

# Victor Valley Community College District

## Victor Valley College

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### Educational Master Plan 1998-2005+

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## Chapter 8: Overall Technology/Equipment Requirements

### 1. Introduction

The mission of the Technology Master Plan is to guarantee appropriate technology and information services support to actively promote student success, expand student educational opportunities, and empower all members of the campus community to contribute to the educational goals of the college. Fulfillment of this mission is crucial to maintaining the college's leadership in higher education. The technology plan laid out in the following pages represents a process rather than a state. It is a document designed both to initiate an evolutionary process of evaluating the current technological needs at all levels of the organization and to reflect the organization's commitment to the present and future integration of technology with education and support services.

The first element of this technology plan consists of a number of DRIVING FORCES—developments in education and other fields which demand creative responses such as those embodied in this plan. These are followed by seven broad PRINCIPLES on which college's attention and energy must be focused through years of proactive change. It is expected that as the GOALS under each principle are fulfilled, new goals will replace them. For each of the GOALS, IMPLEMENTATION STRATEGIES are provided—activities that facilitate the achievement of one or more goals. These strategies, too, will change over time. Finally, the CONCLUSION acknowledges the major challenges which the campus community must address to ensure success and identifies the crucial areas of the technology plan that should receive immediate attention.

### 2. Determining Forces

California Community Colleges will continue to face limited funding in conjunction with increasing pressure to expand educational services. Technology promises to help optimize the efficiency and effectiveness of instruction and student services. However, effective use of technology will require proper planning and creative rethinking of some aspects of higher education.

Technology-based teaching, training, and other services offer colleges the opportunity to respond to diverse student needs by creatively rethinking traditional delivery systems. Instructors who choose to do so will be able to teach in new ways, creating interactive, individualized learning experiences for their students. Ultimately, all educational services will be unconstrained by time and place.

In an increasingly more complex world, the availability of accurate and timely information is crucial to sound decision-making. Organizations outside the academic environment are already providing direct electronic access to information, functions, and services. Students will expect colleges to provide easy access to information resources such as e-mail, the Internet, and library resources, as well as electronic linkages to faculty and staff. Students will require such resources to make informed decisions as they pursue their educational and career goals.

Information and technology already permeate American society, and have become major sources of global economic and social power. Technological literacy has become as essential as reading and mathematics to constructive citizenship in the 21st Century. Colleges must do their part to ensure that their students function well in that environment.

Students are arriving at colleges with greater technological sophistication, often exceeding that of their teachers. Whatever their level of mastery, students will benefit from examples of college personnel who use technology wisely. Therefore, colleges must strive to increase the technological literacy of their faculty on a continuing basis. In addition, effective utilization of technology on campuses requires constantly upgrading the knowledge and skills of faculty, staff and administration.

Community colleges have thrived in part because of their personal attention and relative convenience to their customers—the students. However, privately financed companies are beginning to take advantage of new technologies to customize their offerings and make them even more convenient by eliminating time and location restrictions in their delivery (e.g. via the Internet). If community colleges are to remain competitive, they must use instructional technologies proactively.

### 3. Principles, Goals, And Implementation Strategies

**Principle I:** *The successful implementation of a technology plan at Victor Valley College will require a campus-wide commitment of both financial and human resources. The plan must establish effective planning, governance structures, and processes to bring this about. The plan must develop a climate on campus that is receptive to dynamically changing technologies.*

#### *Goals For Principle I*

- ⇒ Technology must be established as a high priority in the planning and budget processes. This commitment to technology should be viewed as a commitment to the future. The commitment must originate within the highest levels of the organization and requires unflinching commitment at all levels in order for technological integration to be effected.
- ⇒ Realistic objectives and timelines must be established for the continuing implementation, review, modification, and continuing commitment to the technology plan. The process must be managed and progress towards all objectives must be monitored.
- ⇒ Technological leadership must be provided by a permanent, executive-level position. This position will oversee and coordinate the implementation of the technology plan and must be supported by an appropriate budget, staff, and space.
- ⇒ The technology leadership will create new and/or reorganize existing departments and procedures as needed to bring about the efficient and effective delivery of technology services to students, faculty, staff, and administration.
- ⇒ The technology plan must become a part of the existing planning, governance, and budget processes in order to ensure that the costs and benefits are fully considered in the allocation of College resources.
- ⇒ The capital and human resources necessary to maintain and improve the quality and availability of technology based student services must be provided.
- ⇒ Resources must be provided to foster innovation and continuing improvements in instruction and instructional support.
- ⇒ The technology plan must provide for the appropriate technological tools for the collection, storage, analysis, and presentation of information used in the college decision-making process.
- ⇒ Technological issues and the current implementation status of the technology plan must be promoted and well-communicated among all members of the campus.
- ⇒ Create an atmosphere that is sensitive to the social, psychological, and economic aspects of technology and technological change on the VVC campus.

