APPENDIX

REVISED Implementation Grid for the TMP

Old Grid: 9 Goals, 50 Strategies
Revised Grid: 5 goals, 20 Strategies

Priority A - currently underway or needs to be done ASAP
Priority B - needs to be done soon
Priority C - needs to be addressed "down the road"

For each of the goals and strategies identified in this technology Strategic Plan, an individual or group in the College has been identified as the responsible party to ensure that the strategies are appropriately implemented. For the responsible party to be successful in completing the strategy, the matrix also proposes certain events and/or conditions (Dependencies) that need to be accomplished before the strategy can be successfully completed.

Goal 1:   Expand the availability and enhance the quality of distance learning across communities to increase access to remote educational opportunities and learning success.

Topic: *Island-Wide Access*

Guiding Principle: The College promotes and supports greater access to technology and digital resources island-wide.

		Strategy	Dependencies	Responsible Parties	Priority/ Status	Notes
1.1		Expand DE support staff.	Dependent on available funding.	● **VC Acad Aff** ● ITSO ● Media Services	**A** In progress & on-going Although positions have increased, future needs are still being assessed.	1 FTE ITSO APT + 1 part time reassigned faculty in Fall 2011, 1 Faculty ITSO position added May 2012, vacant APT position filled June 2013. Additional permanent staffing has been requested through Annual review process. 1 FTE (temp) EH Media Specialist position filled April 2013.

1.2	Provide resources for ongoing training of DE staff.	Dependent on available funding.	● **VC Acad Aff** ● ITSO ● Media Services	**A** In progress & on-going Needs met for now, however, training is on-going as opportunities and needs arise.	ITSO/Media Services have been provided with training opportunities (free/paid); training requests are made as appropriate opportunities are identified.
1.3	Increase training opportunities for faculty, staff, and students. (This was questioned previously so changes noted may not be appropriate.)	Dependent on available funding.	● **VC Acad Aff** ● ITSO ● Media Services ● Faculty/Staff Development Coordinator	**A** In progress & on-going	ITSO works with the Faculty/Staff Development committee to identify/provide training. ITSO Increased workshops from 1x to 2/x month in 2013-2014. Media Services works with faculty one-on-one as needed. Additional workshops are being planned for Sum. 2014.
1.4	Update equipment as needed to stay abreast with technological and user demands/needs.	Dependent on creating a complete equipment replacement cycle and reconciling it with available funding. Requires an assessment of the current technology portfolio to identify strengths, weaknesses, and opportunities for improvement.	● **VC Acad Aff** ● Computer Services ● Media Services ● ITSO	**A** In progress & on-going	

1.5	Increase DE course offerings.	Need to survey HawCC students and community members to determine demand and potential for enrollment in DE classes. Dependent on creating efficiencies in approach or adjusting staff.	• **VC Acad Aff** • Deans • DCs • ITSO	**A** In process	Perform a needs assessment to determine if there is demand for increased DE courses. Based on the results, determine availability of resources to meet that demand. ITSO currently working on student surveys to gauge needs.
1.6	Annually assess DE for effectiveness.	Include technology questions in DE survey.	• **VC Acad Aff** • Deans • DCs • ITSO • Assessment Coordinator • Institutional Analyst	**B**	System currently pulls data to report on effectiveness (DCO successful completion). However, the campus needs to identify performance benchmarks/ standards, create an assessment instrument, and implement an ongoing system of assessment.
1.7	Investigate and explore distance education and online delivery options that are available (program, vidcon, freeware, etc.).	Faculty willingness and availability, tech support staff assigned to provide assistance.	• **VC Acad Aff** • ITSO • Media Services • DE Faculty	**C**	

Goal 2: Create and maintain a formal technology governance structure that will comprehensively guide decision-making for Hawaiʻi Community College.

Topic: *Technology Decision-Making and Governance*

Guiding Principle: The College believes in the values of shared governance that facilitate decision-making, evaluation, and implementation of technology planning.

	Strategy	Dependencies	Responsible Parties	Priority/ Status	Notes
2.1	Appoint a Technology Advisory Committee (TAC) to serve as an advisory group for technology policy and priorities.	Develop high-level mission statement for the group and consider appropriate membership.	● **VC Acad Aff** ● Ad-hoc TAC	**A** In progress & on-going	Ad hoc TAC formed in Nov. 2013 and been meeting regularly since spring 2014 to review/update TAC membership and responsibilities.
2.2	Reorganize tech staff into a single Technology Department.	Requires definition of leadership role and assignment of reporting responsibilities.	● **Admin Team** ● **VC Acad Aff** ● TAC	**A** In progress & on-going	Ad hoc TAC charged with recommending an org structure for a Technology Department.
2.3	Establish a Technical Director	Dependent on available funding and/or position line.	● **Admin Team** ● **VC Acad Aff** ● TAC	**A** In progress & on-going	Ad hoc TAC charged with recommending a PD for Tech Manager.
2.4	Develop policy and procedures for grant- writing involving technology.	Policy needs to be created.	● **Technology Manager** ● TAC ● College Council	**B**	This responsibility was included in the PD for the Tech Manager.
2.5	Review, update, and create appropriate tech-related policies, procedures, and guidelines.	Procedures/guide lines for this workflow will need to be developed.	● **Technology Manager** ● TAC ● College Council	**B**	

