

**VICTOR VALLEY COLLEGE-WIDE COMMITTEE
Application/Renewal Form**

College Assembly Use:

Date Applied

College-Wide Committee

College-Wide Task Force

Date Approved

Signature

COMMITTEE NAME: Technology Planning Committee

REPORTS TO: Makes Recommendations to the President's Cabinet

MEETING SCHEDULE: To be determined

PURPOSE: The overall purpose of the Technology Steering Committee is to lead, plan, and coordinate the application of technology to the execution of the College's mission and the achievement of its goals and objectives.

EXPECTED LONGEVITY: This is a permanent standing committee of the District

GOALS AND OBJECTIVES AND HOW THEY LINK TO THE COLLEGE AND GOALS:

1. Design the process by which the Committee will develop, maintain, and recommend to the President's Cabinet a Technology Master Plan for the College. This process should include the following:
 - a. Linkages with the College's mission, strategic directions, and/or goals, and with other District planning processes, as appropriate
 - b. Provision for the Committee to serve divisions, units, programs, and employees of the College as an information resource on technology-related issues
 - c. A timely and flexible schedule for the planning cycle
 - d. Mechanisms for effective communication with and input from the rest of the campus community
 - e. Provisions for orientation and training of faculty and staff about the process
 - f. Provisions for keeping the Committee up to date on technology developments that are potentially relevant to VVC
 - g. Procedures for evaluation and revision of the process itself
2. Implement the process: Develop and recommend to the President's Cabinet an initial Technology Master Plan for the College, and update the Plan recommendation at least annually. The Plan should include, but is not limited to, the following elements:
 - a. Analysis and evaluation of applicable technology implementation at VVC
 - b. Long-range goals
 - c. Annual goals and objectives

- d. Integration of the Technology Plan with the Master Planning process.
- e. Resource allocation directions tied to the goals and objectives and based on Program Review/Unit Planning Process and forwarded to BRIC at the appropriate time in the budget cycle.
- f. Standards for support, software, infrastructure, and other hardware
- g. Guidelines for evaluating technology requests and for allocating technology resources
- h. Recommend to College Assembly changes to the policies and procedures for acceptable use of technology
- i. Staff development regarding technology
- j. Recommendations on other technology-related issues as needed

These goals support the college's Master Plan goals number 1 – Organizational Excellence; 2 – Institutional Commitment to Student Learning and Student Success Through Educational Excellence and 5 – Technology.

CRITERIA/BASIS FOR DECISION MAKING AND FORWARDING RECOMMENDATIONS: The committee will make recommendations based on the data presented in the college's planning documents.

COMMITTEE COMPOSITION:

Name of Chair Person: Director of Technical Services

Voting	x Non-Voting	Appointed	Elected	By Position
Faculty: Six total faculty.				

Classified: Four total classified staff

Management: Four members of the management staff (not to include members of the President's Cabinet). The Director of Fiscal Services shall serve as an ex-officio member.

Administration: Two administrators. Members of the President's Cabinet may serve as Ex-Officio, resource members of the Committee and/or its subcommittees.

Students: Two students.