



C U Y A M A C A
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LEARNING FOR
THE FUTURE

CUYAMACA COLLEGE

June 24, 2013

College Technology Plan

Annual Implementation Report

2013 - 2014

Technology Planning Committee:

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**Cuyamaca College
Technology Plan
2013 – 2014**

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Summary of 2012 – 2013 Accomplishments

- The relatively new campus-wide Technology Planning Committee continued to perfect and streamline processes. This is a part of the integrated planning process and expanded the college technology plan to include Student Services and Administrative Services.
- A longer term, five-year “vision” technology plan which was established for the first time in 2011-2012 provided a blueprint for technology planning processes.
- The tail-end of the LRC expansion project financed replacement computers for the Math Lab.
- Over twenty training workshops were conducted for faculty in Blackboard, ADA compliance in online materials, Sharepoint (webpage creation and editing), effective online instruction, and open lab assistance provided for all of the above.
- Technology support was restructured with a more centralized Supervisor of Instructional Computer Facilities. This will allow for more efficient delivery of services in tough economic times.
- The conversion of the college website to the Cascade Content Management System has progressed and will begin rollout in Spring 2014.
- Technology advances and purchases were minimal this year due to a dismal state budget. However, all priority “1” (critical) items from the 2012 – 2013 Technology Plan were satisfied.

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Summary of 2013 – 2014 Technology Plan

With the new integrated planning model initiated last year, the Technology Planning Committee was formed with representatives from instructional services, administrative services, and student services. Each of these three college divisions has a program review process through which all technology needs are identified and linked to division goals and activities. The requests are then evaluated and ranked according to criteria identified in Appendix B.

Last year, a five-year technology plan representing the long term vision of the college was developed and endorsed by the Academic Senate and Institutional Effectiveness Resources Committee in spring 2012. This plan was developed in consultation with District Information Systems. In developing the five-year plan, the primary and critical need for regular computer replacement and software maintenance was scheduled, taking the responsibility for requesting such routine concerns off the shoulders of department chairs, department coordinators, and department managers. Hence, the requests coming from departments through the program review processes were considerably fewer this year than in previous years and the task of the Technology Plan Committee was to integrate these new requests into the already anticipated needs of the college.

The Technology Planning Committee was able to provide solutions satisfying all requests for technology that were determined to be absolutely critical and, equally as important, was able to identify solutions that addressed most of the longer term maintenance issues as well. This was made possible by the unexpected donation of 134 3-year-old computers from Grossmont College, the college investment of income from the book store (\$100,000), assistance from Career Technical Education funds (Carl Perkins), and financial assistance from the Vice President of Instruction office to fund software. These alternative funding sources continued to be critical this year as there was no block grant money provided by the State and Cuyamaca College has no budgetary line item for technology. The items that were determined to be absolutely critical were, almost without exception, software packages around which the instructional curriculum is built.

In making the determination of where the donated computers from Grossmont College should go, the five-year plan was consulted as was the inventory database of all networked computers to help identify the office computers in greatest need of replacement. The STEM Center, Engineering Lab, and H building smart classrooms were upgraded with these computers as were the oldest office computers on campus. Additionally, the Chemistry classroom received 32 new laptops, the Astronomy department received 18 new laptops, and all of the H building smart carts received new laptops.

The Technology Plan is now ready for implementation. Departments have been notified of their approved requests and are encouraged to begin the ordering process immediately. This means that the equipment can be installed over the summer and ready for use in fall 2013. The traditional spreadsheet providing itemized details is attached at the end of this document as Appendix A.

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Priority 1 Highlights

- ▶ Software critical to credit instructional programs (\$26,158)
- ▶ Software critical to Continuing Education & Workforce Training (\$11,885)
- ▶ Upgrade computer memory so we can survive without new computers for 2 years (\$6,034)
- ▶ Imaging for A&R (\$2,670)

Summary of Priority 1 Requests

Type of Request	Dollar Value
Replacement Computers	\$296,967
New Laptop Total	\$32,756
Software Total	\$17,000
Printer Total	\$1,508
New Computer & RAM – Music	\$7,923
Scanner/Imagers Student Serv.	\$17,035
Grand Total Priority 1	\$373,189

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Breakdown on Replacement Computers