- ⇒ Maintain a balance between technology-based innovation and traditional forms of delivering instruction and services.

*Implementation Strategies For Principle I*

- ◆ Reflect the enhanced importance of technology in the vision of the college by incorporating it in the VVC mission statement.
- ◆ Create one or more implementation teams to:
  - 5 Identify, categorize, and prioritize specific technology objectives based on short-term and long-term goals in an annually updated technology plan.
  - 5 Establish basic technology-related guidelines.
  - 5 Support institutional objectives by providing required resource allocations.
  - 5 Develop appropriate timelines for implementation.
  - 5 Monitor progress and initiate changes in this plan.
- ◆ Develop a proposed job description for a new executive-level position which will include evaluating the allocation of existing resources to technology, reallocating those resources as needed and developing new resources.
- ◆ Study alternative administrative and organizational models which might better promote a technologically superior institution, fully supportive of the needs of instruction, student support systems, and administrative functions.
- ◆ Streamline the delivery of information and communication technology services by integrating, as appropriate, the functions of Management Information Services, the Academic Commons, the Learning Resource Center, and other technology-related offices. Where such integration is not appropriate, establish a steering committee to evaluate the organization's needs and to direct resource allocation to be optimally supportive of the technology plan.
- ◆ Coordinate the Technology Plan with the Facilities Master Plan, the Educational Master Plan, and the Strategic Plan. Develop a facility utilization strategy and recommend any reallocation of space necessary to implement this plan.
- ◆ In accord with college technology guidelines (see Principle 6), balance the acquisition of new technology with the maintenance and replacement of existing technology.
- ◆ In conjunction with the ongoing evaluation of all technology-related functions at the College, devise a method to calculate and commit annually the minimum expenditures necessary to implement and maintain technological resources and services of superior quality.
- ◆ When external funding for a technology-related project is obtained, ensure that sufficient internal capital and human resources are devoted to the project to take full advantage of the external resources.
- ◆ In consultation with the Office of Instruction, develop a three-year plan, to be updated annually, for acquiring and maintaining appropriate technological tools to be used for the collection, analysis, and presentation of information.
- ◆ Hold regular, well-publicized meetings and provide other means for students, faculty, staff, administration, and the community to provide input, share ideas, critique current and planned services, and help to create a user friendly technology system.

**Principle II: *Victor Valley College will improve and expand the use and support of appropriate technology to enhance the efficiency and effectiveness of instruction.***

Technology must be established as a high priority in the planning and budget processes. This commitment to technology should be viewed as a commitment to the future. The goals are as follows:

*Goals For Principle II*

- ⇒ Develop a simple process for easily integrating computers and other technologies into the curriculum, both as tools for teaching and as subjects for study.
- ⇒ Encourage the widespread use of appropriate academic technology.
- ⇒ Use measurable evidence of student success to encourage the use of and to monitor the effectiveness of technology-based instruction. This evaluation process should apply to all of the academic and vocational disciplines to ensure the incorporation of basic and high level thinking skills in instruction.
- ⇒ Expand student learning opportunities that are less constrained by mode of delivery, time, or location.

*Implementation Strategies For Principle II*

- ◆ Promote and fund innovative, technology-based approaches in the formulation of new curriculum, courses and programs.
- ◆ Create a mechanism to offer "experimental" courses for one or more semesters before going through the full Curriculum and Instructional process.
- ◆ Provide technology tools and development time to faculty willing to experiment with the infusion of new technology into their curriculum.
- ◆ Develop a system of incentives (such as stipends, release time, workshops, conferences, etc.), rewards, and institution-wide recognition for successful infusion of technology into teaching.
- ◆ Make the tools of technology and training in use of those tools easily available to faculty and instructional aides.
- ◆ Equip classrooms with state-of-the-art technology, including access to the campus network and multimedia presentation capabilities.
- ◆ Support faculty participation in conferences and workshops intended to promote innovative techniques using electronic and/or other nontraditional means of instruction.
- ◆ Encourage evaluation of new technologies as part of the institutional planning process for each department.
- ◆ Provide a flexible infrastructure which can accommodate a variety of existing and merging technologies.
- ◆ Provide a campus-wide forum for reporting on the successful use of new technology in teaching.
- ◆ Provide faculty with easy access to institutional data such as grade distributions, retention, success in sequential courses, and transfer rates so that they may independently evaluate the use of technologies in their courses.
- ◆ Commit institutional resources to evaluate all aspects of technology-based instruction.
- ◆ Continuously improve the existing campus technology infrastructure and our connection to the outside world (e.g., the Internet).
- ◆ Fund, construct and equip one or more large "technology centers," in which as many as several hundred students may be accommodated at a given time.

