

## Vernon College Technology Plan 2011-2012

### Admissions

<b>Priority Initiatives:</b> #1 Improve the quality of educational and student support services to increase student learning and student retention. #5 Provide fiscal, physical, human and technological resources to accommodate current and future needs. #3 Enhance the technological infrastructure of the institution.
<b>Objective 3:</b> Maintain and enhance technology infrastructure of the Admissions Office. <b>Responsibility:</b> Dean of Admissions and Financial Aid/Registrar
<b>Statement of Need:</b> Admissions must continuously maintain and enhance their technology in order to accomplish the primary responsibilities for the office and comply with THECB and SACS requirements.
<b>Actions:</b> 1. Purchase 4 replacement desktop computers for Admission staff of 12. 2. Purchase 2 replacement printers for Admission staff of 12.
<b>Resources and Approximate \$:</b> 4. Technology: Desktop Computers 4 @ \$1,100 = \$4,400 Dell or HP Printers 2 @ \$750 = \$1,500
<b>Assessment Method/Date:</b> Purchase of above before or during 2011-12 academic year. / August

### Three to Five Year Goals:

Goal #1 Purchase of 5 laptops and printers for use at onsite registrations.
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### Financial Aid

<b>Priority Initiatives:</b> #1 Improve the quality of educational and student support services to increase student learning and student retention. #5 Provide fiscal, physical, human and technological resources to accommodate current and future needs. #3 Enhance the technological infrastructure of the institution.
<b>Objective 5:</b> Maintain and enhance technology infrastructure of the Financial Aid Office. <b>Responsibility:</b> Director of Financial Aid
<b>Statement of Need:</b> Financial Aid must continuously maintain and enhance their technology in order to accomplish the primary responsibilities for the office and comply with THECB and DOE requirements.
<b>Actions:</b> 1. Purchase 2 replacement desktop computers for Financial Aid staff of 8.

2. Purchase 2 replacement printers for Financial Aid staff of 8.

**Resources and Approximate \$:**

4. Technology: Desktop Computers 2 @ \$1,100 = \$2,200  
Dell or HP Printers 2 @ \$750 = \$1,500

**Assessment Method/Date:** Purchase of above before or during 2011-12 academic year. / August

**Results:** Achieved, Not Achieved, In Progress

**Assessment Data/Evidence:**

**Use of Results for Improvement:**

**Priority Initiatives:**

**#1 Improve the quality of educational and student support services to increase student learning and student retention.**

**#2 Integrate the Quality Enhancement Plan functions and activities into the infrastructure of the college.**

**#3 Enhance the technological infrastructure of the institution.**

**Objective 6:** Improve financial aid advising services to both prospective and enrolled students.

**Responsibility:** Director of Financial Aid

**Statement of Need:** Benchmarks from CCSSE denote need for improved financial aid advising and outreach services to prospective and enrolled students.

**Actions:**

1. Create a VC Financial Aid Facebook page.
2. Participate in New Student Group Advising and create brochure.
3. Outreach to financial aid applicants with personalized letter from VC President.
4. Create Financial Aid Television instructional website.
5. Create Financial Aid "8 Easy Steps to the FAFSA" website.
6. Provide Financial Aid outreach presentations to high school students/parents and counselors.

**Resources and Approximate \$:**

4. Technology: Laptop and projector \$ 2,000.00

**Assessment Method/Date:** Improvement of CCSSE benchmarks for 2011-12 academic year. / September?

**Student Records**

**Priority Initiatives:**

**#1 Improve the quality of educational and student support services to increase student learning and student retention.**

**#5 Provide fiscal, physical, human and technological resources to accommodate current and future needs.**

**Objective 2:** Maintain and improve student satisfaction ranking annually.

**Responsibility:** Dean of Admissions and Financial Aid/Registrar      Assistant Registrar

<b>Statement of Need:</b> Improvement of CCSSE admission and enrollment benchmarks.
<b>Actions:</b> 1. Continue the development and expansion of on-line registration in coordination with IT Department. 2. Expand time frames for Campus Connect registrations through late registration and last day for withdrawal.
<b>Resources and Approximate \$:</b> 4. Technology: See IT Department plan for POISE updates and maintenance.
<b>Assessment Method/Date:</b> Number of students registering by Campus Connect and CCSSE rankings. / July