Type of Request	Dollar Value
Instructional Labs (Engineering, Student Services, CEWT, STEM)	\$140,075
Classroom Smart Carts (F bldg.)	\$30,170
Laptops (36)	\$62,072
Offices (60)	\$64,650
Grand Total Replacement	\$296,967
Type of Request	Dollar Value

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Appendix A

College Technology Plan Budget				
2013-2014				
Priority	Description	QTY	Price	Ext. Price
Art				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	0.00
			Tax	0.00
			Total for Project	\$0.00
Athletics				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Auto Tech				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Business & Professional Studies: Overall Department				
	<i>Nothing Requested</i>			
				0.00
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Business & Professional Studies: Business Office Technology				

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	Hardware E-120			
1	HP LaserJet Pro 400 multi-function printer CE863A	1	\$700.00	700.00
3	Dell ST2220T Multi-Touch monitor	2	\$330.00	660.00
3	Dell Latitude ST Touchscreen tablet	2	\$1,200.00	2,400.00
	Other (Computer furniture, materials, etc.)			
N/A	CE410 CE410X HP 305X Black Toner Cartridge 4000pgs	1	\$105.00	105.00
N/A	CE411 CE411A HP 305A Cyan Toner Cartridge 2600pgs	1	\$120.00	120.00
N/A	CE412 CE412A HP 305A Yellow Toner Cartridge 2600pgs	1	\$120.00	120.00
N/A	CE413 CE413A HP 305A Magenta Toner Cartridge 2600pgs	1	\$120.00	120.00
			Subtotal for Project	\$4,225.00
			Tax	\$327.44
			Total for Project	\$4,552.44
CADD Technology				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Campus Wide Instructional Support				
	<i>Nothing Requested</i>			0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Child Development				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Communication Arts: ASL				

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	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Communication Arts: ESL				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Communication Arts: English				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Communication Arts: Reading				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Communication Arts: Speech				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Computer Information Systems and Technology/CIS				
	Computer Equipment & Hardware - E-207			
ALT	CM8.6-K9-NFR	3	100.00	300.00

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ALT	CP-7962G	6	248.00	1,488.00
ALT	CP-PWR-CUBE-3=	8	23.00	184.00
ALT	NM-DDV2-2T1/31=	4	1,750.00	7,000.00
ALT	PVDM2-16=	5	400.00	2,000.00
ALT	PVDM2-ADPTR=	4	38.00	152.00
ALT	PVDM3-16=	5	400.00	2,000.00
ALT	SM-NM-ADPTR=	4	125.00	500.00
ALT	SW-CUP8.6-K9	3	0.00	0.00
ALT	CUP-8.6-USER-LIC	3	10.00	30.00
ALT	VIC2-2FXO=	2	220.00	440.00
ALT	VIC3-2FXS/DID=	2	220.00	440.00
ALT	VVIC3-1MFT-T1/E1=	2	715.00	1,430.00
ALT	WS-C2960-24LT-L	8	750.00	6,000.00
ALT	VVIC3-2MFT-T1/E1=	2	1,000.00	2,000.00
	Software - E Building			
ADO	Adobe Web Premium Maintenance	37	148.65	5,500.05
3	Lynda.com subscription	5	400.00	2,000.00
ADO	Adobe Professional Maintenance	9	21.00	189.00
ALT	Camtasia/Snagit	12	27.25	327.00
1	Cisco NetLabs subscription	2	450.00	900.00
	Other			0.00
1	Cisco Academy Fees	1	500.00	500.00
			Subtotal for Project	\$33,380.05
			Tax	\$2,586.95
			Total for Project	\$35,967.00
Continuing Education & Workforce Training				
	Software L-103			
ALT	Work Key Tests	100	20.00	2,000.00
ALT	Adobe Acrobat Pro	42	86.00	3,612.00
N/A	Quickbooks Pro	1	745.00	745.00
ALT	Career Ready	1	2,525.00	2,525.00
1	CASAS Tops Pro	1	535.00	535.00
			Subtotal for Project	\$9,417.00
			Tax	\$729.82
			Total for Project	\$10,146.82
Environmental Health and Safety Management				