	Strategy	Dependencies	Responsible Parties	Priority/Status	Notes
2.6	Establish greater communication with UH System and within the college.	Empower an individual (preferably the Technical Director) to act on the College's behalf.	● **Technology Manager** ● TAC	**B**	This responsibility was included in the PD for the Tech Manager.

Goal 3: Provide technology training to faculty, staff, and managers.

Topic: *Training and Support*

Guiding Principle: The College recognizes the need for ongoing and effective training and support in the use of current and emerging technology.

	Strategy	Dependencies	Responsible Parties	Priority/Status	Notes
3.1	Create and implement an ongoing system of assessing faculty & staff needs for tech training. (1. Establish a baseline of training needs. 2. Develop on-going needs assessment and training framework for new hires and existing faculty/staff. 3. Prioritize training needs and determine if support can be supplied in-house, contracted, or online. 4. Develop expected outcomes of training and assessment process for the effectiveness of training.)	Survey created and administered. Dependent on available funding for training. Survey created and administered.	● **Technology Manager** ● Faculty/Staff Development Coordinator ● ITSO, Media Services (for DE-related training)	**B**	This responsibility was included in the PD for the Tech Manager.

	Strategy	Dependencies	Responsible Parties	Priority/Status	Notes
3.2	Provide technical staff with training, as needed, so that they can maintain current and relevant skills.	Dependent on available funding for training	● **Technology Manager** .	**B**	This responsibility was included in the PD for the Tech Manager.
3.3	Establish a process for requesting and receiving training.	Dependent on available funding and/or position line.	● **Technology Manager** ● Faculty/Staff Development Coordinator ● ITSO, Media Services (for DE-related training)	**B**	This responsibility was included in the PD for the Tech Manager.

Goal 4: Provide resources for research and evaluation of emerging and innovative technology for use at HawCC.

Topic: *Emerging and innovative technology*

Guiding Principle: Provide resources for research and evaluation of emerging and innovative technology for use at HawCC.

	Strategy	Dependencies	Responsible Parties	Priority/Status	Notes
4.1	Create new technology advisory committee(s), from HawCC employees, community and industry members (AKA R&D committees). This committee(s) will conduct need assessments and research, to respond to present and future technology needs of	Dependent on available and willing HawCC and outside individuals & organizations to populate and support such committees. Full support from administration and departments. Available funding.	● **Technology Manager**	C	

	HawCC, higher education, business, and community sectors. This committee(s) will also share & collaborate research and its findings with other organizations and individuals.				
4.2	Evaluate new technology by testing an evaluation/ sample unit or system. (If eval unit not available, purchase one unit, or research use by others.) If proven successful and compatible, deploy technology large scale, provide training, maintenance and further evaluation.	Purchasing and support funds, HawCC technology benefactors/users, responsible technology departments, R&D committees. Outside users of technology.	• **Technology Manager** with full support of administratio n and departments (support includes funding).	C	

Goal 5: Create an ongoing process to articulate, plan, and prioritize college technology needs to determine optimal funding.

Topic: *Funding*

Guiding Principle: The College understands that adequate resources are important for the effective use, development, maintenance, and support of core technologies and that it needs to seek opportunities to fund emerging and innovative technologies.

	Strategy	Dependencies	Responsible Parties	Priority/ Status	Notes
5.1	Develop an ongoing process of feedback and evaluation to determine the effective use of technology and help prioritize future initiatives.	Methodology needs to be selected. Surveys created and distributed, completed, analyzed.	● **Technology Manager** ● TAC ● Assessment Committee	**A** Action needed	Recommend: In the absence of the Tech., Mgr., the lead should be taken by the TAC.
5.2	Submit technology requests in program reviews.	DCs need to identify dept. needs then communicate technology implementation requests to College Deans, Directors and VC's as well as document within their respective program reviews.	● **VC/Dirs** ● **Technology Manager** ● Programs ● Units	**A** Action needed	All units & programs submit technology requests in annual review process. Consultation with Tech Manager; step needs to be added to the program review process.
5.3	Assure appropriateness of budgetary needs for technology during the annual review and budget process. Prioritizing of needs done by Admin team in the annual review and budget process.	Dependent on Tech. Mgr. being a member of the admin team.	● **Admin Team** ● **Technology Manager**	**B**	Recommend: All Unit/Program reviews include a place for Tech Mgr to review Tech-related requests (check for suitability with college resources). If reviewed, higher priority, if not reviewed, may get lower priority.