

Goals and Objectives: Implementation Matrix

As part of the Shared Governance Process, the Instructional Technology Committee, a subcommittee of the Educational Planning Committee will review and determine both the institutional priority and implementation timeline for the key IT goals and objectives outlined below.

Goal 1: Improve The Technology Coordination, Planning, And Governance.

Activities	Description	Implementation Responsibility	Timeline to Completion	Self-Assessment Measures	Monitoring Oversight
1.1	Coordinate strategic planning, development of instruction technology policies, and management of information resources within the organizational structure of the campus and develop clear lines of accountability for technology support.	ITC	Review October 2004 and annually thereafter	LACC Technology Resources, Policies, & Guidelines	SGC
1.2	Promote the active dialog concerning IT decisions in resources, policy, and training among administrative and academic departments, the IT subcommittee, and the EPC, a subcommittee of Academic Senate	ITC/Admin. Svcs/TSS	Review October 2004 and annually thereafter	ITC Annual Progress Report	SGC
1.3	Recognize and centralize the role of IT planning and deployment in the College's current plans for new facilities, facility renovation, and satellite campuses.	Dean Ed Tech VP Acad Svcs	October 2004 (FMP)	Integration of FAC MP and IT plan	Admin. Services
1.4	Coordinate scheduling and support for the College's 42 separate academic computer equipped facilities, including hardware, software, network services and security, personnel, and professional development of lab personnel.	Task Force (TSS, Acad. Sen., Dept. Chairs, ITC)	January 2004	Progress Report January 2004	VP Acad Svcs VP Admin Svcs
1.5	Hire a director to coordinate the activities in the TLC including faculty and staff hardware, software, and systems training. The director will assist faculty in the use of course management systems and the development of distance education programs and courses.	Acad Svcs	Fall 2003	Position Filled	President

Goal 2: Support the Maintenance, Replacement, and Acquisition of Technology Resources Including Appropriate Assistive Technology.

Activities	Description	Implementation Responsibility	Timeline to Completion	Self-Assessment Measures	Monitoring Oversight
2.1	Maintain an accurate inventory of all computing equipment.	TSS Dept. Chairs Program Mgrs	Review October 2004 and annually	LACC Technology Resources, Policies, & Guidelines	ITC
2.2	Establish a three year acquisition and replacement cycle for hardware.	TSS Dept. Chairs Program Mgrs ITC	Fall Annually Coordinate with Budget process	ITC Annual Progress Report	EPC
2.3	Coordinate usage of site licensing process in procuring, updating, and distributing educational software.	Dean Ed Tech	Fall Annually Coordinate with Budget process	ITC Annual Progress Report	EPC
2.4	Continue to acquire and install assistive technology in computer labs to	Dean Ed Tech Dept. Chairs	Ongoing	100 % completion (Currently 30%)	Dean OSS

	meet federal ADA guidelines of 10% availability in each facility				
2.5	Equip additional classrooms with smart technology as part of the Prop A building and renovation	Dean Ed Tech, ITC, Bldg Shepherds	2002-2012	ITC Annual Progress Report	Prop. A Advisory Committee
2.6	Integrate the technology resource information collected as part of program review with campus-wide technology planning	Dept. Chairs Dean Institutional Effectiveness	Annually Budget Process	LACC Technology Resources, Policies, & Guidelines	ITC

Goal 3: Increase the Computer Proficiency of the Campus Community.

Activities	Description	Implementation Responsibility	Timeline to Completion	Self-Assessment Measures	Monitoring Oversight
3.1	Encourage and support faculty to integrate technology in their classroom instruction	TLC/SD/Curriculum Committee	Ongoing	Course outlines, syllabi & web pages w/tech inc.	ITC
3.2	Assist and provide guidelines for faculty in the development of Web pages for their classes.	TLC/SD/Web Admin Task Force	Ongoing	# of faculty websites	ITC
3.3	Utilize the Teaching Learning Center as a collaborative environment that promotes the development and assessment of new teaching strategies	TLC/SD/Chairs	Ongoing	# of activity / # of participants	ITC
3.4	Provide IT personnel professional development opportunities that update and enhance their technology skills.	TSS/TLC/SD	Ongoing	ITC Annual Progress Report	Dean Ed Tech
3..5	Work within departments to communicate the various forms of technology that are available to them	TSS/TLC/Chairs Council	Ongoing	Tech usage in Program Review	EPC
3.6	Ensure that all departments have an information web page including links to course information	Dept. Chairs/Web Administration Task Force	Summer 04	ITC Annual Progress Report	IDWG Deans
3.7	Provide a help desk for students for technical questions	TLC/TSS/Library	Summer 04	Functioning help desk	Dean Ed Tech IDWG Deans
3.8	Provide training on newly-adopted applications and systems such as Etudes course management system, eRPA/PCS (electronic request for personnel action/position control system) and SAP	TLC/SD/Admin. Svcs/IDWG Deans	Ongoing	# of training w/new system & # of new users trained	VP Adm Svcs VP Acad Svcs VP Stud. Svcs
3.9	Explore options for a student technology assistant (STA) program that would train and deploy LACC students to provide personalized assistance for faculty who are eager to develop IT skills but who feel they would benefit from individualized instruction and tutoring	Task force- Coop.Ed./CAOT/Math- CSIT/TLC/TSS/SD	February 04	Task force report	EPC

Goal 4: Foster the Instructional Integration of Information Technology.