### Instructional Services

<b>Priority Initiative #1:</b> <b>Improve the quality of educational and student support services to increase student learning and student retention.</b>
<b>Objective 6:</b> Designate an office for interpreter/ADA liaison use at CCC so that students can (1) discuss confidential information in private (2) so the Coordinator of Interpreting Services and liaison can make most efficient use of time between interpreting sessions, and (3) so the Coordinator can establish a lending library for interpreter textbooks that are required to interpret the college classes. <b>Responsibility:</b> Director of Special Services, Dean of Instructional Services
<b>Statement of Need:</b> All ADA conversations are required by law to be confidential and currently there is no place to meet with ADA students that is private unless the conference room happens to be available. The Coordinator of Interpreter Services has an office at the Skills Training Center, but 90% of the interpreting and all of the counseling, financial aid, business office, and most of the tutoring appointments are at CCC. The Coordinator is wasting a great amount of time driving back and forth between the centers due to the fact there is no office at CCC. A lending library for interpreters' use is needed desperately. Twenty-two textbooks were needed for interpreter use for the Spring 2011 semester. A lending library is the most efficient way to provide textbooks to all the interpreters.
<b>Actions:</b> 1. Locate an office that can be assigned to the Coordinator of Interpreting Services and the new interpreter/ADA liaison 2. Publish location of office on website and in Special Services Brochures the next time they are printed 3 Provide a computer, desk, chair, and file cabinet for use in the office.
<b>Resources and Approximate \$:</b> 4. <b>Technology:</b> \$1,000 (computer)
<b>Assessment Method/Date:</b> Office located, furnished, and in use by 10/1/2011

<b>Objective 7:</b> Improve student access to library instruction as evidenced by the development of online tutorials which incorporate a higher level of interactivity.
<b>Responsibility:</b> Director of Library Services, Library Staff
<b>Statement of Need:</b> Developing and improving online tutorials are essential in support of a growing enrollment of distance learners. Tutorials should support a variety of learning styles and incorporate best practices in instructional design.

**Actions:**

1. Purchase Adobe Captivate 5 Software
2. Develop interactive, screen capture video to help illustrate concepts covered in the catalog search tutorial.
3. Redesign database tutorial using Adobe Captivate 5 Software.
4. Pursue online training opportunities to learn advanced features in Captivate 5 software. Learn how to insert interactive text objects and quizzes.

**Resources and Approximate \$:** Sufficient funds for software purchase and training Time for learning software and for developing tutorials

**4. Technology:** \$299.00 Captivate Single User License

**Assessment Method/Date:** Tutorials produced in Captivate 5 will be completed and posted by Spring 2012.

**Priority Initiative #3:**

**Enhance the technological infrastructure of the college.**

**Objective 5:** Ensure efficient and reliable access to software and Internet applications as evidenced by updated workstations with sufficient processing speed and memory to support current technologies.

**Responsibility:** Director of Library Services, Dean of Instructional Services

**Statement of Need:** There are currently 11 student workstations at SLC. Seven of these computers are the older GX 240's and 270's. IT has recommended that these models be replaced. In support of the QEP, the library uses Wimba to provide virtual library assistance through dedicated webcam terminals setup at Skills Training Center and Seymour. Both workstations are unreliable, have connection problems, and need to be replaced with newer models.

**Actions:**

1. Purchase 2 new student workstations for Sheppard Learning Center.
2. Cascade two computers from Century City to STC and Seymour for use as webcam terminals. Replace the cascaded computers with new workstations.

**Resources and Approximate \$:**

**4. Technology:** \$4,000.00 (4 computers)

**Assessment Method/Date:** Computers will be purchased and setup by Spring 2012.

**Priority Initiative #5:**

**Provide fiscal, physical, human and technological resources to accommodate current and future needs.**

**Objective 1:** Meet the increasing demand of the service area by expanding the quality, flexibility, and number of course offerings through the hiring of additional full-time faculty.

**Responsibility:** Dean of Instructional Services and Division Chairs

**Statement of Need:** A review of the faculty load & listing indicates numerous full-time faculty routinely approach, and in some instances exceed maximum "overload" as set forth by VC policy. Additionally, numerous adjuncts routinely carry maximum course loads which approach the load normally carried by full-time faculty.

