

## **The Cañada Technology Plan (Drafted 08/09)**

The Technology Plan is a living document providing guidance for the acquisition and application of technology in a continually changing teaching and learning environment. The Technology committee will review the plan a minimum three times a year and ensure that it is understood throughout the college community and that it is implemented in a timely manner. The Cañada College Technology Committee will ascertain that its plan informs and is integrated with the San Mateo Community College Strategic Plan.

The Technology Plan of the College is intended to act as a compass, giving direction to the technology decisions of the College and ascertains that technology use assists in the fulfillment of the vision of the college. Technology is implemented both to enhance and improve instruction and provide ways for the college to perform its operations in business, research and student services more efficiently and effectively. The technology environment is dynamic and ever changing. A good technology plan references on a continual basis the vision of the college, examines how technology is applied to fulfill the vision and ascertains how new technology advances learning and efficient operation of college programs and necessary supportive infrastructure. Fulfilling the vision of the College sets forth the assumption that the college will strive to be beyond the normal curve in identifying and applying new technology solutions in every aspect of conducting the educational mission.

## Technology Vision

**Cañada College's vision for technology is that technology is a tool for improving teaching and learning, and enhancing the College experience.** The College will utilize technology to streamline and simplify all administrative services for students, faculty, and staff

- (A). Wherever possible, technology will be used to provide a safe and secure campus environment
- (B). Technology will improve teaching and learning by enhancing accessibility, improving communications and allowing the College to deliver instruction in a variety of modalities
- (C). Cañada College believes that students and staff should have pervasive access to current, secure, accurate and reliable information
- (D). Access to College information and instruction will have no boundaries
- (E). Technology at Cañada College will be current and maintained by well-qualified technical staff
- (F). Cañada College's deployment of technology will be consistent the College's Mission.

## Strategic Goals

- **Strategic Goal 1:** Cañada College will provide students with efficient, and intuitive online student business services. These services will be available to students 24/7 from anywhere. Emphasis will be placed on student self –service. *(A) (D)*
- Appropriate Cañada College faculty, staff, and administration will collaborate with District ITS to implement and evaluate new applications that are consistent with this goal. An example of this is a new student self-service that will allow students to have official transcripts sent to the college of their choice. Ongoing
  - Cañada College will regularly assess student and staff satisfaction with administrative processes and make recommendations for improvement to ITS. Ongoing
- Cañada College is recommending to District ITS that a regular Districtwide forum be established that facilitate the review and discussion of online business services. *Ongoing*
- **Strategic Goal 2:** Cañada College will utilize technology to insure that the campus is a safe and secure environment. *(B)*
- The College will continue the deployment of video surveillance equipment throughout the campus. The goal is to provide 100% coverage of all buildings, parking areas, and gathering spots. *Completion fall 2012.*
  - Implement an EAS (Emergency Announcement System) in all buildings. The system is to be integrated into the existing carillon system. Completion date fall 2012.
  - Combine carillon system with security monitoring system and locate in a to be identified security office. *Completion Spring 2009*

- **Strategic Goal 3:** Cañada College will utilize technology to improve teaching and learning, enhance accessibility, improve communications, and deliver instruction in a variety of modalities *(C)(F)*
- Ninety-five percent of the instructional facilities at Cañada will be technology enabled or “smart”. The type of technology used in each instructional facility will vary according to the teaching discipline. At a minimum, technology enabled rooms will contain wireless internet access, projection, and provisions for easily connecting personal computing devices such as laptops, iPhones, etc. *Completion spring 2011*
  - Cañada College is committed to providing technology training to faculty, staff, and administrator. Working with the District CTL, Cañada will provide a regularly schedules workshops in a variety topics through out the calendar year. *Ongoing*
  - Working with District ITS, Cañada will develop an equipment replacement plan that will insure that faculty, students, and staff have access technology that meets or exceed District minimum standards. The plan will include a predictable schedule of when equipment needs to be replaced, the projected cost of equipment replacement, and identification of potential budget sources to be determined. *Completion date Summer 2009*
    - The Cañada and the District ITS computer support group will implement an online inventory of technology available to Cañada - *Summer 2008*
    - The Cañada Technology Advisory Committee in coordination with District ITS s will determine and publish minimum standards for supported technology. These standards will be reviewed annually. These standards will be the basis for determining the equipment replacement schedule – *Annually each May*
    - District ITS will generate an annual lists equipment due for replacement in the upcoming year. This report will be submitted to College senior management – *Annually each January*
    - Based on available funding, Cañada will work with ITS to implement the replacement plan. *Ongoing*
  - Cañada College will perform an audit of all campus computer labs to determine lab utilization, utilization patterns, and insure that there is sufficient computer access to meet student needs. *Summer 2009*
  - Cañada College will continue to increase it’s online course offerings as well as the number of courses that utilize the Internet to supplement on-campus instruction. *Ongoing*
    - Develop a College specific plan for distance education. The development of this plan is directed by the District DEAC plan for distance education. *Spring 2009*
    - Set a goal of 90% of the faculty will post online course baseline information. *Spring 2010*
    - Provide training and support for faculty with online content. *Ongoing*

- **Strategic Goal 4:** Provide the network infrastructure to support instruction and the College's administrative services. *(E)*
- In consultation with District ITS, Cañada will establish minimum performance and accessibility expectations for all three College networks. In addition, Cañada expects that District ITS to establish network performance benchmarks *(Fall 2008)* and routinely assess network performance. *Ongoing*
  - Cañada College expects ITS to provide pervasive and seamless wireless access to the Internet for faculty, staff and students. *Summer 2009*
  - Cañada College will insure that all new and remodeled facilities have network access that is consistent with current and future planned use of the facilities and meets or exceeds District minimum standards. *Ongoing*
- **Strategic Goal 5:** Utilize technology to improve communication with students, faculty, staff, alumni and the general public. *(C) Ongoing*
- Evaluate twice yearly the efficacy and attractiveness of the College Website and coordinate improvements with the marketing needs of every division and program.
  - Ascertain and direct the application of improvements of technology that expedites communication with all students and families of the peninsula.
  - Implement a Districtwide student email system
- **Strategic Goal 6:** Include campus technology needs as an integral part of the campus budget development process *(A-F) Ongoing*
- **Strategic Goal 7:** Strive to provide accessible technology and content that is section 508 complaint to all Cañada students. *(A-F) Ongoing*

- **Strategic Goal 8:** Cañada College will establish a Technology Advisory Committee (TAC) that is composed of representatives, both classified and certificated, from every division of the College, administrative, and representation from the District Instructional Technology Services. The TAC will meet no less than two times per semester and report after each meeting to the College community: *Fall 2008*

The TAC charge will be:

- Assess and report upon the progress of the College Technology Plan.
- Develop new components of the Technology Plan deemed to be in accord with the changing technology needs for instruction, support services, and business operations.
- Develop an annual technology work plan that is consistent with the College's technology plan and is reflective of the College's budget and resources.
- Continually assess College needs.
- Promote best practices and current research in technology and education.
- Encourage, research and experimentation in the use of technology for teaching and learning.

Develop and review the budgetary requirements for the ongoing implementation of the Technology Plan.