



**Advancing Innovation:**  
**Cañada College**  
**Technology Strategic Plan**  
**Technology Committee**  
**2024-2027**

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# Executive Summary: Cañada College Technology Plan

The Technology Committee plays a vital role in the college community by advocating for secure, accessible, and reliable technology that enhances learning, instruction, communication, and operational efficiency. Reporting to the Planning & Budgeting Council (PBC), the committee advises on various technology-related matters and collaborates with key governing bodies such as Academic Senate, Classified Senate, Instructional Planning Council (IPC), and Student Services Planning Council (SSPC). The committee also collaborates with the District IT team.

Cañada College technology plan focuses on not only addressing the core advisory tasks but also actively engaging in initiatives that enhance the college's technological landscape, foster equity, and contribute to a technologically advanced and inclusive learning environment. Outcomes for the plan are listed below.

- **Timely** feedback/data from students to improve technology offerings and for a continuous improvement model.
- **Increased** technology literacy among faculty, students & staff; equity in technology access and usage; and awareness and utilization of student lab facilities.
- **Improved** utilization and understanding of multi-modal technologies; clarity and efficiency in technology support processes; technology integration considering multi-modal approaches.
- **Enhanced** satisfaction with technology support and training services; equity considerations in software requests; accuracy and relevance of technology inventories; and Informed decision-making through survey insights and contributions to the strategic plan.

## Outcomes for Technology Plan



### Timely

feedback/data from students to improve technology offerings



### Increased

technology literacy among faculty, students & staff  
equity in technology access and usage  
awareness and utilization of student lab facilities



### Improved

utilization and understanding of multi-modal technologies  
clarity and efficiency in technology support processes  
technology integration considering multi-modal approaches



### Enhanced

satisfaction with technology support and training services  
equity considerations in software requests  
accuracy and relevance of technology inventories  
Informed decision-making through survey insights and contributions to the strategic plan

## Technology Committee Purpose

The Technology Committee advocates for the college community to have secure, accessible, and reliable technology that improves and supports learning, instruction, communication, and operations. The Technology Committee reports to the Planning & Budgeting Council (PBC). Committee members are also required to report committee recommendations to constituent divisions and governing councils, including Academic Senate, Classified Senate, Instructional Planning Council (IPC), and Student Services Planning Council (SSPC).

## Technology Committee Responsibilities

The Technology Committee is advisory to the Planning & Budgeting Council on a range of issues related to technology. These advisory tasks include:

1. Develop the three-year Technology Plan that sets forth the goals and objectives for the coming three years and aligns with college and district plans, goals and objectives.
2. Prepare an annual summary of the committee's work progress based on goals and objectives set forth in the Technology Plan.
3. Assess and evaluate:
  - Technology usage and needs (annually) with assistance from the Office of Planning, Research, and Institutional Effectiveness (PRIE).
  - Technology resource requests by providing input and guidance on requested resources when needed.

- Develop procedures and policies for educational technology and online instruction in consultation with the Vice President of Instruction, and both college and district DEAC.
  - Establish compliance with external mandates, including specifications articulated by Title 5, the Accrediting Commission for Community and Junior Colleges (ACCJC), and Section 508 of the Federal Rehabilitation Act.
  - Minimum campus technological standards in collaboration with Information Technology Services (ITS).
4. Make recommendations for:
    - The implementation of centralized online student support services.
    - The appropriate use of educational technology, in particular the proprietary applications that are used college-wide and impact students, faculty, and staff.
    - Equitable access to necessary technology for faculty, staff, and students.
  5. Support and review the annual Technology Refresh Process collaboration with Information Technology Services (ITS) and the Vice President of Administrative Services.
  6. Collaborate with the Professional Development Planning Committee to determine campus professional development needs related to technology.
  7. Consult with the Academic Senate when committee work may impact academic and professional matters that fall within the 10 + 1 area.
  8. Consult, advise, and collaborate with other college and district colleagues concerned with the effective use of technology.
  9. Continuously improve the Technology Committee structure, mission, plan, goals and objectives in order to adapt to the changing technology needs for instruction, student services, and business operations.

