

Instructional Computing

Divisional Plan

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**Instructional Computing
Division Plan 2001-2002
Table of Contents**

Mission Statement..... 3

2001-2002 Division Objectives 3

Summary of Resources Needed To Accomplish Objectives..... 4

Schedule for Evaluation and Update of Plan..... 5

Appendix A: Budget Summary..... 5

Appendix B: SWOT Analysis..... 6

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Instructional Computing 2001-2002

Mission Statement

The Division of Instructional Computing utilizes innovative teaching to empower students with knowledge and skills to foster success in an evolving technology driven society through:

- Industry Partnering
- Workforce Technology Training
- Transfer Education
- General Education
- Enhancement of Lifelong Digital Learning

2001-2002 Division Objectives

I. Planning and Charting our Future

- a) Develop division mission, goals and objectives statements no later than May 18, 2001.
- b) Identify and prioritize all divisional needs related to program expansion and development for Phase III planning no later than December 2001.
- c) Expand program assessment to at least one additional program area no later than Fall 2002.
- d) Evaluate and redesign MCSE program assessment tool by December 2001.
- e) Investigate systems to track industry certifications (A+, MCSE, Oracle, Cisco) by the Spring 2002 semester.
- f) Identify at least one improvement in teaching and learning in MCSE program based on assessment results by Spring 2002.
- g) Develop a system to implement satisfaction and needs surveys for community, student and employee input by Fall 2002.
- h) Continually evaluate industry changes and offer programs to meet community needs.
- i) Encourage the creation of a college wide internship program and a full time coordinator.
- j) Request upgrading RAM in at least two labs and in computers in faculty members offices by September 1, 2001.
- k) Implement Back Office courses in MCSE program by December 2001.
- l) Provide high quality color printer for student use in Commons by Fall 2001.
- m) Create an E-commerce Certificate Program designed to piggyback on Web Design Certificate program by Fall 2002.

II. Growing and Expanding

- a) Coordinate efforts with Associate Dean of Workforce Development.
- b) Coordinate with Workforce Development Office at district.
- c) Increase marketing efforts for technology programs.
- d) Explore options and courseware for offering distance learning courses by Fall 2002.
- e) Continue to collaborate with IT department for infrastructure needs.
- f) Continue to increase training for faculty in new technology.

- g) Acquire test prep curriculum materials site license or CDs by Spring 2002.
- h) Upgrade A+ lab by acquiring new computers for lab work no later than Fall 2001.
- i) Upgrade computers in EST 109 (Cisco lab) by Fall 2001.

III. Creating Partnerships

- a) Continue to develop partnerships with local businesses.
- b) Work with community partners to create internship programs.
- c) Explore the possibility of creating a technology programs advisory board of community business and industry leaders by Spring 2002.

IV. Investing in People

- a) Faculty in the division will identify training needs and attend conferences and seminars as often as possible to meet these needs.
- b) The division will subscribe to publications on technology and industry trends to keep abreast of changes in the IT world.
- c) The division will identify areas of strength and weakness and hire faculty based on the needs of the program.

V. Creating a Climate for Success

- a) Design and implement a needs assessment survey for local business and industry by Fall 2002.
- b) Create and implement a faculty needs assessment to be administered each semester by Spring 2002..
- c) Continue to create awareness of Core Values in faculty and staff.
- d) Encourage team teaching projects.
- e) Set up a mentor program for new adjunct faculty by Fall 2001.
- f) Dedicate time for team building activities and promotion of communication during faculty meetings.

VI. Integrating Information Technologies

- a) Continuously maintain awareness of technology curriculum needs and communicate needs to IT division.
- b) Identify programs and or courses that have the potential to move to distance learning by Spring 2002.
- c) Identify programs and or courses that have the potential to move to alternative learning modes by Fall 2001.
- d) Set standards for courses to be taught in alternative modes by Spring 2002.

Summary of Resources Needed To Accomplish Objectives

The following resources have been identified to support the objectives in this plan.

Support from Other Divisions:

- Support from the Information Technology Division with respect to hardware requirements for programs, access to software for home use by instructors, software acquisition and upgrades.
- Support from the Dean of Instruction and Associate Dean of Workforce Development in program expansion and facilities for new and expanding programs. In addition, support for more training and the expenses related to hiring technology faculty.

- Assistance from the Office of Institutional Advancement in developing a survey to assess needs of community business, industry, and our students with respect to technology programs.
- Assistance from the Office of Institutional Advancement in marketing technology programs. We are competing with Glendale and other colleges that have very high profile advertising strategies.

Future Staffing

- New staff member to facilitate creation of and coordination of internships.
- New staff member to coordinate lab maintenance and upgrades.

Other Resources

- District Professional Growth Funds to support staff training and development.
- Potential funds to support training not covered by District Professional Growth. Technology training is often very expensive, \$2400 - \$3500 a session, which is not covered sufficiently by normal funding sources.
- Additional funding for hardware and software required for expansion of programs.
- Purchase of site license or additional licenses so that faculty can have copies of software at home.
- Increased funding for advertising technology faculty positions.

Schedule for Evaluation and Update of Plan

The Division of Instructional Computing will review progress on division objectives in May of each year. Division partners will be consulted and the plan will be updated during the month of September. By September 30th of each year, the division will send an updated plan with a progress report to the Dean of Instruction of the college for final review.

Appendix A: Budget Summary

Instructional Computing Operating Budget		Account 110-550-112540
	Account	Institutional Planning
General Supplies	54100	\$1,000

All CIS, BPC, OAS, CNT courses have a technology usage fee of (\$10 to \$25) which we see none of reflected in our budget. Those funds are badly needed for additional resource materials, supplies, training, and equipment. We would like to see at least ½ of the fees incorporated into our divisional budget. Originally, Patty Keener was told that some or most of the fee would go toward the Cisco budget but no formal agreement has been made and no funds from the fees have been added to that budget line.

Appendix B: SWOT Analysis

Office of Planning and Institutional Effectiveness SWOT Analysis as of 2-21-01	
<p style="text-align: center;">Strengths of Faculty</p> <ul style="list-style-type: none"> ➤ Forward thinking ➤ Student centered ➤ Flexible ➤ Cooperative & cohesive as a group ➤ Innovative teachers ➤ Involved in community initiatives ➤ Industry aware ➤ Creative problem solvers ➤ Strong working relationship with IT division 	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> ➤ The Division does not have promotional tools, such as brochures about our programs ➤ Limited time for staff meetings ➤ Limited resources for continued faculty development (technology training is very expensive) ➤ District curriculum process moves slowly and technology moves quickly ➤ Lack of classroom space for program growth ➤ Division does not receive any of the funds from fees charges for our courses ➤ Budget totally inadequate to fund programs ➤ Insufficient staff to create new courses and programs in timely manner
<p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none"> ➤ Training resources available through the district's office of Workforce Development ➤ Move to distance education and alternative forms of delivery ➤ Rapid growth of west valley ➤ Strong interest and growth in enrollment in technology programs 	<p style="text-align: center;">Threats</p> <ul style="list-style-type: none"> ➤ Rapidly changing nature of software and hardware ➤ Rapidly changing vendor certification requirements require new curriculum ➤ Need for faculty to continuously recertify in vendor areas such as Cisco, MCSE ➤ Cost of training for faculty ➤ Finding qualified faculty in fields such as MCSE, Cisco, programming and Oracle when industry salaries are so much higher than faculty salaries