

**LOS ANGELES SOUTHWEST COLLEGE**  
**Strategic Technology Plan**  
**2008-2011**

Mission Statement: Los Angeles Southwest College is committed to providing an environment for quality learning to enrich the lives of our diverse population. The mission statement of the Technology Committee is to provide up-to-date technology to supplement instruction as well as administratively providing support in areas of Admissions, Registration, and other areas assisting with student enrollment and follow-up as well as administrative support.

The Committee will measure the outcomes annually and report to College Council. In addition, there will be continuous review of outcomes throughout the year.

**Goal #1 - To prepare administrators and classified staff in the use of a variety of software applications that are used for administrative duties and support services.**

Objectives	Activities	Responsibility	Timeline	Evidence/Outcomes
1.1. Provide training to administrators and support staff to develop computer to effectively perform their duties.	1.1a. Provide special workshops to administrators and support staff to develop and reinforce computer competency	1.1a. Staff Development & Instructional Technology Department, Vice Presidents	1.1a. Monthly beginning with September 2008	Evaluation forms and feedback
	1.1b. Work with administrative and support staff to integrate computers into their work to improve efficiency	1.1b. Service department Managers, Academic Department Chairs, & Instructional Technology Department.	1.1b. September 2008 - ongoing	Work Order system reports

<p>1.2. Provide state-of-the-art equipment for administrative and support staff to accommodate new software applications and updates</p>	<p>1.2a. Maintain a minimum equipment standard that is reviewed by the Technology Committee annually using a matrix that includes computer location, usage, configuration, age, and cascading plan.</p> <p>1.2b. Ensure that the equipment is regularly updated according to the Equipment Replacement Policy.</p> <p>1.2c. Ensure that IT staff is trained adequately to meet the needs of the campus on both administrative and student services hardware, equipment, software and applications.</p>	<p>1.2a. Instructional Technology Department, Technology Committee, Program Managers, Deans</p> <p>1.2b. Technology Committee/Instructional Technology Department</p> <p>1.2c. Instructional Technology Department/VPAS</p>	<p>1.2a. Reviewed annually</p> <p>1.2b. Reviewed annually</p> <p>1.2c. ongoing</p>	<p>1.2a. Computer Placement Matrix</p> <p>1.2b. Deployment Plan</p> <p>1.2c. Workshop, Conference or Vendor Report</p>
<p>1.3. Ongoing professional development related to computer's current uses and software - Provide training to classified staff to develop computer skills.</p>	<p>1.3a. Calendar each year's activities dedicated to training</p>	<p>1.3a. Staff Development Committee</p>	<p>1.3a. ongoing w/ follow up monthly</p>	<p>1.3a. Annual Calendar of activities; evaluation forms and feedback</p>

<p>1.4. Provide ongoing professional development related to computer's current uses and software for administrative and student services personnel.</p>	<p>1.3b. Work with staff to integrate computers into their work to improve efficiency</p> <p>1.4a. Calendar activities each month dedicated to applications</p>	<p>1.3b. Instructional Technology Department and Department Chairs/Mangers, Staff Development Coordinator,</p> <p>1.4a. Staff Development Committee</p>	<p>1.3b. 2009 (ongoing each</p> <p>1.4a. September 2008 October/January/April)</p>	<p>1.3b. Information Technology department Quarterly Report</p> <p>1.4a.. Evaluation forms and Feedback</p>
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**Goal #2 FACULTY - To prepare faculty in the use of a variety of software applications by using instructional technology to promote equal opportunity for participation in coursework that go beyond the confines of the physical classroom.**

Objectives	Activities	Responsibility	Timeline	Evidence Outcomes
<p>2.1. Provide training to faculty to develop computer skills to enhance classroom instruction</p>	<p>2.1a. Provide special workshops to faculty to develop and reinforce integration of technology in the classroom</p>	<p>2.1a. Staff Development, Department Chairs, Deans &amp; Manager College Information System</p>	<p>2.1a. ongoing</p>	<p>2.1a. Evaluation forms and feedback</p>

