**Technology Plan: 2009/10 to 2012/13**

**Technology Planning Committee**

**Status Report**

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

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| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
| 1.1 Review current computer and smart classroom inventories | Fall 2009 |  |  |  |  |  |  |
| 1.2 Collaborate with District ITS to create an improved "real time" tech inventory database (computers, smart classrooms/conference rooms) | Fall 2010/Spring 2011 |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |

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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. |
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| **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 |

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| ***Action Steps*** | 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 |  |  |  |  |  |  |
| 2.2 Recommend creation of technology set-aside fund to CSM Budget Planning Committee | Spring 2010 |  |  |  |  |  |  |
| 2.3 Recommend creation of bond-money set-aside fund to CSM Budget Planning Committee | Spring 2010 |  |  |  |  |  |  |

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

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| ***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 |  |  |  |  |  |  |
| 3.2 Review computer and peripheral assignment policies for full-time and adjunct faculty | Fall 2009 |  |  |  |  |  |  |
| 3.3 Recommend use of netbooks and other less-expensive laptops for faculty loaner program | Fall 2009 |  |  |  |  |  |  |
| 3.4 Explore laptop rental program for adjunct faculty in collaboration with bookstore | Fall 2010 |  |  |  |  |  |  |
| 3.5 Recommend fewer sole-assigned printers for full-time faculty | Fall 2009 |  |  |  |  |  |  |
| 3.6 Recommend networked printers for adjunct use | Fall 2009 |  |  |  |  |  |  |
| 3.7 Phase out fax machines/fax lines | Spring 2010 |  |  |  |  |  |  |
| 3.8 Recommend creation of institutional-level review process for adoption of new technology | Fall 2010 |  |  |  |  |  |  |

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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. |
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| **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. |

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| ***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 |  |  |  |  |  |  |

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| **Goal #2:** Ensure that faculty, staff, and administrators possess information technology competencies that effectively support teaching, learning, and college administrative functions. |
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| **Objective #1:** Determine baseline technology competencies for current and new faculty, staff, and administration. |

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| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
| * 1. Review other college’s technology competency requirements. | Fall 2010 |  |  |  |  |  |  |
| 1.2 Develop a survey for constituent groups to measure gaps in their technology skills. | Fall 2010 |  |  |  |  |  |  |
| 1.3 Administer the survey. | Fall 2010 |  |  |  |  |  |  |
| 1.4 Compile data from review surveys. | Fall 2010 |  |  |  |  |  |  |
| 1.5 Produce comprehensive list of required tech skills for each constituent group. | Spring 2011 |  |  |  |  |  |  |

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

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| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
| 2.1 Develop survey | Fall 2010 |  |  |  |  |  |  |
| 2.2 Administer survey | Spring 2011 |  |  |  |  |  |  |
| 2.3 Compile data from survey | Spring 2011 |  |  |  |  |  |  |
| 2.4 Analyze data and create action plan | Fall 2011 |  |  |  |  |  |  |

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| **Goal #2:** Ensure that faculty, staff, and administrators possess information technology competencies that effectively support teaching, learning, and college administrative functions. |
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| **Objective #3:** Explore establishment of college CTL to coordinate and conduct technology training workshops. |

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| ***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 |  |  |  |  |  |  |
| 3.2 Implement WebAccess training for all faculty. | Fall 2011 |  |  |  |  |  |  |
| 3.3 Identify dept/personnel to support tech training. | Fall 2011 |  |  |  |  |  |  |
| 3.4 Develop web space with online tutorials or identify existing online training. | Spring 2012 |  |  |  |  |  |  |

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| **Goal #3:** Improve access to information competency instruction (including web 2.0) for both on-campus and distance education students. |
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| **Objective #1:** Create technology information competency instructional materials in a variety of Web 2.0 formats (i.e. screencasts, podcasts, videos, wikis, etc.) |

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| ***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 |  |  |  |  |  |  |
| 1.2 Offer workshops on producing podcasts, screencasts, and/or instructional videos | Fall 2010-Spring 2013 |  |  |  |  |  |  |
| 1.3 Promote the creation and use of information competency materials in a variety of formats | Spring 2010-Spring 2013 |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |

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

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| ***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 |  |  |  |  |  |  |
| 2.2 Develop workshop geared towards faculty on use of WebAccess | Spring 2010 |  |  |  |  |  |  |
| 2.3 Promote list of information competency materials to users of WebAccess (i.e. faculty, staff and students) | Fall 2010 |  |  |  |  |  |  |

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| **Goal #3:** Improve access to information competency instruction (including web 2.0) for both on-campus and distance education students. |
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| **Objective #3:** Offer Web 2.0 or higher learning sessions to faculty, students and staff |

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| ***Action Steps*** | 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 |  |  |  |  |  |  |
| 3.2 Develop program for students to learn about Web 2.0 technologies focused on learning and information competency skills | Fall 2009-Spring 2010 |  |  |  |  |  |  |
| 3.3 Offer ongoing support to Web 2.0 learners | Spring 2010-Spring 2013 |  |  |  |  |  |  |

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| **Goal #3:** Improve access to information competency instruction (including web 2.0) for both on-campus and distance education students. |
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| **Objective #4:** Provide mechanisms for students to access technology information competency materials via mobile devices |

