presentations at Division meetings and other unit meetings across the campus about their services, including the electronic signage.

Goal #4: Use technology to facilitate effective communications with students, faculty, staff, alumni, and the general public.

Objective #3: Create companion webpages that include all of the same announcements that rotate on the electronic bulletin board.

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
3.1 Determine how same information that appears on the electronic bulletin boards can be uploaded to the CSM website.	Fall 2010		X				This action step is already completed in place. The process is actually the reverse of what is stated here. The CSM Event Calendar is the central depository for all college (and community) events. The event information/content on the electronic board is derived from the CSM Event Calendar. Additionally as departments/programs need calendar information can be filtered into individual department/program websites. See Athletics and Music programs for examples.
3.2 Identify personnel/dept that will be responsible for updates.	Fall 2010		X				This action is completed. The Community Relations and Marketing department provides a self-help submittal form for the CSM Event Calendar; all employees (and as appropriate community members) can submit items to the calendar. The calendar is administrated by the CR & Marketing department web services.
3.3 Determine how bulletin board and website can both access new submissions.	Fall 2010		X				See 3.1 above. This process and capability is already in place.

Goal #5: Develop an annual assessment of the college's future technological needs in light of advances in hardware and software and pedagogy.

Objective #1: Develop an annual assessment process and assessment cycle.

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
1.1 Determine an assessment schedule/cycle	Spring 2010					X	Assessment process and cycle have not yet been determined.
2. Measure progress on CSM Technology Plan, EMP technology goals, and related recommendations	Spring 2011			X			This status report helps in measuring progress. MB
1.3 Compare CSM's technology plan and goals with those of other California colleges	Fall 2011					X	MB
1.4 Analyze findings and write recommendations	Fall 2011					X	Assesment process and cycle have not yet been determined.

Goal #5: Develop an annual assessment of the college's future technological needs in light of advances in hardware and software and pedagogy.

Objective #2: Investigate, research, and test new software and technologies for possible adoption. (Read annual Horizon Report, available on www.educause.edu.)

<i>Action Steps</i>	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
2.1 Review educational technology trend studies (ie: the annual Horizon Report) and determine which emerging technologies would most enhance learning at CSM	Fall 2010					X	No group or committee has been identified to complete this task. MB
2.2 Test technologies	Spring 2011					X	
2.3 Write a report of findings and recommendations	Spring 2011					X	

Goal #5: Develop an annual assessment of the college's future technological needs in light of advances in hardware and software and pedagogy.

Objective #3: Investigate the use of e-portfolios for all students and explore their use for SLO assessment documentation by faculty.

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
3.1 Create an e-portfolio subcommittee	Fall 2010					X	Committee has not been formed.
3.2 Research e-portfolio applications and the feasibility of their implementation at CSM	Fall 2010					X	We had a great partnership with Carnegie who offered to let us have their e-portfolio toolkit for free, which several classes were already using, but our IT dept would not allow it on our servers. E-portfolio have not been used since that time.
3.3 Determine how (and where) training will take place	Spring 2011					X	
3.4 Require an e-portfolio in specific courses or as part of a first year experience course	Spring 2011					x	
3.5 Use e-portfolios as documentation for SLO assessment	Fall 2011					X	This is an excellent goal and e-portfolios would work perfect for SLO documentation.

Goal #5: Develop an annual assessment of the college's future technological needs in light of advances in hardware and software and pedagogy.

Objective #4: Solicit input from industry advisers regarding emerging technologies for various discipline/professions.

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
4.1 Identify i& invite industry professionals to participate in advising CSM on technology training	Spring 2010					X	Programs with Advisory Committees have been requested to solicit input on emerging fields. However, no college-wide advisory committee on technology has been created.
4.2 Develop questions for advisers that probe emerging technologies in their field/discipline	Spring 2010				X		This has been done on a department/discipline basis, but not college-wide. MB
4.3 Host an event, such as a round table discussion or sessions with advisers, or specific disciplinary groups of advisers (help foster partnerships with business)	Fall 2010				X		
4.4 Analyze findings and write a report	Fall 2010				X		
4.5 Develop implementation plan for purchase and training.	Fall 2010				X		

Goal #6: Ensure that both long-term and short-term technology planning is integrated into institutional planning at all levels.
Objective #1: Invite Chairperson of Budget Planning Committee to attend at least two Technology Committee meetings per year

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
1.1 Contact Budget Planning Committee Chair	Spring 2010- Spring 2013		X				The chair of the Technology Planning Committee has been invited and attended relevant Budget Planning Committee meetings. Contact with the current chair of Budget Planning Committee needs to be initiated to ensure this practice continues. KDH

Goal #6: Ensure that both long-term and short-term technology planning is integrated into institutional planning at all levels.
Objective #2: Appoint Technology Committee chair Ex officio member of the Budget Planning Committee

<i>Action Steps</i>	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
2.1 Contact Tech Committee Chair	Spring 2010		X				
2.2 Contact Budget Planning Committee Chair and advise of appointment.	Spring 2010		X				The chair of the Technology Planning Committee has been invited and attended relevant Budget Planning Committee meetings. Contact with the current chair of Budget Planning Committee needs to be initiated to ensure this practice continues. KDH

Goal #6: Ensure that both long-term and short-term technology planning is integrated into institutional planning at all levels.
Objective #3: Develop mechanism to exchange feedback concerning technology needs between library, college divisions and Budget Planning Committee

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
3.1 Conduct forum including Division Deans, Library Director, ITS Director and KCSM General Manager to evaluate present state of technology integration and planning and develop feedback plan.	Fall 2010					X	
3.2 Develop Survey of Division Deans, Library Director, ITS Director and KCSM General Manager to evaluate the technology integration and planning process	Fall 2010					X	
3.3 Suggest revision of program review to include technology planning and tracking at the program level	Fall 2010	Fall 2010		X			An email discussion was begun in 2010 with the Academic Senate president about revising the program review forms to include a more robust technology inventory, including anticipated technology renewal dates (e.g., remaining life-expectancy of technology resources such as SIM people). Currently, program review collects information on new technology needs/requests, but does not inventory existing technology. This discussion needs to be renewed with the current Academic Senate President