<p>2.2. Prepare faculty to the integrate Information technology in classes and class projects.</p>	<p>2.1b Conduct semi-annual (each semester) Technology Day inviting vendors to demonstrate new software and software updates</p> <p>2.2a. Provide workshops as identified in the Needs Assessment Survey for faculty to develop and reinforce computer competency - Hold monthly training sessions through Staff Development</p>	<p>2.1b. Instructional Technology Department and VPAS. VPAA, VPSS</p> <p>2.2a. Instructional Technology Department/ Department Chairs/Staff Development Coordinator</p>	<p>2.1b. March/ November 2009</p> <p>2.2a. October 2008, January 2009, April 2009 (ongoing each October/January/April)</p>	<p>2.1b. Evaluation forms and feedback and/or Summary Report</p> <p>2.2a. Evaluation form and feedback</p>
<p>2.3. Provide state-of-the-art equipment</p>	<p>2.3a. Maintain a minimum instructional technology equipment standard that is reviewed by the Technology Committee annually. A matrix will be developed showing location, use, configuration, age, cascading cycle</p> <p>2.3b. Ensure instructional technology equipment is regularly updated according to the equipment replacement policy</p> <p>2.3c. Take a survey of which computers to cascade each year in critical labs as appropriate for higher skills</p>	<p>2.3a. Information Technology Department/ Technology Committee/</p> <p>2.3b. Instructional Technology Department/ Department Chairs</p> <p>2.3c. Instructional Technology Department</p>	<p>2.3a. Semi-annually (reviewed October and March)</p> <p>2.3b Semi-annually (reviewed October and March)</p> <p>2.3c. Spring 2009</p>	<p>2.3a. Approval of Minimum Standards</p> <p>2.3b. Semi- Annual Replacement report</p> <p>2.3c. Instructional Technology Department Annual Report</p>

<p>2.4. Provide ongoing professional development related to computer's current uses and software for instructional personnel.</p> <p>2.5. Encourage faculty to develop curriculum integrating technology in instructional programs</p>	<p>2.3d. Update the operating system to VISTA</p> <p>2.3e. Ensure that the IT staff is trained adequately to meet the needs of the campus on both instructional hardware, equipment, software and applications. Each semester one IT staff member will receive the appropriate training.</p> <p>2.3f. Annually review equipment inventory to ensure currency</p> <p>2.4a. Calendar activities each month dedicated to applications</p> <p>2.5a. Increase on-line classes</p>	<p>2.3d. Instructional Technology Department</p> <p>2.3e. Instructional Technology Department</p> <p>2.3f. Instructional Technology Department</p> <p>2.4a. Staff Development Committee</p> <p>2.5a. Department Chairs/VPAA</p>	<p>2.3d. Spring 2010</p> <p>2.3e. Spring 2009 (ongoing)</p> <p>2.3f. October 2008 (ongoing)-</p> <p>2.4a. September 2008 (ongoing)</p> <p>2.5a. September 2008 (ongoing)</p>	<p>2.3d. Installation of software</p> <p>2.3e. Workshop, Conference or Vendor Report</p> <p>2.3f. Inventory Equipment Report (See Exhibit A)</p> <p>2.4a. Evaluation forms and Feedback</p> <p>2.5a. ongoing</p>
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**Goal #3 - To provide faculty with the skill sets to foster the competent use of technology in instruction.**