- ◆ Support changes in state regulations to promote non-traditional, technology-based instruction (i.e., distance education).
- ◆ Develop alternative modes of education such as open-entry/open-exit courses, distance learning, computer-assisted learning, and multimedia teaching tools.
- ◆ Provide administrative flexibility in the offering, scheduling and enrollment limits of "alternative-style" courses.
- ◆ Maintain and expand easy electronic access to the Learning Resource Center, library, and other instructional information resources for students, faculty, staff, and administration. Link various computational facilities (i.e., allied health lab, biology, CIS, chemistry, etc.) so that students can access these centers from other campus locations.

**Principle III: *Victor Valley College will increase use of appropriate technology to improve the efficiency and effectiveness of student services.***

#### *Goals For Principle III*

- ⇒ Provide students, faculty, staff, and administration with electronic access to appropriate student services and student-related information from multiple locations both on- and off-campus.
- ⇒ Make information on college programs, rules, procedures, and resources available in a timely manner to students, faculty, staff, administration, and the community through a multitude of printed and electronic media.
- ⇒ Ensure the accuracy and integrity of electronically stored student-related information.
- ⇒ Facilitate the articulation of VVC programs and services with those of K-12 and four-year institutions through the collaborative use of technology.

#### *Implementation Strategies For Principle III*

- ◆ Make services, resources, policies and procedures, and scheduling information available both on-and off-campus through a World Wide Web home page and other online technologies.
- ◆ Ensure that all students, faculty, staff, administration, and the community have access to this system on campus, and seek ways to facilitate off-campus access (e.g., through computer lease or purchase plans, off-campus computer sites, etc.).
- ◆ Design and implement pilot projects to add flexibility in location, delivery mode, and scheduling of matriculation and other student services such as admissions, registration, educational planning, and financial aid.
- ◆ Use new technologies to facilitate educational planning and systematize the follow-up of student progress, as, for example, by automatically monitoring the movement of students through their educational plans.
- ◆ Integrate into the telephone registration system interactive student entry of data which must be regularly updated or confirmed to fulfill legal requirements, ensure the accuracy of data reported to the state, check student or institutional eligibility for assistance programs, or meet other institutional needs.
- ◆ Develop and implement on-line registration through dial-up and Internet access.
- ◆ Add to the RAM TALK telephone system the capacity to deliver appropriate, secure student records, information (e.g., grades, financial aid status, etc.) and timely, accurate service information (e.g., office hours).

- ◆ Develop a set of procedures to ensure that information is accurate and consistent regardless of the medium by which it is delivered. To the extent practicable, unify the various media graphically (using icons or symbols) as well, to help students identify quickly and easily the information they need, wherever they access it.
- ◆ Provide students, faculty, staff, and administration with access to K-12 and four-year institutional information resources already available on the Internet or other electronic media.
- ◆ Seek to publicize and expand electronic articulation-related services already available, such as computerized applications to four-year institutions.
- ◆ Explore with the colleges major feeder districts and major transfer institutions other means of coordinating the exchange of information and services using technological tools.

**Principle IV: *Victor Valley College will identify, encourage and facilitate the use of internal resources to support the broader use of technology in support of the mission and goals of the college.***

*Goals For Principle IV*

- ⇒ Identify and encourage the ideas and projects of visionaries and risk-takers.
- ⇒ Identify and remove barriers to innovative use of technology in support of instruction and the curriculum. Identify and remove barriers to technology innovation in service and support areas.
- ⇒ Provide a comprehensive and ongoing staff development process for appropriate technological skills at all entry levels.

*Implementation Strategies For Principle IV*

- ◆ Dedicate a portion of technology moneys to support innovative projects. Use outside management consultants, workshops, media materials and other means to support vision and innovation and encourage those who demonstrate initiative and insight.
- ◆ Provide faculty and staff with salary incentives and other rewards for demonstrated mastery of technology-related skills identified by the College's goals in technology.
- ◆ Support faculty development of instructional courseware through a system of rewards and incentives.
- ◆ Provide faculty, staff, and administration with the means to experiment with a variety of technologies which might make their jobs easier or more efficient.
- ◆ Promote opportunities for faculty, staff, and administration to visit other locations identified as having model technologically assisted instructional or student service programs.
- ◆ Utilize staff "sabbatical" or "release time" mechanism as an incentive for innovation.
- ◆ Install, staff and maintain a faculty/staff technology training center where new technologies can be tested.
- ◆ Link faculty and staff development activities directly to achievement of the College's goals as stated in the Educational Master Plan, Technology Master Plan, and Strategic Plan.
- ◆ Develop workshops, presentations, and staff development activities to help the whole campus community explore the implications of rapidly changing technology.