**Actions:**

1. Review Load & Listing and prioritize new full-time faculty positions by program / discipline.

a.) Speech	e.) Industrial Automation Systems	i.) Pharmacy Technician
b.) Sociology	f.) Mathematics/Computer Science	j.) A D N
c.) Computer Information Sciences	g.) Biology	k.) L V N
d.) Government/Criminal Justice	h.) English	l.) Cosmetology
2. Maintain a 70% to 30% full time to part time faculty ratio based on load hours and/or contact hours.		
<b>Resources and Approximate \$:</b>		
4. Technology: \$1,500.00 per Instructor		
<b>Assessment Method/Date:</b> Faculty load & listing; Class schedules; Survey of Instruction Report <b>Date:</b> July 31, 2012.		

<b>Objective 5:</b> Hire a full-time PASS Center Coordinator to manage the new PASS Center at Skills Training Center
<b>Responsibility:</b> Director of Special Services
<b>Statement of Need:</b> Full-time coordinator needed to hire tutors, schedule tutoring, administer tests and other accommodations for qualified ADA students, collect student information and enter it into POISE, supervise equipment and facilities, and monitor students.
<b>Actions:</b>
<ol style="list-style-type: none"> <li>1. Create job description for STC PASS Center Coordinator</li> <li>2. Advertise job via website and Wichita Falls Newspaper</li> <li>3. Hire Coordinator</li> </ol>
<b>Resources and Approximate \$:</b>
<ol style="list-style-type: none"> <li>4. Technology: \$1,000 for computer</li> <li>4. Technology: Work with new Coordinator to assign email, POISE, and to provide other necessary software or hardware needs. Work with Director of Special Services to procure a quality computer for the Coordinator.</li> </ol>
<b>Assessment Method/Date:</b> New Coordinator hired by 09/01/2011

### Office of Institutional Advancement

<b>Priority Initiatives:</b>
<b>#5 Provide fiscal, physical, human and technological resources to accommodate current and future needs.</b>
<b>#6 Develop processes for fundraising and alumni to better support the College's needs through more external funding and the building of a strong alumni base.</b>
<b>#7 Support opportunities for professional development for all Vernon College Employees through appropriate funding.</b>
<b>Objective #1:</b> Respond to College funding needs through various fundraising methods.
<b>Responsibility:</b> Director of Institutional Advancement/Executive Director, Vernon College Foundation; Coordinator of Marketing and Alumni Relations; Advancement Services Specialist

**Statement of Need:** Philanthropic support is important to Vernon College. Using the Vernon College Foundation as the repository of philanthropic funds College needs have been identified in the area of endowed and non-endowed scholarship support; endowed positions; program and general fund support. New individual donors, both alumni and non-alumni, must be identified and cultivated, as well as current donors retained, and lapsed donors encouraged to renew their support. Donors and prospects respond to different methods of fundraising depending upon their social, cultural, and economic circumstances. Additionally, strong donor stewardship/donor relations program using donor recognition societies, both annual and aggregate, provide a visible means of recognizing and encouraging prospects to become donors. Grant opportunities, from both private and public funding agencies, can be pursued to support specific needs of the College such as program/department support or equipment. The desktop computer (cpu) in the Advancement Services area and the Department's laptop both need replacing. The cpu was purchased prior to 2006 and the laptop was purchased in 2006.

**Actions:**

1. Enhance existing philanthropy efforts and, utilizing the Raiser's Edge (RE) software, design and implement various segmented philanthropy programs such as annual giving, major and leadership gift programs, a planned giving program, and grant program. Utilize consultants in the preparation of federal grants as necessary.
2. Review, revise, and relaunch the annual giving clubs and aggregate giving societies including a Heritage Club to recognize those who have included the College and/or the Foundation in their estate plans.
3. Using RE identify donors by lifetime giving and launch a new president-level annual event to recognize lifetime giving and planned gift donors. This event will excite the donors who will be honored as well as serve as a cultivation event to encourage current aggregate donors to "move up" to the next society as well as encourage other donors and prospects to increase their giving so that they can be "inducted" into a lifetime giving society.
4. Develop new scholarship opportunities, both endowed and non-endowed, and continue to work with the donors of "building" endowed scholarships (those under the \$10,000 minimum threshold) to bring the funds either to the minimum award level or incorporate those funds into another fund so that awards can be made.
5. Continue to build support for the Vernon College Foundation Annual Auction.
6. Continue to participate in the Council for Resource Development Federal Funding Task Force and the Annual Conference to develop relationships with Federal agencies on behalf of Vernon College, to gather the most up-to-date information about pending grant opportunities, and to build a network of colleagues that may facilitate grant collaboration.
7. Attend relevant training workshops for grant writing and management; work with the President, the Dean of Instructional Services and the Associate Dean of Career and Technical Education to encourage faculty and, when appropriate staff, to participate in grant writing on behalf of their programs.
8. Replace one outdated desktop in Advancement Services and the office laptop computer.