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| ***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 |  |  |  |  |  |  |
| 4.2 Offer mobile Reference or question service in Library or in other CSM facilities/programs | Spring 2010 |  |  |  |  |  |  |
| 4.3 Develop mobile applications that make it easy to access information competency material via mobile devices | Fall 2012-Spring 2013 |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |

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

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| ***Action Steps*** | 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 |  |  |  |  |  |  |
| 5.2 Develop online tutorials for faculty | Spring 2010-Spring 2013 |  |  |  |  |  |  |

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

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| ***Action Steps*** | 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 |  |  |  |  |  |  |
| 1.2 Administer survey. | Spring 2011 |  |  |  |  |  |  |
| 1.3 Analyze survey results. | Fall 2011 |  |  |  |  |  |  |
| 1.4 Develop plan based on analysis of results. | Fall 2011 |  |  |  |  |  |  |

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| **Goal #4:** Use technology to facilitate effective communications with students, faculty, staff, alumni, and the general public. |
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| **Objective #2:** Create a campus-wide electronic board system for announcements. |

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| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
| 2.1 Identify appropriate system, purchase, install. | Fall 2010 |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |
| 2.3 Widely announce and promote use of system | Spring 2011 |  |  |  |  |  |  |

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| **Goal #4:** Use technology to facilitate effective communications with students, faculty, staff, alumni, and the general public. |
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| **Objective #3:** Create companion webpages that include all of the same announcements that rotate on the electronic bulletin  board. |

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| ***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 |  |  |  |  |  |  |
| 3.2 Identify personnel/dept that will be responsible for updates. | Fall 2010 |  |  |  |  |  |  |
| 3.3 Determine how bulletin board and website can both access new submissions. | Fall 2010 |  |  |  |  |  |  |

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| **Goal #5:** Develop an annual assessment of the college’s future technological needs in light of advances in hardware and software and pedagogy. |
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| **Objective #1:** Develop an annual assessment process and assessment cycle. |

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| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
| 1.1 Determine an assessment schedule/cycle | Spring 2010 |  |  |  |  |  |  |
| * 1. Measure progress on CSM Technology Plan, EMP technology goals, and related recommendations | Spring 2011 |  |  |  |  |  |  |
| 1.3 Compare CSM’s technology plan and goals with those of other California colleges | Fall 2011 |  |  |  |  |  |  |
| 1.4 Analyze findings and write recommendations | Fall 2011 |  |  |  |  |  |  |

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| **Goal #5:** Develop an annual assessment of the college’s future technological needs in light of advances in hardware and software and pedagogy. |
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| **Objective #2:** Investigate, research, and test new software and technoligies for possible adoption. (Read annual Horizon Report, available on [www.educause.edu](http://www.educause.edu).) |

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| ***Action Steps*** | 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 |  |  |  |  |  |  |
| 2.2 Test technologies | Spring 2011 |  |  |  |  |  |  |
| 2.3 Write a report of findings and recommendations | Spring 2011 |  |  |  |  |  |  |

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| **Goal #5:** Develop an annual assessment of the college’s future technological needs in light of advances in hardware and software and pedagogy. |
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| **Objective #3:** Investigate the use of e-portfolios for all students and explore their use for SLO assessment documentation by faculty. |

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| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
| 3.1 Create an e-portfolio subcommittee | Fall 2010 |  |  |  |  |  |  |
| 3.2 Research e-portfolio applications and the feasibility of their implementation at CSM | Fall 2010 |  |  |  |  |  |  |
| 3.3 Determine how (and where) training will take place | Spring 2011 |  |  |  |  |  |  |
| 3.4 Require an e-portfolio in specific courses or as part of a first year experience course | Spring 2011 |  |  |  |  |  |  |
| 3.5 Use e-portfolios as documentation for SLO assessment | Fall 2011 |  |  |  |  |  |  |

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| **Goal #5:** Develop an annual assessment of the college’s future technological needs in light of advances in hardware and software and pedagogy. |
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| **Objective #4:** Solicit input from industry advisers regarding emerging technologies for various discipline/professions. |

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| ***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 |  |  |  |  |  |  |
| 4.2 Develop questions for advisers that probe emerging technologies in their field/discipline | Spring 2010 |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |
| 4.4 Analyze findings and write a report | Fall 2010 |  |  |  |  |  |  |
| 4.5 Develop implementation plan for purchase and training. | Fall 2010 |  |  |  |  |  |  |

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

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| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
| 1.1 Contact Budget Planning Committee Chair | Spring 2010-Spring 2013 |  |  |  |  |  |  |

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

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| ***Action Steps*** | Proposed Timeline | Actual Timeline | Completed | In Progress | Suspended | No Action | Comments |
| 2.1 Contact Tech Committee Chair | Spring 2010 |  |  |  |  |  |  |
| 2.2 Contact Budget Planning Committee Chair and advise of appointment. | Spring 2010 |  |  |  |  |  |  |

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

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| ***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 |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |
| 3.3 Suggest revision of program review to include technology planning and tracking at the program level | Fall 2010 |  |  |  |  |  |  |