Santa Ana College Technology
Action Plan 2012-2013 - Draft

STRATEGIES	ACTION ITEMS	COST	TIMELINES	LEAD(S)	STATUS
A. GOAL: SAC students will graduate with highly competitive technology skills that will serve them in their continuing education and professional life.					
A.1 Investigate emerging technologies that have potential impacts upon student use of technology and educational experience, including mobile technologies.	A.1 Survey	Staff time	A.1 December 2012, revise annually	A.1 SACTAC co-chairs, C & I	
A.2 Enhance existing facilities to promote technology proficiency.	A.2 Compare inventory to 2013 capacity	Staff time	A.2 April 2013, revise annually	A.2 SACTAC co-chair, ITS	
A.3 Use Google Analytics to determine student use of technology, particularly web-based services. Utilize that information to inform future decision-making regarding advising on deployment of resources.	A.3 Track implementation	Staff time	A.3 April 2013	A.3 ITS, SACTAC	

A.4 Develop learning areas where students can learn appropriate technology skills. Work with ASG and local businesses to develop a working hub with wireless and educational technology for student use.	A.4 Inventory labs; assessment of need and possible locations; create hubs	Staff time $$$ hubs	A.4 December 2013	A.4 SACTAC, Facilities Committee, ASG	
A.5 Support the creation of best practices for student use of existing technology and labs.	A.5 Creation of best practices	Staff time	A.5 December 2014	A.5 SACTAC, Co-chairs	

B. GOAL: SAC will provide a technology rich environment that will promote efficiency and productivity for faculty, staff and students.

B.1 Include technology in facilities and academic planning by analyzing Department Portfolios, interfacing with Academic Senate, and Curriculum and Instruction to become responsive to faculty needs and provide timely input and consultation for budgetary planning on technology related issues. Implement a process by which SACTAC can make informed recommendations to TAG on college-level needs.	B.1 Review DPP, Academic Senate, C&I; make recommendations to TAG	Staff time	B.1 Fall 2012	B.1 SACTAC, Deans, Academic Senate, C&I, TAG	

B.2 Develop a learning area where faculty can learn appropriate technology skills. As a part of this learning area, an instructional designer and appropriate support staff are necessary to insure that faculty is utilizing technology to its best purpose.	B.2 Create learning area; investigate hiring instructional designer, support staff	Staff time $$$ designer $$$ support staff	B.2 December 2014	B.2 VP AA, ITS	
B.3 Develop a distance education program that takes advantage of SAC's current technological capabilities. Hire an instructional designer to help instructors create distance education courses that have a greater likelihood of success. Develop best practices for running distance education courses that will allow faculty to create high functioning courses.	B.3 List of distance education courses; investigate hiring instructional designer; survey best practices for faculty	Staff time $$$ designer $$$ support staff	B.3 May 2013	B.3 SACTAC, DE, VP AA	
B.4 Re-instate and develop the technology training staff development program.	B.4 Determine faculty/staff need	Staff time	B.4 December 2013	B.4 SACTAC, VP AA	
B.5 Provide Sharepoint opportunities that expand the capabilities and use of the program across faculty.	B.5 Check availability	Staff time	B.5 Spring 2013 and ongoing	B.5 ITS, Web Committee	
B.6 Provide current hardware, software, and databases to offices, students labs, library, and classrooms with ITS.	B.6 Assessment by faculty and staff on an annual basis	Staff time	B.6 January 2013 and annually	B.6 SACTAC, ITS	

B.7 Enhance and ensure timely, efficient and complete technology support in all offices.	B.7 Faculty and staff survey of needs	Staff time	B.7 May 2013 and annually	B.7 SACTAC, ITS	
B.8 Provide and support campus wide accessibility to computers and technology for students, staff and faculty with disabilities. Closed captioning and other services for faculty looking to service disable students needs to be more clearly advertised and disseminated to increase faculty and staff involvement and compliance.	B.8 Assessment of need; publish available data	Staff time	B.8. Spring 2013	B.8 DSPS, VP SS, ITS	
B.9 Develop alternative strategies for funding technology including endowments, grants, and partnerships with other colleges and universities.	B.9 Create list	Staff time	B.9 May 2013 and annually	B.9 SACTAC co-chairs, Resource Development, Budget Committee	
B.10 Develop greater integration of attendance systems, allowing for across discipline and data field analysis. Integrate statistical software and programming into current systems to allow for expanded data analysis and decision-making.	B.10 Assess need; program systems	Staff time	B.10 May 2014	B.10 SACTAC, ITS	

C. GOAL: SAC will provide innovative instructional technologies and facilities that will enable faculty to enhance and facilitate student learning.

C.1 Mediate classrooms that have yet to be technologically updated based upon common interests and needs of the departments that use those classrooms.	C.1 100% of appropriate classrooms mediated by 2014	Staff time to investiage number needed $$$ mediation	C.1 June 2014	C.1 VP AA, ITS	
C.2 Continue to maintain and increase quality of distance education. Institute and support services and staffing for distance education program.	C.2 List of distance education courses; investigate hiring instructional designer; survey best practices for faculty	Staff time	C.2 May 2013	C.2 SACTAC, DE, VP AA	
C.3 Update, replace and standardize technology in existing classrooms every 5 years	C.3 Assessment of inventory against current ITS standards	Staff time	C.3 April 2013 and annually	C.3 ITS, VP AA	
C.4 Enhance and ensure timely, efficient and complete technology support in all classrooms.	C.4 Assessment of satisfaction	Staff time	C.4 Spring 2013 and annually	C.4 SACTAC	
C.5 Support Blackboard Mobile, Blackboard Connect, and NBC Learn.	C.5 Availability of programs	Staff time $$$ possibly to purchase	C.5 December 2013	C.5 Distance Education Coordinator	
C.6 Review integrated library system and its future directions.	C.6 Create plan	Staff time	C.6 May 2013	C.6 Library	
C.7. Make media services more accessible to faculty by instituting a supplies budget.	C.7 Assessment of need	Staff time	C.7 December 2012	C.7 SACTAC, VP AA, VP Administrative Services	
C.8. Develop digital asset management for library of stills, pictures, and video for staff and faculty use.	C.8 Library of digital assets	Staff time	C.8 December 2013	C.8 Media Systems	