

**Table of Contents (Outline) for Technology Master Plan 2009-201X**

1. Introduction
  - 1.1. History of technology plan and accomplishments
  - 1.2. Technology Plan Committee and Charge
  - 1.3. Contributors to Technology Master Plan
2. Technology Master Plan<sup>1</sup> 2009-201X
  - 2.1. The DVC Mission<sup>2</sup> and Strategic Plan
  - 2.2. The Planning Process (see below)
  - 2.3. Technology Vision<sup>3</sup> Statement
  - 2.4. Technology Guiding Principles<sup>4</sup>
  - 2.5. Technology Goals<sup>5</sup> for 2009-201X
  - 2.6. Strategies<sup>6</sup> for Achieving Technology Goals
3. Implementation
  - 3.1. Next Steps
  - 3.2. Implementation Grid
    - 3.2.1. Strategies
    - 3.2.2. Short-term goals<sup>7</sup>
    - 3.2.3. Timeline
    - 3.2.4. Responsible Parties
    - 3.2.5. Resource Allocation
    - 3.2.6. Performance Indicators
    - 3.2.7. Accomplishments (Annual Report)
4. Ongoing Planning, Implementation, and Evaluation Cycle
5. References
6. Appendix (Policies? Procedures?)

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<sup>1</sup> Master Plan: A college wide plan that is beyond the scope of a department/unit plan.

<sup>2</sup> Mission: DVC Mission as described in DVC Strategic Plan 2006-2011 on p. 8 (DVC, 2006).

<sup>3</sup> Vision: "The big, ..., bold goal you're headed for..." (Olsen, 2007, p. 238).

<sup>4</sup> Guiding Principles: "To clarify what you stand for or believe in" (Olsen, 2007, p. "Cheat Sheet").

<sup>5</sup> Goals: Goals are umbrella statements that provide direction for change

<sup>6</sup> Strategies: Strategies are long-term, continuous strategic areas that get you moving from your mission to achieving your vision. What are the key activities that you need to perform in order to achieve your vision? (The Olsen book referred to these as strategic objectives.) (Olsen, 2007, p. "Cheat Sheet")

<sup>7</sup> Short-term goals: "To set goals that convert the strategic objectives into specific performance targets. Effective goals clearly state what, when, how, and who and are specifically measurable. What are the 1- to 3-year goals you are trying to achieve to get to your strategic objectives?" (Olsen, 2007, p. "Cheat Sheet")

**Planning Process for the Technology Master Plan 2009-201X**

1. Technology Committee (TC) Meetings (past)
  - 1.1. Evaluated current Technology Plan
2. TC document review between meetings (ongoing)
  - 2.1. Review internal evidence (Strengths/Weaknesses) of technology needs.
  - 2.2. Review external documents (Opportunities/Threats) related to technology and higher education.
  - 2.3. Review internal/external evidence and resources (see below)
3. TC Meeting (2/12, 2:00-3:30 p.m., ATC-103)
  - 3.1. Reviewed Accreditation Recommendations
  - 3.2. Agreed to meet on a weekly basis to complete the Technology Master Plan
4. TC Meeting (2/19, 2:00-3:30 p.m., ATC-103)
  - 4.1. Reviewed Tech Plan Outline, Process and Documents
  - 4.2. Affirmed the Table of Contents (outline) for the Technology Master Plan 2009-201X (see above)
  - 4.3. Affirmed the Planning Process for the Technology Master Plan 2009-201X
  - 4.4. Agreed to do SWOT *survey* instead of SWOT *meeting*
5. TC Subgroup Meeting (2/23, 1:00-2:30 p.m., ATC-103)
  - 5.1. Reviewed DVC Strategic Plan Mission
  - 5.2. Revised Vision and Guiding Principles
  - 5.3. Discussed SWOT Survey to be released ASAP
6. TC Meeting (2/26, 2:00-3:30 p.m., ATC-103)
  - 6.1. Affirmed Vision
  - 6.2. Revised Guiding Principles
  - 6.3. Assigned specific documents to members to review
  - 6.4. Revised Technology Survey to be released ASAP
7. TC Subgroup Meeting (3/2, 1:00-2:30 p.m., ATC 103)
  - 7.1. Discuss internal and external resources
  - 7.2. Develop Technology Goals
  - 7.3. Begin developing Strategies for Goals
8. TC Meeting (3/5, 2:00-3:30 p.m., ATC-103)
  - 8.1. Discuss/affirm Technology Goals
  - 8.2. Discuss ways to elicit broader feedback on Technology Goals
  - 8.3. Discuss Strategies for Goals