# Technology Committee Proposed 3-Year Plan

				
Inputs	Activities	Outputs	Outcomes	Outcomes related to EMP
<p>Trainers, tech support staff, committee members</p> <p>Budget for training sessions, software acquisition, website enhancement</p> <p>Classroom technology, software tools, inventory databases</p>	<p>Develop and distribute surveys to faculty, staff, and students regularly</p> <p>Conduct scheduled Classroom Technology Trainings and for new software</p> <p>Organize Technology "Clinics" (in-person and online)</p> <p>Revise software request forms to include equity-related questions</p> <p>Create process for technology access for students</p> <p>Create and share process outlines for technology support and requests</p> <p>Regularly update Technology Inventory Database</p> <p>Collaborate with district DEAC on Technology Gaps Database</p> <p>Contribute insights and recommendations to the District Technology Strategic Plan</p> <p>Update Technology Refresh Process to encompass multi-modal technology</p> <p>Develop initiatives to promote Digital Equity &amp; Inclusion</p> <p>Revamp Technology Committee</p>	<p>Number of training sessions conducted</p> <p>Attendance/participation rates in trainings and clinics</p> <p>Number of surveys distributed, and responses received</p> <p>List of identified technology training for Flex Days</p> <p>Training materials developed for new software</p> <p>Clear process outlines shared with divisions</p> <p>Revised software request forms</p> <p>Updated and maintained student lab information</p> <p>Updated Technology Inventory and Gaps Databases</p> <p>Survey reports for faculty, staff, and students</p> <p>Contributions to the District Technology Strategic Plan</p> <p>Updated Technology Refresh Process guidelines</p> <p>Implemented Digital Equity &amp; Inclusion initiatives</p> <p>Improved and updated Technology Committee website</p>	<p>Increased technology literacy among faculty, students &amp; staff</p> <p>Improved utilization and understanding of multi-modal technologies</p> <p>Enhanced satisfaction with technology support and training services</p> <p>Improved clarity and efficiency in technology support processes</p> <p>Enhanced equity considerations in software requests</p> <p>Increased awareness and utilization of student lab facilities</p> <p>Timely feedback from students to improve technology offerings</p> <p>Enhanced accuracy and relevance of technology inventories and gaps</p> <p>Informed decision-making through survey insights and contributions to the strategic plan</p> <p>Improved technology integration considering multi-modal approaches</p> <p>Increased equity and inclusivity in technology access and usage</p>	<p>Higher retention rates due to effective technology use</p> <p>Students well-prepared for the technology demands of the workforce</p>

## Objectives

- Technology Infrastructure Planning and Maintenance:** Update Technology Inventory Database. Collaborate on Technology Gaps Database with district DEAC. Contribute to the District Technology Strategic Plan. Update Technology Refresh Process to include multi-modal technology. Enhance Digital Equity & Inclusion efforts.
- Technology Trainings:** Take place at the beginning of each semester, as well as ongoing Technology "Clinics" for faculty, students & staff. Provide training for new software acquisitions.
- Assess** the effectiveness of multi-modal technologies through surveys and real-time feedback. Identify technology training needs for Flex Days.
- Communication:** Develop clear process outlines for technology support and requests. Enhance software request forms to gather equity-related feedback. Support divisions in updating and sharing student lab information. Conduct timely tech-related student surveys. Update Technology Committee website.

