## 2017-2022 Technology Plan Work Plan

### 1) Training

**GOAL 1**: Ensure faculty and staff receive adequate training and professional development in order to assure successful implementation and utilization of technologies

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>Measures/Method</th>
<th>Timeframe</th>
<th>Responsible</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Develop, administer, and evaluate a survey about technology training needs</td>
<td>Prioritized list of needs (recommend interpersonal contact w/divisions)</td>
<td>Fall 2017, Every 3 years</td>
<td>CTC Workgroup</td>
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<tr>
<td>1.2 Identify persons able to conduct technology training</td>
<td>Current, published list of people and associated areas of expertise (from job descriptions, surveys, volunteers)</td>
<td>Fall 2017, Every 3 years</td>
<td>CTC Workgroup</td>
<td></td>
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<td>1.3 Coordinate and assess technology trainings to develop a culture of technology competency</td>
<td>Publish recommended technology resources through regular communication</td>
<td>Spring 2018</td>
<td>CTC Workgroups</td>
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<tr>
<td>a) Develop a “Technology Institute” or training workshops where stakeholders can explore new ideas</td>
<td>Plan and host an annual Technology Institute and monthly workshops</td>
<td>Fall 2018, every fall</td>
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<td>b) Create a centralized repository for technology-related resources (Lynda.com)</td>
<td>Links and recommendations for training on CTC webpage</td>
<td>Spring 2018</td>
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## 2) Procedures

**GOAL 2:** Establish procedures for the evaluation, adoption, and proper resourcing of campus technologies

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| 2.1 Maintain the College Technology Committee (explore co-chair model)  
   a) Serve as advisory committee to campus constituents with technology needs  
   b) Host reports from technology point people/constituency groups regarding projects, inventory, and life cycles  
   c) Receive regular updates from and provide feedback to Central Services ITS on technology inventory and projects | Recommendations/reports made to college councils, Academic Senate, divisions, and others  
Agendas and minutes that reflect constituent reports  
Agendas and minutes that reflect YCCD ITS reports | Fall 2017  
At least once, at the end of every semester  
Ongoing  
Ongoing | CTC  
DTAC | |
| 2.2 Plan, review, and recommend technology-related decisions to RAC, College Council, District Technology Advisory Committee (DTAC), and college constituents  
   a) Prioritize technology resource allocations based on Program Review  
   b) Provide input for technology project priorities to YCCD and MJC and communicate status to college stakeholders  
   c) Identify a process & schedule for requesting standard computing needs (multiple tiers)  
   d) Assist the Grant Development Office in evaluating technology as needed | Prioritized list/recommendations related to Program Review resource requests  
List of ongoing projects/updates, communicated to the college and to DTAC  
Published process and rubric for stakeholder requests  
Grant proposal with documented technology needs | Fall 2017, annually  
fall 2017, as needed  
2017-2018  
As needed | CTC  
Workgroups | |