9. TC Subgroup Meeting (3/9, 1:00-2:30 p.m., ATC 103)
  - 9.1. Develop Strategies
10. TC Meeting (3/12, 2:00-3:30 p.m., ATC-103)
  - 10.1. Discuss Strategies
11. TC Subgroup Meeting (3/16, 1:00-2:30 p.m., ATC-103)
  - 11.1. Finish Strategies
  - 11.2. Develop first half of Short-term Goals
12. TC Meeting (3/19, 2:00-3:30 p.m., ATC-103):
  - 12.1. Discuss/affirm Strategies
  - 12.2. Discuss ways to elicit broader feedback on Strategies
  - 12.3. Discuss first half of Short-term Goals
13. TC Subgroup Meeting (3/23, 1:00-2:30 p.m., ATC-103)
  - 13.1. Finish first half of Short-term Goals
  - 13.2. Develop second-half of Short-term Goals
14. TC Meeting (3/26, 2:00-3:30 p.m., ATC-103)
  - 14.1. Discuss second half of Short-term Goals
  - 14.2. Discuss components of plan (outline)
15. TC Subgroup Meeting (3/30, 1:00-2:30 p.m., ATC-103)
  - 15.1. Finish second half of Short-term Goals
  - 15.2. Discuss components of plan (outline)
16. TC Meeting (4/2, 2:00-3:30 p.m., ATC-103)
  - 16.1. Discuss/affirm Short-term Goals
  - 16.2. Review draft of Tech Plan
- 17. Leadership Council Meeting (4/6): Submit first draft of Technology Master Plan for feedback**
18. Obtain feedback from ASDVC (students), Classified Senate (staff), Academic Senate (faculty), Management Council (administrators)
19. TC Meeting (4/23, 2:00-3:30 p.m., ATC-103)
  - 19.1. Discuss feedback
  - 19.2. Discuss final draft
20. TC Meeting (4/30, 2:00-3:30 p.m., ATC-103)
  - 20.1. Discuss feedback

20.2. Discuss final draft

**21. Leadership Council Meeting (5/11 or 5/18): Submit final draft of DVC Technology Master Plan for approval**

**Internal/External Evidence and Resources**

1. Internal resources of related to technology and higher education (see below).
  - 1.1. Program Reviews/SLOs (2005-2008): Compile technology-related comments
    - 1.1.1. Student Services -- Cathy
    - 1.1.2. Instructional Programs -- Jeanette/Triveni
    - 1.1.3. Administrative Reviews for IT&S -- Ben/Mike
  - 1.2. Accreditation self-study documents
    - 1.2.1. Survey results (2007-08) for Standard IIC and IIIC – Ann
    - 1.2.2. ACT Student Satisfaction Survey 2007 and 2009 – Ben
    - 1.2.3. DVC Accreditation Self-Study 2008 and evidence from Standards IIC and IIIC – Ben
  - 1.3. DVC Plans
    - 1.3.1. Strategic Plan 2006-2011 (DVC, 2006) – Stacey/Ben
    - 1.3.2. Educational Master Plan 2007-2017 (DVC, 2007) – Includes Facilities Master Plan – Stacey
    - 1.3.3. Technology Master Plan 2001-2004 (DVC, 2001) – All
  - 1.4. DVC Studies
    - 1.4.1. Student and Faculty Satisfaction with Online Courses (Seaberry, 2008)
    - 1.4.2. CLARUS Study – Executive Summary for DVC (CLARUS, 2008)
    - 1.4.3. DVC Online Course Guidelines 2007 (Seaberry, Seefer, & Skapura, 2007)
  - 1.5. DVC Special Equipment Funding Process
  - 1.6. District Standards for Network infrastructure (WTC) – Ben/Mike
  - 1.7. Technology Survey Results – All
2. External resources related to technology and higher education
  - 2.1. Accreditation
    - 2.1.1. Evaluation Team Report 2008 – Ben
    - 2.1.2. ACCJC Recommendation Letter to DVC 2/3/09 – All
    - 2.1.3. Accreditation Reference Handbook (ACCJC/WASC, 2008a)
    - 2.1.4. Distance Learning Manual (ACCJC/WASC, 2008b) – Neal/Ben
    - 2.1.5. Distance Education Guidelines (Bogue-Feinour, Miller, & Woodyard, 2008) – Neal/Ben
    - 2.1.6. Distance Education Access Guidelines for Students with Disabilities (CCC\_Chancellor's\_Office, 1999) – Stacey
  - 2.2. Technology and Higher Education Documents
    - 2.2.1. Top 10 IT Issues (Allison & DeBlois, 2008) – Cathy/Ben
    - 2.2.2. Gartner Identifies the Top 10 Strategic Technologies for 2008 (Gartner, 2008) – Mark/Ben
    - 2.2.3. Ensuring the Appropriate Use of Educational Technology: An Update for Local Academic Senates (James-Hanz, North, Pilati, & Walton, 2008) – Mark/Ben
    - 2.2.4. The 2009 Horizon Report (Johnson, Levine, & Smith, 2009) – Cathy/Be
    - 2.2.5. Staying the Course: Online Education in the United States, 2008 (Allen & Seaman, 2008) – Neal
    - 2.2.6. California Community Colleges Technology III Plan (CCC\_Chancellor's\_Office, 2007) -- Ben
    - 2.2.7. Technology Plans from other colleges – Michael

## References

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- ACCJC/WASC. (2008b). Distance Learning Manual. Novato: Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.
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- Allison, D., & DeBlois, P. B. (2008). Top 10 IT Issues 2008. *EDUCAUSE Review*(May/June 2008), 25.
- Bogue-Feinour, C., Miller, L., & Woodyard, L. (2008). *Distance Education Guidelines (2008 Omnibus Version)*. Sacramento: California Community Colleges.
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