- ◆ Provide and maintain a sufficient number of highly skilled technical staff who are available to provide rich, meaningful training to students, faculty, staff, and administration.

**Principle V: Victor Valley College will develop and maintain relationships with external sources of support for its technology mission and goals.**

*Goals For Principle V*

- ⇒ Seek and participate in mutually beneficial partnerships with business, public and private agencies, and the community at large.
- ⇒ Seek external funding through governmental, business, and private sources.

*Implementation Strategies For Principle V*

- ◆ Familiarize local businesses and community agencies with the current resources available, proposed technology programs, and future needs of VVC.
- ◆ Develop partnerships within the community college district, such as mentor relationships, tutoring, teaching, long range planning, special cooperative projects, financial assistance, equipment donations, and study trips.
- ◆ Develop at least two new District-wide partnerships each year. These might include such programs as:
  - 5 Internet Mentors: student to student connections between area K-12 and VVC students.
  - 5 Discipline-based asynchronous messaging services to connect faculty at K-12 with VVC faculty and students.
  - 5 Access to the Internet through VVC for staff, faculty, students, and administration.
- ◆ Build a foundation for new partnerships by encouraging VVC students, faculty, staff; and administration to:
  - 5 Serve on boards or committees at local agencies.
  - 5 Interact with community businesses to explore mutually beneficial instructional opportunities.
  - 5 Investigate possible Contract Education, Community Education, and Vocational Program interactions with external groups.
  - 5 Participate in collaborative partnerships such as the League for Innovation, or the Community Colleges for Innovative Technology Transfer.
- ◆ Establish institutional grant programs specifically targeting instructional technology, funded through the VVC Foundation, indirect moneys from existing grants, and other sources.
- ◆ Develop an "entrepreneurial culture" at VVC with respect to technology funding by developing a mechanism to fund release time or stipends for faculty, staff, or administration who work on developing grant proposals.
- ◆ Encourage VVC students, faculty, staff, and administration to:
  - 5 Participate as reviewers of grant proposals at various granting agencies.
  - 5 Participate in grant writing workshops at VVC or elsewhere.
  - 5 Write their own grants.

- 5 Communicate and collaborate with individuals at other educational institutions who have been successful in obtaining external grant funding.
- ◆ Develop an institutional policy which includes incentives to encourage development of marketable software.
- ◆ Establish closer ties and share resources with other public and private information providers in the community.

**Principle VI: *Victor Valley College will develop and implement an array of policies and standards that will ensure open interconnectivity on the primary campus, between primary and subsequent secondary campuses, and with the other educational, service, business, and technical entities within the community. These standards will support the integration of academic and administrative functions, programs, and services, and they will ensure the quality, integrity, reliability, security, and robustness of technology services provided by VVC. Any extant or proposed policy that acts as a barrier to the use of distance education must be given significant attention and resolved.***

#### *Goals For Principle VI*

- ⇒ VVC will develop technology guidelines sensitive both to the changing demographics of the VVC community and to a programmatic vision of future needed educational services. These technology standards shall be created by a cross-disciplinary team (e.g., instructional, administrative, classified, and technical expertise must be represented in the composition of the team) that will provide advise and direction for technology-related decisions. The team(s) will regularly review existing standards to revise them in order to adapt to needed changes, new and emerging technologies, and regulatory transitions.
- ⇒ Establish guideline for access to information, security of data, and protection of individual privacy, and provide appropriate training in those areas.
- ⇒ Establish guidelines for the acquisition, support, maintenance, and replacement of equipment and software.
- ⇒ Establish guidelines for the use of technology consulting services.
- ⇒ Establish performance specifications and standards for a reliable and robust telecommunication infrastructure.
- ⇒ Establish guidelines for the proper use of intellectual properties of all types, including text, graphics, photographs, video and audio.