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	<i>Nothing Requested</i>			
		Subtotal for Project		\$0.00
		Tax		\$0.00
		Total for Project		\$0.00
Exercise Science/Health Education				
	<i>Nothing Requested</i>			
		Subtotal for Project		\$0.00
		Tax		\$0.00
		Total for Project		\$0.00
Foreign Languages/Spanish, French, & Aramaic				
	<i>Nothing Requested</i>			
		Subtotal for Project		\$0.00
		Tax		\$0.00
		Total for Project		\$0.00
Graphic Design				
	Software - E Building			
ADO	Adobe Creative Suites Maintenance	97	150.00	14,550.00
		Subtotal for Project		\$14,550.00
		Tax		\$1,127.63
		Total		\$15,677.63
History, Social & Behavioral Sciences/All				
	<i>Nothing Requested</i>			
		Subtotal for Project		\$0.00
		Tax		\$0.00
		Total for Project		\$0.00

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Humanities and Religious Studies				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Instruction/Tutoring				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Learning & Technology Resources/Instructional Media				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax (included above)	\$0.00
			Total for Project	\$0.00
Learning & Technology Resources/Library				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax (included above)	\$0.00
			Total for Project	\$0.00
Learning Resources/ Computer labs - Campus-wide Computers				
	<i>Computer Equipment & Hardware</i>			
1	Replacement Instructional Lab Computers(Engineering, SS, CEWT, STEM)	130	1,000.00	130,000.00
1	Classroom Smart Cart Computers (F bldg.)	28	1,000.00	28,000.00
1	Laptop Replacements	36	1,600.00	57,600.00
1	Offices Computer Replacements	60	1,000.00	60,000.00
3	Monitors	30	252.00	7,560.00
			Subtotal for Project	\$283,160.00
			Tax	\$21,944.90
			Total for Project	\$305,104.90

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Mathematics				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Ornamental Horticulture				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Performing Arts / Music				
	<i>Computer Equipment & Hardware</i>			
1	27-inch iMac	2	2,619.00	5,238.00
1	Apple USB SuperDrive	2	79.00	158.00
1	Apple Thunderbolt cable (2.0 m)	2	39.00	78.00
1	AppleCare Protection Plan for iMac - Auto-enroll	2	119.00	238.00
1	iMac RAM upgrade (B-209)	50	32.82	1,641.00
			Subtotal for Project	\$7,353.00
			Tax	\$569.86
			Total for Project	\$7,922.86
Science & Engineering / ASTR				
	<i>Computer Equipment & Hardware F-403</i>			
1	Dell Latitude	18	1,600.00	28,800.00
			Subtotal for Project	\$28,800.00
			Tax	\$2,232.00
			Total for Project	\$31,032.00
Science & Engineering / Earth Sciences				
	<i>Nothing Requested</i>			

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			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Science & Engineering/ Engineering				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Science & Engineering/ Chemistry				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Science & Engineering/Oceanography				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Science & Engineering / PHYC				
	Computer Equipment & Hardware H-223			
ALT	20" iMac	1	1,200.00	1,200.00
			Subtotal for Project	\$1,200.00
			Tax	\$93.00
			Total for Project	\$1,293.00
TLC/Faculty Support				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00

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Total for Project				\$0.00
Student Services - All Disciplines				
	Computer Equipment & Hardware			
1	Canon DR-4010c	3	2,625.00	7,875.00
	Software			
1	Kofax/VRS Image Processing Software	3	1,150.00	3,450.00
1	CaptureNow License	3	1,495.00	4,485.00
	Computer Equipment & Hardware			
2	Canon DR-4010c	3	2,625.00	7,875.00
	Software			
2	Kofax/VRS Image Processing Software	3	1,150.00	3,450.00
2	CaptureNow License	3	1,495.00	4,485.00
Subtotal for Project				\$31,620.00
Tax				\$2,450.55
Total for Project				\$34,070.55
Student Services - Counseling				
	Computer Equipment & Hardware			
3	Computers (A-112)	30	800.00	24,000.00
1	Inspiron One 23 All-in-One Desktop with Touchscreen (A-200) *(Note: District only supports Dell Latitude)	1	1,600.00	1,600.00
Subtotal for Project				\$25,600.00
Tax				\$1,984.00
Total for Project				\$27,584.00
Student Services - DSPS				
	Computer Equipment & Hardware (C-114)			
ALT	Digital Tape Recorders	15	70.00	1,050.00
ALT	Specialized Keyboard (Keys U See black and yellow)	9	25.55	229.95
ALT	ZoomText Keyboard	2	90.34	180.68
2	Intel Reader plus Capture Station Bundle	1	700.00	700.00
	Alt Media			
ALT	Math Type	2	37.00	74.00
ALT	Abby FineReader	1	45.00	45.00
	Software			
2	Jaws (additional 5 seats)	5	605.00	3,025.00