## Activities

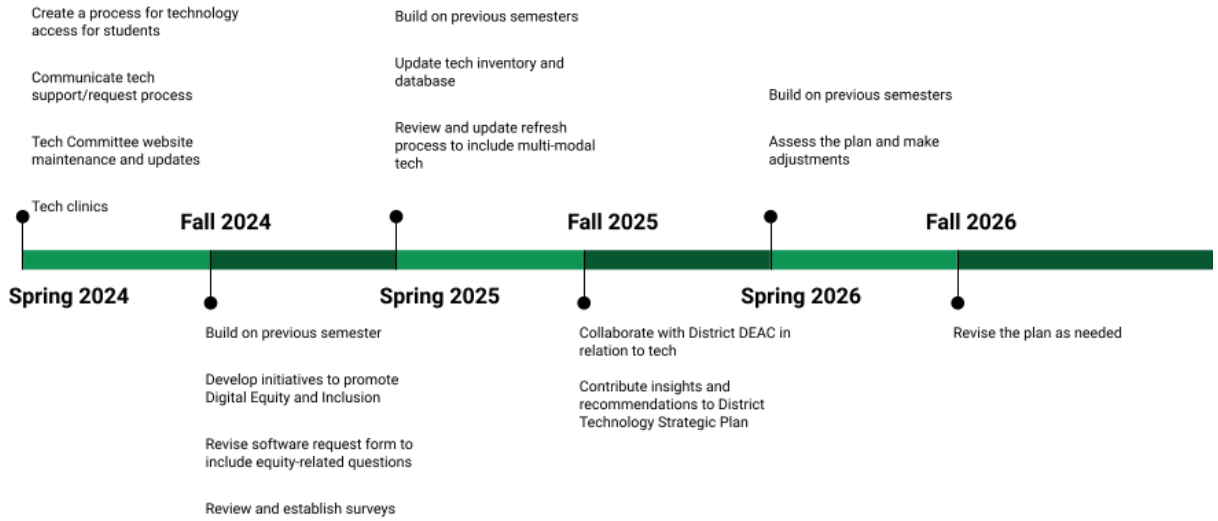
- Create a process for technology loans for students.
- Create and share process outlines for technology support and requests.
- Organize Technology "Clinics" (in-person and online).
- Develop and distribute surveys to faculty, staff, and students regularly.
- Conduct scheduled Classroom Technology Trainings and training for new software.
- Revise software request forms to include equity-related questions.
- Develop initiatives to promote Digital Equity & Inclusion.
- Oversee the annual Technology Refresh Process, which includes an update to our Technology Inventory database.
- Update Technology Refresh Process to encompass multi-modal technology.
- Improve and maintain Technology Committee website.
- Collaborate with district DEAC on Technology Gaps Database.
- Contribute insights and recommendations to the District Technology Strategic Plan.

## Assessment and Metrics

- Training attendance records. Survey responses (satisfaction, challenges faced, training needs). Number of Flex Day training proposals and adopted sessions. Feedback on new software training effectiveness.
- Feedback from divisions on process outlines and forms. Utilization metrics of posted student lab information. Student survey responses regarding technology experiences and needs.
- Inventory update frequency and accuracy. Survey response rates and feedback. Progress in Digital Equity & Inclusion initiatives. Website traffic and engagement metrics for the Technology Committee website.

# Timeline

## Technology Plan Timeline



In Spring 2027, the DEAC committee will begin assessing progress on the current plan and drafting the next plan (2027-2030)



# College Goals & Initiatives Related to the Technology Committee

- College Goals from the Educational Master Plan (EMP):
  - #4 Accessible Infrastructure and Innovation
- Strategic Initiatives from the EMP:
  - 4.10 - Ensure faculty, staff and students have access to technology to support multiple modalities.
  - 4.11 - Provide trainings needed to ensure new technology facilitates quality teaching and learning
- Strategic Initiatives from the Strategic Enrollment Management Plan (SEM):
  - 2.2 - Ensure access to instructional technology, training and professional development to support quality instruction across all modalities
    - 2.2.2 Ensure all faculty, staff, and students have access to the hardware and software technology resources and training needed for instruction in multiple modalities (EMP 4.10).
    - 2.2.3 Provide training needed to ensure new technology resources facilitate quality teaching and learning.

## Annual Summary of Progress

The “Annual Summary of Progress” will be presented to PBC in Spring 2025.