#### *Implementation Strategies For Principle VI*

- ◆ Create and maintain one or more permanent interdisciplinary teams to develop, adopt, review, and revise technology-related standards annually in order to establish and maintain VVC as a leader among higher education institutions in the creative and effective application of technology. The application of technology should be directed to all areas of VVC's efforts including, but not limited to, instructional technology, administrative responsibilities, interdepartmental communications and paper flow, and interconnections with other educational districts and institutions.
- ◆ Develop formal standards for procedures in the areas of access, security, privacy, and training. These areas should include, but not be limited to, the following:
  - 5 Determining and implementing access privileges for faculty, staff, students, and others

- 5 Monitoring the appropriate use of college-owned technological tools (hardware and software)
  - 5 Providing access to technological tools by individuals with demonstrable and legitimate educational or community-service interests
  - 5 Ensuring the integrity of data, including security procedures, appropriate storage, and consistent, effective back-up
  - 5 Delineating "private" information from "public" information with concomitant limitations on institutional access thereto
  - 5 Notifying and training all affected persons in the exercise of those rights and privileges
  - 5 Censuring violators of those standards
  - 5 Filing of grievances resulting from inappropriate application or abuse of those standards
- ◆ Establish a code of ethical conduct to be signed by all persons that have access to student records, Internet sites, e-mail, and other confidential or potentially private information.
  - ◆ Develop a recommended plan for the short-term and long-term training of students, faculty, staff, and administration in the ethics and rules related to access, security, and privacy issues.
  - ◆ Develop and annually update standards for the short-term (one year) and long-term (five years or more) acquisition, support, maintenance, and replacement of equipment and software.
  - ◆ Develop guidelines identifying the circumstances under which the use of technology consulting services is considered appropriate. Provide a system of checks and balances to prevent unnecessary or inappropriate use or award of consulting service contracts.
  - ◆ Develop and annually update standards for the telecommunication infrastructure in the light of currently available technology, anticipated technological advances, anticipated uses, and costs.
  - ◆ Develop and annually update standards for "youth and school partnerships" to establish and enhance help for youth within the VVC district by providing educational services, training, and seminars through technology-supported on-site and distance education-based courses.
  - ◆ Develop standards for the use of intellectual properties to address at least the following issues:
    - 5 Copyright policy
    - 5 Assignment of profits derived from the exploitation of intellectual property
    - 5 Incorporation of others' intellectual property into VVC projects
  - ◆ Refer standards-related issues outside the scope of committee authority to other appropriate groups or offices (e.g., intellectual issues in collective bargaining).
  - ◆ Develop and implement standards and policies to support Distance Education Principles.

**Principle VII: Victor Valley College will provide appropriate connectivity for the efficient and effective delivery of information, instruction, and other services to students, faculty, staff, and administration.**

- ⇒ Provide access to appropriate computer and other technology delivery systems and campus network services.
- ⇒ Provide remote dial-in access to all campus network services.
- ⇒ Provide stable, ubiquitous access to instructional and reference materials, information services, and other services.

#### *Implementation Strategies For Principle VII*

- ◆ Provide an on-going annual budget to upgrade faculty, staff, and administration computer systems.
- ◆ Provide for satellite up-link capabilities, cable modem, and/or cable television access capabilities necessary for a wide variety of distance learning services.
- ◆ Create a single, easy-to-use faculty/staff network interface and login procedure.
- ◆ Continuously upgrade the campus information infrastructure in order to provide the fastest stable technology to the desktop across the campus.
- ◆ Install a student e-mail system with appropriate gateways to the faculty/staff and Internet e-mail systems.
- ◆ Develop a World Wide Web home page and a distributed campus information system.
- ◆ Attach all existing computer labs to the network infrastructure. Restructure the infrastructure as necessary in order to provide dedicated performance capability for all end-user ports equivalent to standard Ethernet data rates.
- ◆ Continue installing and upgrading network connections in all existing classroom and laboratories to the fastest stable technology.
- ◆ Equip classrooms for use with portable computers and multimedia presentation systems as appropriate.
- ◆ Continue the development of a client/server environment which provides an open, distributed information system that is both easy to use and provides data integrity and security.

## **4. Equipment Requested And Required**

### **4.1 *Equipment Requested And Required By School/Department***

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#### **ADMINISTRATION OF JUSTICE**

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##### **Short Term (1998-2000):**

##### *Equipment requested/required*

- Computer with video-conferencing and Internet capability for courses offered on the Internet.

##### **Long Term (2001-2005+):**

##### *Equipment requested/required*

- Computer with Internet and video-conferencing capability for courses offered on the Internet.
- One eight-station simulator.
- Five (5) Pentium 686 or higher quality computers for inter-active computer courses such as First-Aid/CPR or PC 832.
- Two Law Enforcement vehicles for training purposes.