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ALT	Jaws (additional 5 seats) SMA	5	121.00	605.00
ALT	Jaws SAM (existing)	5	125.00	625.00
ALT	Dragon NaturallySpeaking upgrade to version 12	10	150.00	1,500.00
ALT	Nuance SMA Dragon (10 licenses)	1	450.00	450.00
ALT	ZoomText SMA	10	166.00	1,660.00
ALT	Kurzweil 1000 (version for visually impaired/blind)	1	895.00	895.00
ALT	TinkerPlots (math: data exploration software)	20	17.00	340.00
ALT	Read and Write Gold Site License ESP	1	1,200.00	1,200.00
			Subtotal for Project	\$12,579.63
			Tax	\$974.92
			Total for Project	\$13,554.55
Student Services - EOPS				
	Computer Equipment & Hardware			
N/A	CPUs (EOPS office)	5	578.00	2,890.00
N/A	Upgrade Processor	5	70.00	350.00
N/A	Upgrade Memory	5	43.00	215.00
N/A	Upgrade Graphics Card	5	73.00	365.00
N/A	Upgrade Monitors - 24 inch	10	200.00	2,000.00
N/A	Printers	5	200.00	1,000.00
N/A	Speakers	5	11.00	55.00
N/A	Upgrade Wireless Keyboard/Mouse	5	27.00	135.00
N/A	Recycle Fee	10	8.00	80.00
	Networked Printer - Color	1	1,000.00	1,000.00
	Other			0.00
N/A	Computer Desks - Estimated Cost	4	1,000.00	4,000.00
			Subtotal for Project	\$12,090.00
			Tax	\$936.98
			Total for Project	\$13,026.98
Student Services - Health and Wellness Center				
	Other			
N/A	Oximeter (I-134)	1	750.00	750.00
			Subtotal for Project	\$750.00
			Tax	\$58.13
			Total for Project	\$808.13
Veterans				

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	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Admin Services - Word Processing				
	Software			
ADO	Adobe Creative Suite Upgrade (latest version) (F-113)	2	300.00	600.00
ADO	Adobe Pro (F-113 and F-115)	2	100.00	200.00
	Other (Computer Furniture, materials, etc.)			
N/A	Upgraded Ergonomic Workstation	1	Not Sure	
			Subtotal for Project	\$800.00
			Tax	\$62.00
			Total for Project	\$862.00
Admin Services - Cashier's Office				
1	HP LaserJet Enterprise M601n Printer - B/W Laser	1	700.00	\$700.00
3	HP LaserJet Enterprise M601n Printer - B/W Laser	1	700.00	\$700.00
			Subtotal for Project	\$1,400.00
			Tax	\$108.50
			Total for Project	\$1,508.50
Duplicating Services				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Faculty/Academic Senate				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00

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Graphics				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Grounds				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Mailroom				
	<i>Nothing Requested</i>			
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Faculty Workrooms				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Faculty Computers				
	<i>Nothing Requested</i>			
				0.00
			Subtotal for Project	\$0.00
			Tax	\$0.00
			Total for Project	\$0.00
Support Staff Computers				
	<i>Nothing Requested</i>			0.00
			Subtotal for Project	\$0.00

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		Tax	\$0.00
		Total for Project	\$0.00
	Sub-total	Tax	Total
TOTAL OF ALL TECHNOLOGY REQUESTS	\$466,924.68	\$36,186.66	\$503,111.34
TOTAL OF ALL #1 PRIORITIES	\$332,498.00	\$25,768.60	\$358,266.60
TOTAL OF ALL #2 PRIORITIES	\$19,535.00	\$1,513.96	\$21,048.96
TOTAL OF ALL #3 PRIORITIES	\$37,320.00	\$2,892.30	\$40,212.30
TOTAL OF ALL #4 PRIORITIES	\$0.00	\$0.00	\$0.00
TOTAL OF "ADO" ITEMS	\$21,039.05	\$1,630.53	\$22,669.58
TOTAL OF "N/R" ITEMS	\$0.00	\$0.00	\$0.00
TOTAL OF New Building ITEMS	\$0.00	\$0.00	\$0.00
TOTAL OF Recycled ITEMS	\$0.00	\$0.00	\$0.00
TOTAL OF ITEMS Purchased or Completed	\$0.00	\$0.00	\$0.00
TOTAL OF ITEMS Not Applicable	\$13,050.00	\$1,011.38	\$14,061.38
TOTAL OF ITEMS Not Categorized	\$0.00	\$0.00	\$0.00
TOTAL OF ITEMS Requiring Alternate Funding	\$42,482.63	\$3,292.40	\$45,775.03
GRAND TOTAL	\$465,924.68	\$36,109.16	\$502,033.84

