Evergreen Valley College

2007-08 Individual Commitments to Action

Team: Sam, Nasreen, Jan, Shashi | **Group: Technology Leadership Team**

Initiative	Area of Focus	
Student Centered	**1.**	Access
	2.	Curriculum and Programs
	3.	Services

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1.	Increase DE courses and make telecourse available via student rental program and via video streaming (teleweb).	Add ten online courses, five hybrid courses, and five telecourses.	06/30/08
	Streamline server infrastructure for cost-effective and efficient operation.	Servers consolidated . Campus Domain Redesigned, and Backup & Disaster Recovery Measures implemented.	
	Upgrade classroom computers for faculty.	10 % of classroom computers upgraded using TCO assessment.	
	Increase wireless access for instruction and business.	In concert w/classroom modernization project increase wireless access.	
	Assess staff needs.	Review staff needs in CTSS and TRC.	
2.	Streamline curriculum approval process by using technology.	Faster, user-friendly, and efficient method of approval for all courses.	08/01/07
	Collaborate with CTC, Distance Education Program Specialist and Instructional Technologist (faculty) to revise and make campus technology plan current.	Campus Technology Plan revised.	06/30/08
	Put IPod docking station to A/V classroom, labs, and TRC for instructional and business purposes.	IPod docking station available in a/v classrooms and labs using TCO assessment.	06/30/08

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3.	Explore and research use of technology products through Employee /Student Purchase Program to standardize technology products.	Develop Employee /Student Purchase Program resulting in efficient maintenance.	07/01/07
	Collaborate and promote Educational Technology for employees through TRC services (Educational Technology Training on use of equipment and systems), new faculty orientation, PDD, division meetings, and Brown Bag.	Employees become self-sufficient in the use of technology.	Every semester.
	Develop and publish CMS tutorials and resources for students and employees on the college Web site.	CMS tutorials and resources published.	ongoing
	Promote student activities through support of the College's Web site (e.g.. various club information, kicks it outside and other cultural events	Communication and collaboration improved between club organizers.	ongoing
	Conduct Customer Service Survey for all area of services	Provide training to increase positive feedback on services.	ongoing

Initiative	Area of Focus	
Organizational Transformation	**1.**	Build Community
	2.	Employee Development
	3.	Transparency and Communication

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
1	Foster team-based and customer-centric culture. Empower employees to make decision on basic and routine matters. Provide training / workshop on event planning on campus. Develop clearly articulative procedures for campus event planning. Encourage EVC employees to resolve issues using tools such as DAC communication guideline. Encourage active participation in committees and events	Conflicts resolved among Team. Operations and services rendered efficiently. Well-coordinated and quality events. Improved interpersonal communications. Elimination of unnecessary conflicts. Increased communication, collaboration, and contribution.	ongoing
2.	Encourage employees in continued learning by developing individualized professional development plan. Develop and provide CMS training resources for employees to enhance online education.	Resources for innovative learning, conferences, and other resources for professional development. Current WebCT resources available to employees.	01/15/08 ongoing

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Area of Focus	**Individual Commitments to Action**	**Metrics**	**Time Frame**
3.	Develop clear policy & procedures for operations.	Policies and procedures established and communicated to EVC community.	01/15/08
	Develop a cohesive team by using project management best practices.	Team communication improved and timelines & tasks are visible by all stakeholders.	ongoing
	Refresh desktop computers every three years.	Up to date and well-maintained desktops. (based on TCO assessment)	ongoing

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Initiative	Area of Focus	
Community Engagement	**1.**	Increase Visibility
	2.	Develop Strategic Partnerships
	3.	Bring the College to the Community

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1	Collaborate with instructional technologist and Distance Program Specialist and Director of Marketing in improving and promoting DE courses to broader community. Actively participated in event planning. More events for active adult community and high school students.	DE courses increased by 25%. CTSS Team represented in the planning committee. EVC Campus becomes widely known to local community.	6/30/08
2	Partner w/key vendors in technology support. Explore non-credit DE courses. Collaborate w/ITSS and City College's CTS in major technology upgrade rollouts.	Additional resources in improving technical services for employees and students. Conduct research and make recommendations for courses offerings. Smooth rollout and minimal downtime.	7/1/07 9/1/07 09/01/07
3	Improve look and feel of the EVC Web site. Implement intranet Web site as a single point of resources for technology and logistic support.	EVC known to local and global community. Intranet web site implemented.	12/30/08