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## **ADULT CONTINUING EDUCATION (NON-CREDIT PROGRAM)**

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**Short Term (1998-2000):**

- Equipment requested/required***
- Computers and equipment for director and secretary.
  - Equipment for new courses as designed.
  - Additional supplies and materials for new courses.

**Long Term (2001-2005+):**

- Equipment requested/required***
- None identified.

### **ALLIED HEALTH**

#### **Allied Health, CPR, EMT, Medical Assistant, Nursing Assistant/Home Health Aide, Paramedic**

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**Short Term (1998-2000):**

- Equipment requested/required***
- Acquire equipment needed for programs.

**Long Term (2001-2005+):**

- Equipment requested/required***
- Same as short term only extended.

### **ALLIED HEALTH**

#### **Athletic Training**

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**Short Term (1998-2000):**

- Equipment requested/required***
- Purchase an ambulance (cost to be determined).
  - Purchase portable ultrasound/E.M.S units.
  - Purchase portable defibrillator.
  - Purchase taping, bandaging and splinting supplies.

**Long Term (2001-2005+):**

- Equipment requested/required***
- None identified.

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## ART AND DESIGN/PHOTOGRAPHY

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### Short Term (1998-2000):

- Equipment requested/required**
- Remodeling of the Art Building will require new lab equipment for photography.
  - The new computer lab will require upgrading of equipment and the purchase of new computers to keep the students current with their fields of study in multimedia.
  - Remodeling of the Art Annex to house a three-dimensional program facility will require equipment for specific sculpture construction such as casting and woodworking, etc.

### Long Term (2001-2005+):

- Equipment requested/required**
- None identified.

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## ATHLETICS

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### Short Term (1998-2000):

- Equipment requested/required**
- Phones, computers, and furniture for offices.

### Long Term (2001-2005+):

- Equipment requested/required**
- Phones and computers for additional offices.

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## AUTOMOTIVE

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### Short Term (1998-2000):

- Equipment requested/required**
- Analyze equipment retirement schedule as industry changes.

### Long Term (2001-2005+):

- Equipment requested/required**
- Replacement of equipment as needed.

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## BASIC SKILLS

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### Short Term (1998-2000):

- Equipment requested/required**
- Updated hardware and software.
  - Hardware 3 x Pentium II 266 MHz.
  - Software packages for review (5).
  - New software (alternative to existing program).
  - Video conferencing equipment.
  - On-line instruction delivery system.
  - CD ROM/DVD towers/servers.
  - Video/Teaching Learning Space—video conferencing, Pictel technology.
  - DVD technology, video telecourses, upgrades.

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## BASIC SKILLS

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**Long Term (2001-2005+):**

- Equipment requested/required**
- None identified.

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## BUSINESS ADMINISTRATION

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**Short Term (1998-2000):**

- Equipment requested/required**
- 25 computers for computer lab.
  - Internet/E-mail access for faculty and students.

**Long Term (2001-2005+):**

- Equipment requested/required**
- 40 additional computers in lab to meet the increase in course technology use.
  - Access to satellite conferencing.

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## BUSINESS EDUCATION TECHNOLOGY

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**Short Term (1998-2000):**

- Equipment requested/required**
- Computers/printers.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Additional CD ROM server/file server.
  - 3 phone lines for fax line and full-time instructors.

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## BUSINESS REAL ESTATE/ESCROW

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**Short Term (1998-2000):**

- Equipment requested/required**
- Color printers, computers, monitors, keyboards, and scanner as needed by program.
  - Three four door filing cabinets, three desks, chairs, chair mats.

**Long Term (2001-2005+):**

- Equipment requested/required**
- A minimum of 25 computers for classrooms.
  - Multi-media crash cart.
  - Hanging map stand.

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## CHEMISTRY

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**Short Term (1998-2000):**

- Equipment requested/required**
- Finalize computer related provisions.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Computer related up-grade equipment.
  - Specialized vocational equipment.
  - Additional safety equipment.

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## CHILD DEVELOPMENT

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**Short Term (1998-2000):**

- Equipment requested/required**
- Telephone and computer for office.
  - Materials to accommodate 2 new telecourses by Spring 1999.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Telephone and computer for office.
  - Technology hardware and software sufficient to design and deliver on-line courses specifically among the core courses and the practicum requirements.

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## COMPUTER INFORMATION SYSTEMS

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**Short Term (1998-2000):**

- Equipment requested/required**
- Maintain a state-of-art computer and communications laboratory.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Maintain a state-of-art computer and communications laboratory.