Priority Legend

1, 2, 3, = Rank value for items funded within the college

NBF = New Building Funds

ALT = Alternative Funding Source Necessary (including CTE)

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N/R = Not Ranked

T III = Title III

ADO = Adobe Product

RECY = Used Recycled Computers

DONE = Purchased or Completed

N/A = Not Applicable

XXX = Items not categorized

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Appendix B

Technology Plan Proposal Evaluation Process

In 2011-2012, Cuyamaca College transitioned to a new, integrated planning model whereby each of the three divisions: Instructional Services, Student Services, and Administrative Services develop annual Program Reviews. From these program reviews emerge critical resource requirements, including technology, and these identified needs drive budget allocation. As a part of this new planning process, there is now a campus-wide technology plan, the Technology Planning Committee; one that includes computer technology for student and administrative services as well as instruction.

Each year the Technology Planning Committee compiles and evaluates the newly identified technology needs of the campus. Assuming the existence of an annual budget sufficient to replace aging desktops, laptops, monitors, printers, scanners, and classroom response clickers as well as to maintain existing (critical) software licenses, the annual review will help determine necessary modifications or additions to the long term plan in response to newly identified needs. College-wide requests for technology will be ranked on a 1-4 scale based on established criteria. Current trends in technology, and specifically in educational technology, will be evaluated, implications will be discussed and recommendations will be submitted to the Institutional Effective Resource Council (IERC), Instructional Technology Council (ITC), Instructional Technology Advisory Committee (ITAC), and Academic Senate.

Criteria and Ranking Categories

Technology Proposals Should:

1. Address one or more of the following
 - a. Student Access (including discussion of cost effectiveness/# of students served)
 - b. Learning and Student Success
 - c. Value & Support of Employees (includes professional development potential)
 - d. Economic & Community Development
 - e. Fiscal & Physical Resources (maximization of efficiency & productivity)
2. Demonstrate a critical need for state of the art technology
3. Support learning outcomes (student, program, institutional, or service)
4. Demonstrate staff willingness and readiness to implement

Extra consideration is given to proposal that:

Are part of a phased in project already in progress or that demonstrate foundational preparedness

1. Assist multiple departments
2. Request technology critical to department compliance requirements
3. Can be implemented as a pilot project to evaluate effectiveness or impact

Priority Rankings

- 1 – Critical to base operations
- 2 – Critical to base operations but can be postponed in short term
- 3 – Important to delivery of services but can be postponed for longer term
- 4 – Definitely desirable

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2013 – 2014**

Allowable Tech Plan Items

Technology Plan requests have historically been funded from instructional block grants, which include Equipment, Library Material, and Technology funds. These funds are appropriate for instructional equipment, related infrastructure and installation necessary for the delivery and preparation of instruction or direct assistance to students. Increasingly, funding to support technology will come from the general college budget. Equipment means tangible district property of a more or less permanent nature that cannot be easily lost, stolen or destroyed, but which replaces, modernizes or expands an existing instructional program. Furniture such as tables, desk, and chairs are not included in this plan. Software which is an integral and necessary component for the use of specific equipment may be included in technology fund requests. Upgrades and replacements of office computers will be based on database inventory specifications so they need not be requested through program review processes. Items such as flash drives, CDs, videos, etc., are considered supply items, and must be purchased from department supply funds.

Trends for Technology Use

While reduced budgets in the near future present serious funding challenges, the overall trend at Cuyamaca College continues to be one of increased reliance on instructional technology. Each year brings updates to “smart” classrooms, internet-based assignments, and the more courses offered in either a blended or online format. The expanded use of technology is an essential trend in education. In a period of limited resources it is paramount that we rely on careful planning to get the maximum return on our technology investment.