



LACCD Technology Implementation Plan

Vision 2020

**Technology Planning & Policy
Committee**

Approved by TPPC – March 21, 2013

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Executive Summary

The LACCD Technology Strategic Plan was unanimously approved by the Technology Planning and Policy Committee (TPPC) on November 16, 2010 and was adopted by the Board of Trustees in March, 2011. The Technology Strategic Plan document with a 2020 horizon was used to create this Implementation plan with metrics to gauge success. The plan prioritizes deployment of various capabilities as resources become available, and is a living document that will be reviewed and updated periodically, and reassessed in five years. This plan will inform the individual college technology plans and serve as a guide to ensure a common base standard of connectedness across the colleges for a consistent student experience.

The TPPC convened an Implementation Task Force (ITF), comprised of faculty, administrative leadership, represented staff, and students. The task force adopted the following guiding principles:

- Maintain a Districtwide focus for each Initiative
- Majority, not consensus in decision-making
- Representatives expected to communicate with the Colleges and bring feedback
- Consider prioritizations for need and not available funds

The plan includes initiatives that are in various stages of implementation, and those that are expected to be sequenced over the next five years as appropriate resources become available. The plan emphasizes bringing all colleges to a common baseline level of technology with a stable infrastructure and use of enterprise technologies for a consistent student experience. It also focuses on decisions not on initial costs, but considering the Total cost of ownership.

The final draft document was approved by the TPPC on March 21, 2013. The plan is now being presented to the Board of Trustees for consideration.

Introduction

The LACCD Technology Strategic Plan was unanimously approved by the Technology Planning and Policy Committee (TPPC) on November 16, 2010 and was adopted by the Board of Trustees in March, 2011.

The Technology Strategic Plan document with a 2020 horizon was used to create this Implementation plan with metrics to gauge success. The plan prioritizes deployment of various capabilities as resources become available, and is a living document that will be reviewed and updated periodically, and reassessed in five years. This plan will inform the individual college technology plans and serve as a guide to ensure a common base standard of connectedness across the colleges for a consistent student experience.

The TPPC convened an Implementation Task Force (ITF), comprised of faculty, administrative leadership, represented staff, and students. The task force created two sub-groups that could focus on creating combined priorities for the five key areas, which were assigned to them:

- Teaching, and Learning
- Productivity, Assessment, and Infrastructure

The sub-groups considered their assigned key areas and created objectives for each “Plan” action. An overview of the “Technology Strategic Plan - Vision 2020” was jointly discussed to familiarize all participants with the plan, expectations and challenges. All participants were encouraged to review the plan prior to the group meetings. During the group meetings the Tech Plan Action “Objectives” were developed based on the following guiding principles:

- Maintain a Districtwide focus for each Initiative
- Majority, not consensus in decision-making
- Representatives expected to communicate with the Colleges and bring feedback
- Consider prioritizations for need and not available funds

In addition a communication plan was developed to keep the communication flowing between the groups, the District, and the Colleges.

Once all “Objectives” were prioritized by the sub-groups, they were then considered collectively by the ITF to discuss and create an overall priority list. A series of review meetings were held to finalize sequencing, and assign metrics for Objectives that are in-progress, and those that are desired for implementation over the next five years. The final draft document is being presented to the TPPC for consideration. Upon acceptance by the TPPC, it will be circulated within the governance structure, before being presented to the Board of Trustees for consideration.

District Technology Implementation Taskforce

The District Technology Planning Taskforce wishes to acknowledge the following taskforce participants for their dedication and efforts in creating this Technology Implementation.

- Pamela Atkinson Faculty, City College
- Adriana Barrera Co-Chair, Deputy Chancellor, ESC
- Wendy Bass Co-Chair, Faculty, Pierce
- Vernon Bridges Financial Aid – LAVC
- Ryan Cornner Researcher, ELAC
- Linda Delzeit Faculty, LATTC
- Rhea Estoya Research, LAMC
- Suzanne Floyd Faculty
- Don Gauthier President Academic Senate
- Nick Giglia CIS, LAVC
- Deborah Harrington Dean of Student Success, ESC
- David Jordan Faculty, LAMC
- Deborah Kaye Professional Development, LAVC
- Alan Khuu Faculty, ELAC
- Harry Lord Faculty, ELAC
- Sarah Master Research, ESC
- Jorge Mata Chief Information Officer, ESC
- Gonzalo Mendoza College Information Services, ELAC
- Mario Perez College Information Services, ESC
- Betsy Regalado VP Student Services, WLAC
- Ken Taira Faculty
- Lauren Valdes Faculty (Libraries)
- Greg Whaling College Information Services, Pierce