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## CONSTRUCTION TECHNOLOGY

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**Short Term (1998-2000):**

- Equipment requested/required**
- Add equipment for custodial classes.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Provide routine replacement of hardware.
  - Additional software purchases.
  - Add specialized facilities management equipment and software.
  - Purchase a bulldozer, motor grader, dump truck, water truck and compaction equipment.
  - Earthworks software.
  - Laser guidance transmitters and receivers.

## COOPERATIVE EDUCATION

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### Short Term (1998-2000):

- Equipment requested/required***
- Student work stations.
  - Computers for staff.
  - Fax machine.
  - Computers networked.
  - Staff telephones and lines.
  - Staff furniture.
  - Technology upgrades.
  - New equipment.

### Long Term (2001-2005+):

- Equipment requested/required***
- Student work stations.
  - Computers for staff.
  - Fax machine.
  - Computers networked.
  - Staff telephones and lines.
  - Staff furniture.
  - Technology upgrades.
  - New equipment.

## DRAFTING TECHNOLOGY

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### Short Term (1998-2000):

- Equipment requested/required***
- Add equipment for Laboratory Production Facility.

### Long Term (2001-2005+):

- Equipment requested/required***
- Provide routine replacement of hardware every year.
  - Additional software purchases.
  - Add specialized facilities management equipment and software.

## ELECTRONICS AND COMPUTER TECHNOLOGY

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### Short Term (1998-2000):

- Equipment requested/required***
- Ergonomic laboratory workbench stools.
  - CD-ROM writer.
  - Individualized instruction and CalWORKs computers.
  - TV-computer link (airlink).
  - LabView adapter boards/cables/connector blocks/manuals.

## ELECTRONICS AND COMPUTER TECHNOLOGY

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- Digital Camera.
- NASA standard soldering station.
- Logic Analyzer.
- Touchscreen whiteboard.
- Portable LabView work station.
- Equipment for PC Communications and Information Highway course.
- Equipment for PC Multimedia course.

### Long Term (2001-2005+):

#### ***Equipment requested/required***

- Future equipment requirements are especially difficult to project in the rapidly changing computer technology and electronic technology fields. As these technology changes occur or when changes can be reasonably predicted, new equipment will be requested.

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## ESL

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### Short Term (1998-2000):

#### ***Equipment requested/required***

- Small room (150 sq. ft.) for ESL library.
- Additional computer stations in ESL lab with LCD display unit.
- Audio and video equipment.
- Additional computer for office.
- Printer for office.
- Scantron machine.

### Long Term (2001-2005+):

#### ***Equipment requested/required***

- Audio and video equipment.
- LCD display unit.

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## FIRE TECHNOLOGY

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### Short Term (1998-2000):

#### ***Equipment requested/required***

- The latest audio-visual presentation systems for maximum effect. Security for displays and demonstration models required.

### Long Term (2001-2005+):

#### ***Equipment requested/required***

- None identified.

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## LANGUAGE

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**Short Term (1998-2000):**

- Equipment requested/required**
- Necessities for long-distance learning program.

**Long Term (2001-2005+):**

- Equipment requested/required**
- None identified.

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## LIFE SCIENCE

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**Short Term (1998-2000):**

- Equipment requested/required**
- Laptop computers.
  - Projection systems.
  - CD-ROM tower.
  - Replacement microscopes.
  - Internet access for biology labs.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Computer upgrades.
  - Additional computers for biology labs.
  - CD-ROM tower.

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## MATHEMATICS

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**Short Term (1998-2000):**

- Equipment requested/required**
- None identified.

**Long Term (2001-2005+):**

- Equipment requested/required**
- None identified.

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## MUSIC

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**Short Term (1998-2000):**

- Equipment requested/required**
- Upgrades and additional computer units.
  - Practice rooms to include computers; ensemble rooms to include variable acoustics (i.e. Wenger Z room) and on demand audio/video recording/playback.
  - Large lecture facilities equipped with concert video/audio playback, computer projection and wireless or hard docking lab connections for student computers-- Music 1 and Music 6 can suit this function.
  - First class campus net support for interactive distance learning, including fully developed web sites, pages, and possible student video conferencing.

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## MUSIC

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**Long Term (2001-2005+):**

- Equipment requested/required**
- Expand use of computers and other technology as appropriate.

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## NURSING

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**Short Term (1998-2000):**

- Equipment requested/required**
- Additional beds for skills lab.
  - Equipment equivalent to current medical and nursing practice.
  - Office supplies, equipment, meeting room.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Computer, supplies for community health project.
  - Office supplies.

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## ORNAMENTAL HORTICULTURE

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**Short Term (1998-2000):**

- Equipment requested/required**
- None identified.