## Baseline Metrics: College Scorecard

The following results of technology surveys from 2021 were used to inform this plan:

- [Fall 2021 Faculty Technology Survey Results](#)
- [Fall 2021 Student Technology Survey Results](#)

# Fall 2021 Student Technology Survey Results

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## Technology Accessibility:

More access to hotspots and stable internet connections for students, especially those in need.

Increased availability of laptops, Chromebooks, or Adobe Creative Cloud to aid in completing assignments.

Borrowing equipment options for students, including routers for home internet access.

Access to larger scanning options for drawings or other materials.



## Enhanced Support and Training:

Mandatory training or workshops for instructors to improve their proficiency in using various apps and websites.

One-on-one tutoring or guidance sessions for students to optimize the use of technology tools like Zoom, Canvas, and Google Apps.

Improved communication regarding the available technology services and resources offered by the college.



## Software and Platforms:

Suggestions to integrate Discord with Canvas for better communication and announcements.

Improved functionalities within Canvas, including a better interface for uploading videos and pictures, easier access to class materials, and enhanced discussion boards.



## Additional Services and Resources:

Expansion of online classes or hybrid options for more flexibility and convenience, particularly considering ongoing pandemic concerns.

Suggestions for offering more online resources, such as ebooks, or providing more assistance to students who need technology-related help or guidance.



## Specific Concerns:

Negative sentiments toward certain technologies like Proctorio, with requests to reconsider or replace such tools.

Requests for more timely grading by professors and improvement in their use of technology tools for teaching and communication.



## Technology Literacy and Empowerment:

Advocacy for a class to bridge the technology gap for students less familiar with digital tools, allowing for person-to-person interaction, guidance, and immediate assistance.

# Fall 2021 Faculty Technology Survey Results

Teaching Modality	Hybrid teaching (34% FT, 19% PT) and Online teaching (22% FT, 41% PT) Face-to-Face teaching without an online requirement is preferred by 19% FT and 11% PT.
Awareness and Interest	Most respondents are aware of Quality of Teaching and Learning (QoTL) (97% FT, 89% PT). Interest in training for alternative teaching modalities varies but is generally high (66% FT, 52% PT).
Comfort and Adequacy	Comfort levels with teaching multimodality courses vary, with a significant portion feeling somewhat comfortable. A notable percentage feels inadequately trained (63% FT, 41% PT) or uncomfortable with this teaching method.
Preparedness for Multimodality	Only a minority have been asked to teach multimodality courses (28% FT, 33% PT). A considerable percentage feels they lack adequate training for teaching multimodality courses (63% FT, 52% PT).
Technology Preferences	Technology preferences for face-to-face classes in Spring 2022 include IT mobile computers (31% FT, 41% PT) and cameras (16% FT, 4% PT). Familiarity with NEAT boards and Panopto varies, with a significant number being unfamiliar, especially among PT respondents.
Technology Workshops	Data DashboardIT (22% FT, 0% PT) and Google Drive & DocsIT (9% FT, 11% PT) are among the technology topics respondents find most useful and would attend workshops on in the 2022-2023 academic year.

## Equity Measures

In fall 2024, the Technology Committee will work with the PRIE office to analyze data around technology access and usage for the campus. This will help identify gaps or inequities regarding technology access and usage for faculty, staff, administrator, students.

# References

- 2022-27 Cañada College Educational Master Plan (EMP)
- Technology Committee Bylaws, Fall 2023
- Response to PD data.docx
- Logic Model Technology Plan 2024-27
- Vision 2030: A RoadMap for California Community Colleges:
  - Modernize system technology infrastructure to support online education delivery and faculty. Develop an analysis of the impact of generative AI technology and its potential implications for teaching and learning and take the necessary action in policy reform, systems development and practices to advance success, access and support for our students.
  - Develop an analysis of the impact of generative AI technology and its potential implications for teaching and learning and take the necessary action in policy reform, systems development and practices to advance success, access and support.