**Resources and Approximate \$:**

4. **Technology:** Renew Annual software licenses and maintenance contracts: for Raiser's Edge (RE) software -- \$3,500; MaestroWeb the On-Line Auction software -- \$2,500; Metasoft--Corporate and Foundation funding search annual license -- \$4,000. Replace one desktop computer in Advancement Services -- \$3,500 and one laptop computer -- \$1,500.

**Assessment Method/Date:** Sustained giving by current donors as well as new donors to the College and Foundation added as evidence by Annual Philanthropy Comparison Report, donor/prospect call reports, Foundation agendas, minutes, quarterly philanthropy update reports, and grant proposal submissions by August 31, 2012. Submission of the annual Voluntary Survey for Aid to Education (VSE) by October 1, 2012. New annual giving clubs, lifetime giving societies, and planned gift society revised and relaunched by August 31, 2012. President-level donor recognition event held and donor recognition items awarded by August 31, 2012. Donor solicitations segmented and targeted based on the aggregate information contained in the RE database, initial phase by August 31, 2012 and on-going. Prospects identified and donors and prospects cultivated using standard "moves management" plans as evidenced by reports noted above begin identification and cultivations by August 31, 2012. Increased items given to and participation in the Vernon College Foundation annual auction as evidenced by dollars raised and matched by the Foundation by February 28, 2012. New scholarships developed and more building scholarships either completed or status resolved as compared to the number of building scholarships at the end of the 2010-2011 fiscal year by August 31, 2012. Grants submitted to funding agencies; grant research notes and communications with interested Vernon College employees regarding funding opportunities available; assist in the application process as appropriate by August 31, 2012. Participate in the CRD Federal Funding Task Force and Annual Conference, conference notes and funding agency notes-- November 2011. Attend grant writing/management workshop; tools and techniques learned at the workshop incorporated into College grant program by August 31, 2012. Advancement Services Specialist participation in CASE Advancement Services Summer Institute; tools and techniques learned incorporated into Institutional Advancement program by August 31, 2012. Annual Software licenses/maintenance contracts renewed by August 31, 2012. Desktop computer and laptop replaced by August 31, 2012.

### Office of President

#### Division of Institutional Effectiveness - Quality Enhancement

##### Priority Initiative:

#2 Integrate the Quality Enhancement Plan functions and activities into the infrastructure of the college.

**Objective #3:** Manage and provide support for the quality enhancement pilot program as prescribed by the Quality Enhancement Plan.

**Responsibility:** Criquett Lehman, Director of Quality Enhancement; Roxanne Hill, Instructional Design and Technology Coordinator

##### Statement of Need:

Compliance requirements as directed by SACS.

As outlined and directed in the Quality Enhancement Plan document.

##### Actions:

1. Recruit new pilot participants.
2. Review pilot project documentation and provide support and training for incorporation of General Education Outcomes and development of assessment measures.
3. Provide training and professional development to be completed each semester by December 2011 and May 2012.  
Organize and conduct trainings, Oversee pilot mentor program, Schedule and conduct one-on-one meetings, Participate in NISOD convention.
4. Provide technical and operational support through purchase of software and equipment, completion of mid and end-of-year reports, providing oversight for pilot portion of the QEP timeline.