**Long Term (2001-2005+):**

- Equipment requested/required**
- None identified.

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## PHILOSOPHY/RELIGIOUS STUDIES

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**Short Term (1998-2000):**

- Equipment requested/required**
- Computer equipment.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Update computer hardware.

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## PHYSICAL EDUCATION

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**Short Term (1998-2000):**

- Equipment requested/required**
- Obtain equipment (use old physical education and athletic equipment first then buy new).

**Long Term (2001-2005+):**

- Equipment requested/required**
- None identified.

## PHYSICAL SCIENCE

### Astronomy, Geology And Physical Science

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**Short Term (1998-2000):**

- Equipment requested/required*** • None identified.

**Long Term (2001-2005+):**

- Equipment requested/required*** • None identified.

## PHYSICAL SCIENCE

### Geography

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**Short Term (1998-2000):**

- Equipment requested/required*** • Computer and Internet access within at least one dedicated Social Science classroom.
- Purchase equipment to accommodate eight stations.

**Long Term (2001-2005+):**

- Equipment requested/required*** • Computer and Internet capabilities within classrooms with Geographic Information Systems Technology available in a permanent computer lab.
- Purchase of equipment, materials, media equipment, computers, supplies as necessary to provide for each classroom within the Social Science Department.

## PHYSICAL SCIENCE

### Physics

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**Short Term (1998-2000):**

- Equipment requested/required*** • Funding to meet laboratory equipment needs.

**Long Term (2001-2005+):**

- Equipment requested/required*** • Same as short term.

## PSYCHOLOGY

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**Short Term (1998-2000):**

- Equipment requested/required*** • None identified.

**Long Term (2001-2005+):**

- Equipment requested/required*** • Additional funds for equipment/permanent supplies.

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## RESPIRATORY THERAPY

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**Short Term (1998-2000):**

- Equipment requested/required**
- None identified.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Additional funding needed for equipment and supplies.

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## RESTAURANT MANAGEMENT

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**Short Term (1998-2000):**

- Equipment requested/required**
- Establish annual budget to replace/add to smallwares, silverware, glasses, and pots and pans.
  - Do analysis on lease/purchase of linen and implement.

**Long Term (2001-2005+):**

- Equipment requested/required**
- Purchase a Catering Vehicle.
  - Purchase or lease a Cappuccino/expresso cart.

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## SOCIAL SCIENCE

### Anthropology

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**Short Term (1998-2000):**

- Equipment requested/required**
- Equipment for additional dedicated workspace areas for lab/field classes.
  - Equipment for Physical Lab and Archaeology Field/Lab courses.
  - Computer system dedicated to Certificate Program.
  - Equipment for plastination process, preparation, storage, disposal, etc.

**Long Term (2001-2005+):**

- Equipment requested/required**
- A computer bank for student use for lab exercises, word processing, data manipulation.
  - Equipment for Physical Anthropology Lab classes (unless satisfied through Goal #1).
  - Dedicated computer system for data compilation, manipulation, report production, etc.

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## SOCIAL SCIENCE

### History

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**Short Term (1998-2000):**

- Equipment requested/required**
- None identified.

**Long Term (2001-2005+):**

- Equipment requested/required**
- None identified.

## SOCIAL SCIENCE

### Political Science

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**Short Term (1998-2000):**

- Equipment requested/required** • Equipment/permanent supplies to meet needs indicated.

**Long Term (2001-2005+):**

- Equipment requested/required** • Additional funding for equipment/permanent supplies to meet needs indicated.

## SOCIAL SCIENCE

### Sociology

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**Short Term (1998-2000):**

- Equipment requested/required** • “Smart” classroom technology (computer, video projection, lighting).

**Long Term (2001-2005+):**

- Equipment requested/required** • Increase equipment budget to purchase new technology for department.

## SPEECH/THEATER ARTS

### Speech

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**Short Term (1998-2000):**

- Equipment requested/required** • TV/VCRs and cameras.

**Long Term (2001-2005+):**

- Equipment requested/required** • None identified.

## SPEECH/THEATER ARTS

### Theater Arts

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**Short Term (1998-2000):**

- Equipment requested/required** • None identified.

**Long Term (2001-2005+):**

- Equipment requested/required** • None identified.

## WELDING

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**Short Term (1998-2000):**

- Equipment requested/required** • Hardware and software.  
Maintain up-to-date equipment utilizing a yearly replacement schedule.

## WELDING

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**Long Term (2001-2005+):**

- Equipment requested/required***
- Ten additional work stations in the welding lab to include building expansion.
  - Hardware and software upgrade and replacement.