<b>Objectives</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Performance Outcomes</b>
3.1. Encourage all faculty to meet basic computer literacy skills requirements	3.1a. Survey faculty to assess computer skills	3.1a. Staff Development/Technology Committee	3.1a. November 2009	3.1a. Survey Results
	3.1b. Develop a plan to increase the skill level of faculty in conjunction with Staff Development	3.1b. Staff Development/Technology Committee	3.1b. May 2009	3.1b. The plan
	3.1c. Develop Teacher/Learner Center	3.1c. VP Academic Affairs	3.1c. April 2010	3.1c. Teacher/Learner Center in the Library
3.2. Develop web pages for faculty	3.2a. Create a web page for each faculty member in a department directory	3.2a. Web Master VPAA. Hire a Web Master	3.2a. Fall 2009	3.2a. Web page
3.3 Install SMART classroom technology in all buildings	3.3a. Purchase equipment to be install in all buildings	3.3a. Instructional Technology Department/VP Admin Svcs	3.3a. ongoing	3.3a. Installation of SMART classroom technology

**Goal #4 – Offer a comprehensive program of student support services available electronically for the convenience of students.**

<b>Objectives</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Performance Outcomes</b>
4.1. Provide student support services technology training that contributes to instructional effectiveness and student success	4.1a. Identify counselors and student services support staff for training in the use of web applications, e.g. Discover, Eureka	4.1a. Instructional Technology Department/Dean of Student Services, Chair of Counseling	4.1a. April 2009	4.1a. A list of electronic services being used for student support and training scheduled and offered
	4.1b. Place kiosks around the campus for students to register for classes, obtain unofficial transcripts, etc.	4.1b. Instructional Technology Department/VP Admin Svcs	4.1b. August 2009	4.1b. Installation of kiosks
4.2. Establish a Help Desk	4.2a. Develop a Help Desk Center by tiers: Tier I – Student Workers who field trouble calls Tier II – Desktop Technicians who field trouble calls Tier III – Network Technician who solves difficult problems	4.2a. Information Technology Department	4.2a. Fall 2009	4.2a. Help Desk Center
4.3. Develop individual student log-in and e-mail account	4.3a. Assign universal log-in that can be used in all aspects for students and give them an e-mail account with a secure login that remains active for up to three semesters after the student takes their last class	4.3a. Instructional Technology Department Technology Committee	4.3a. January 2010	4.3a. Student Log Policy

4.4 Ensure there is effective wireless access throughout the campus	4.4a. Deploy and maintain wireless access points through a plan-phasing process throughout the campus including parking lots	4.4a. Instructional Technology Department	4.4a. on going CDC/SSC/TEC/Cox	4.4a. Installation of wireless access points and positive testing and ongoing use
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**Goal #5 - To provide a secure and up-to-date technical environment.**

Objectives	Activities	Responsibility	Timeline	Performance Outcomes
5.1. Ensure that the campus technology environment is free of outside "intrusion."	5.1a. Remain current with anti-virus and other tamper-proof software	5.1a. Instructional Technology Department	5.1a. ongoing	5.1a. Purchase of anti-virus software
	5.1b. Make sure all equipment is up to LACCD/ industry's standards	5.1b. Instructional Technology Department/VP Admin Svcs	5.1b. January 2009 (ongoing)	5.1b. Instructional Technology Department Annual Report
	5.1c. Develop an effective Disaster Recovery Plan	5.1c. Instructional Technology Department	5.1c. July 2009	5.1c. Disaster Recovery Plan
5.2. Maintain a budget that incorporate equipment, staffing, and training needs and linked to instructional and admin annual and 3 year strategic plans	5.2a. Establish an annualized budget for technology	5.2a. Manager College Information Systems/VP Admin Svcs	5.2a. January of each year	5.2a. Approved budget

	5.2b. Annually review budget to determine resource needs	5.2b. Instructional Technology Department and VP Admin Svcs	5.2b. Fall of each year	5.2b. Approved Budget
5.3 Keep the college website updated and “fresh”	5.3a. Hire a Web Master	5.3a. Instructional Technology Department/ Representative hiring committee	5.3a. July 2010	5.3a. Campus Webmaster Hired
	5.3b. Establish basic website educational standards and follow up to assure adherence	5.3b. Technology Committee/Public Relations Specialist	5.3b. June 2009	5.3b. Approval of Website standards with follow up procedures