**Resources and Approximate \$:** QERI = available through Quality Enhancement Resource Inventory

4. Technology: All costs estimated based on 2010 figures. TOTAL: \$21,524.00

Wimba License - \$15,772.00

1 Laptop Computer - \$1,300.00

3 Laptop Computers - QERI

1 Tablet Computer - \$1,750.00

1 Camtasia Software - \$200.00

1 Camtasia Software - QERI

1 Webcam - QERI

1 Headset with Microphone - QERI

1 Video Camcorder - \$450.00

Class set of Math Manipulatives - FREE website

LivePerson Chat - \$100/mo X 12 mo = \$1200.00

1 Genius Mouse Pen/Tablet - \$37.00

1 Projector Sharp LCD - QERI

1 Set Quizdom Clickers - QERI

**Assessment Method/Date:**

1. Number of new pilot applications, completion of pilot project rubrics by the QEP Implementation Committee, meeting minutes reflecting the selection of the pilot participants for the 2012-2013 academic year. December 2011

2. List of "Objective" (General Education Outcomes) section and "Assessment Data/Evidence" (Assessment Measures) section of end-of-year reports for each pilot participant. July 2012

3. List of pilot mentor resources posted to website/Blackboard, log of one-on-one meetings, log of trainings, and number of pilots who participated in NISOD Convention. Review and complete December 2011, May 2012, and August 2012. Meeting minutes reflecting updates reported to QEP Implementation Committee. January 2012, June 2012

4. Budget spreadsheet and purchase requisitions reflecting equipment and software purchases (August 2012), Resource Inventory supply (August 2012), Resource Inventory check out log (August 2012), completion of pilot mid-year reports (December 2011), completion of pilot end-of-year reports (July 2012), Committee meeting minutes reflecting the completion of pilot objectives according to the QEP timeline (August 2012).

**Student Services**

**Priority Initiative: #3 Enhance the technological infrastructure of the institution.**

**Objective #1:** Compilation and review of Student Services Computer Rotation.

**Responsibility:** Dean of Student Services and Associate Dean of Student Services

**Statement of Need:** Student Services attempts to avoid technological difficulties by proactively replacing computer hardware according to a Computer Rotation chart kept by the Dean of Student Services and the Associate Dean of Student Services. Computers are categorized as either "high use" or "low use"



hardware. "High use" hardware is placed on the rotation list to be replaced by new hardware and "low use" hardware is placed on the list to be replaced by hardware cascaded internally through Student Services.

**Actions:**

1. Updating and Evaluating all technology hardware in Student Services. 2. Reviewing classification as "high use" or "low use." 3. Provide the technology committee with a list of the next 5 computers to be replaced.

**Resources and Approximate \$:** time and research from Dean of Student Services and Associate Dean of Student Service

4. Technology: \$5500 - 5 new computers at \$1100 each

**Assessment Method/Date:** Computers ordered and installed by November 2011

**Objective #2:** With the launch of the new Vernon College website Student Services will devote resources to enhancing our own webpages so that they become a vital source of information for potential and current students.

**Responsibility:** Director of Student Relations, Associate Dean of Student Services, and Dean of Student Services

**Statement of Need:** Student Services has focused commitment to using a technology rich environment that can serve as a resource to students when personal contact is not readily available.

**Actions:**

1. Track "hits" to Student Services portions of the new VC website to determined most used areas. 2. Review those areas for additions and clarifications.

**Resources and Approximate \$:**

4. Technology: assistance and training from IT department to initialize tracking and then to manage our Student Services section of the website

**Assessment Method/Date:** Tracking data presented to Dean of Student Services in May 2012

**Priority Initiative: #5 Provide fiscal, physical, human, and technological resources to accommodate current and future needs.**

**Objective #2:** Provide up to date and modern conveniences to students who live on the Vernon Campus.

**Responsibility:** Director of Housing and Dean of Student Services

**Statement of Need:** The Vernon College student residents continue to voice their desire to have Wireless Internet Access in the Vernon College Resident Halls. This has become a fairly common service at many public places - airports, restaurants, libraries, etc....

**Actions:**

1. Work with VC IT department to provide Wireless Internet Services in the Vernon College Residence Halls so that student residents can utilize it.

**Resources and Approximate \$:**

4. Technology: \$5400 (12 wireless access boxes at \$450 each Exact cost unknown until time of installation), time of Vernon College IT staff

**Assessment Method/Date:** Wireless internet installed and functional by December 2011