Activities	Description	Implementation Responsibility	Timeline to Completion	Self-Assessment Measures	Monitoring Oversight
4.1	Expand efforts to promote LACC's online resources to students, faculty, and staff.	Web Admin. Task Force	Fall 03 – ongoing	Monitor web page visits	ITC
4.2	Collaborate with publishers in generating course materials in electronic format.	Faculty/Dept. Chairs/ Dean Ed Tech	Fall 03 – ongoing	Electronic course material in use	IDWG Deans
4.3	Sustain efforts campus wide (TLC, Library, dept. labs) to identify and promote key resources across the curriculum. Assist faculty to utilize available resources in their courses.	TLC/SD/Dept Chairs	Ongoing	ITC Annual Progress Report	ITC/ IDWG Deans
4.4	Appoint a permanent director of the Teaching Learning Center (TLC).	Acad Svcs	Fall 03	Position filled	President
4.5	Enhance efforts to coordinate software and instructional, library and multimedia resources to support teaching, learning, and instruction.	Library/Chairs/IMC/TLC	Ongoing	ITC Annual Progress Report	IT/EPC

Goal 5: Expand the Use of Management Information Technology in Campus Planning, Research, Student Services, and Administrative Activities

Activities	Description	Implementation Responsibility	Timeline to Completion	Self-Assessment Measures	Monitoring Oversight
5.1	Promote the usage of the district's web based faculty services including accessing your current class roster, using online exclusion, and online grade submission.	TLC/TSS/SD/Chairs	Fall 03 – ongoing	Level of usage	Dean Admissions
5.2	Expand the district's web based faculty services to include student email, home address and phone number.	TLC/TSS	Fall 03	Info available	Dean Ed Tech
5.3	Promote the usage of the SARS (Scheduling and Reporting System) Grid System to assist counselors in scheduling appointments and preparing Student Educational Plans.	Counseling/ Title V Coordinator	Spring 03	Level of usage	VP Student Svcs
5.4	Implement matriculation data collection software that will track students from entry to exit to assist in the college's planning	Title V Coordinator	Spring 04	Tracking sys in place	VP Student Svcs
5.5	Increase the number and strategically place the student information kiosks.	Title V Coordinator	03 and ongoing	More kiosks	VP Student Svcs
5.6	Fully integrate the Protocol Academic & Room Scheduling & Calendaring System	Acad Svcs	Fall 03 and 04	System in place	VP Acad Svcs
5.7	Promote a paperless work environment by providing web-based applications such as; online forms, electronic distribution of campus	TSS/TLC/SD/ITC	Ongoing	ITC Annual Progress Report	ITC

	communications, electronic processing of personnel assignments (eRPA) that is integrated with a position control system (PCS).				
5.8	Explore the implementation of a workflow system that allows electronic approval of submitted forms.	TSS	2005	ITC Annual Progress Report	Dean Ed Tech

Goal 6: Protect and Secure the College's Computing Resources.

Activities	Description	Implementation Responsibility	Timeline to Completion	Self-Assessment Measures	Monitoring Oversight
6.1	Maintain web links to current policies and procedures including policies on copyright and intellectual property accessible to students, faculty, and staff.	Web Admin. Task Force	Ongoing	Annual review of links as of Oct.04	ITC
6.2	Encourage faculty to incorporate the LACC computing policies and guidelines in their course syllabus.	Dept. chairs	Fall 03	Syllabi reflect policies	IDWG Deans
6.3	Develop a standardized computer usage agreement form to be used college wide.	ITC Task force	Spring 04	Form in place	EPC
6.4	Standardize virus protection software on all computers and implement automated methods of updating the software and virus data definition file.	TSS	Spring 04	Annual inventory	Dean Ed Tech
6.5	Check advisories on product vulnerabilities and security threats and publish these advisories to encourage vigilance and ensure that the applicable security patches are implemented as soon as the security bulletin is published.	TSS	Ongoing	Technology Newsletter (quarterly)	Dean Ed Tech
6.6	Implement effective intrusion detection and protection systems like firewalls, Ethernet switch access policies, network sniffer system.	TSS	Ongoing	Annual inventory	Dean Ed Tech
6.7	Maintain regular backup of critical data on servers. Provide training to faculty and staff to backup their own data.	TSS/TLC	Ongoing	Training and backup log	Dean Ed Tech./ITC
6.8	Maintain emergency battery backup power for critical servers.	TSS	Ongoing	Annual inventory	Dean Ed Tech