Facilitators – CFM Group Inc

- Subodh Kumar
- Teresa Romney

In-progress No.	Objective	Due By	Responsible	Measurement
1	Adopt common training and support standards for organizational change to facilitate the use of newer emerging technologies	2013	TPPC	Yes/No
2	Follow established Technology implementation strategies and Project Management Methodologies to establish a culture of evidence-based decision-making	2013	TPPC	2013 Communicate DTC
3	Leveraging the proposed infrastructure, have Districtwide e-communication	Fall 2013	District IT	Roll-out – Yes/No (Students & Adjuncts)
4	Ensure the Student Information System is fully functioning to enable real time student tracking and modeling of courses and activities to goals, including: entering grades, earning certificates, and transfer to 4 year colleges, as well as contextual assistance from counselors	Is on-line Ed Plan available 2016	District IT	Survey of users at Pilot College
5	Implement a fully-functioning Districtwide digital “one card” access system that leverages Districtwide infrastructure	2013	District IT	How many employees actually receive card
6	Implement a single password access (Single Sign-on) for College adoption that leverages Districtwide infrastructure	2013	District IT	% of systems connected to one sign-on
7	Deliver an integrated, fully functioning, facilities and IT work order management system (CMMS) across LACCD	2014	District IT	% of colleges fully using
8	Ensure that a college approved LMS is fully integrated with SIS at end of the Measure J process to minimize non-	2016	District IT	Survey of Distance Ed Coordinators

	value added activities			
9	Enable access to the interactive electronic grade book module for all Faculty	2016	District IT	Yes/No
10	Ensure that all future classrooms are Smart Classroom Ready (Districtwide Smart Classroom Standard with Minimum Standards)	2013	College	Yes/No
11	Validate all SIS business processes	2013	Vice Chancellor	% of processes validated by user
12	Single Enterprise system to track Student Learning Outcomes (All 9 colleges agree on system)	2014	Research/ Supporting DAS	Yes/No
13	Assess current systems being used to track and report institutional effectiveness processes	2013	Associate Vice Chancellor	

Sequence No.	Objective	Due By	Responsible	Measurement
1	Create and adopt a strategy to maintain appropriate versions of software with Districtwide licensing	2013	TPPC	Strategy in place Yes/No
2	Develop a Digital Literacy Standard for Students, Faculty and Administration – create definition of digital literacy	2013	TPPC	Yes/No
3	Develop a training program to support educators with the use of interactive multi-media capabilities and provide assistance in instructional design, and technology rich best practices	2014	TPPC	Developed program how many people used it Yes/No
4	Create standard for hardware/software replacement cycles (servers included)	2013	DTC	Yes/No
5	Create and implement District/College level processes to conduct periodic emerging technology reviews to identify gaps (Faculty identify)	2014	DTC/TPPC	Yes/No
6	Provide training for users and technology staff on emerging technologies	2014	College Professional/ staff development committee	How much
7	Provide a Clearinghouse for all Technology Master Agreements	2013	Business Services/Deputy Chancellor/College Tech Committee	# of Master Agreements Yes/No
8	Create a DTC check list for use in Districtwide/ College Total Cost of Ownership and Procurement processes	2013	DTC/CTC	Yes/No

9	Create a standard for technology business continuity and emergency management system	2013	District IT/CTC	Yes/No
10	Develop a Document Management system technology platform	2014 pilot	District IT	Yes/No
11	Connect all Colleges with the High Speed Fiber Optic Ring	2016	District IT	Yes/No
12	Create a Districtwide shared back-up service	2015	District IT	Yes/No
13	Create a Long Range Wireless Standard that covers an entire College campus for use by registered students, educators and staff for academic purposes	2013	DTC	Yes/No
14	Expand the existing Portal Standard to include the new SIS and Student e-mail system, and all other	2013	DTC	Yes/No
15	Create College level strategies to determine the appropriate software to prepare students for the emerging needs of the marketplace	2013	College CTE	Yes/No
16	Create contextual on-line support for technology learning environments	2013	DE Committee	Survey of users
17	Provide on-line technology support for students	2013	DE Committee	Survey students
18	Create a Districtwide Open Educational Resource (OER) database to manage an electronic library for Faculty access	2014	Professional Development	# of sources Yes/No
19	Create policies for use of intellectual property on OER	2013	Office of General Counsel/CIO	