Technology Committee Recommendations 2019
Technology Annual Action Plan
Vernon College

Technology Item	QTY	Type	Cost	2019-2020 Approved Budget	Comments/Recommendations							
Renewal - Software License												
Institutional Advancement - MaestroSoft Pro Auction Software	1	Annual	$3,000.00									
Institutional Advancement - Metasoft Foundation/Corporate Funding Search	1	Annual	$2,500.00									
Institutional Advancement - Raiser's Edge/Philanthropy Programs	**1**	**Annual**	**$30,000.00**									
Institutional Advancement - AcademicWorks/Scholarships	1	Annual	$9,000.00									
President/Effectiveness - Compliance Assist License	1	Annual	$6,000.00									
President/Effectiveness - ERP/SIS	1		TBD		Title III grant funding							
President/ERP-SIS - ERP/SIS	1		TBD		Title III grant funding; NOTE: integrate with Razor's Edge and Academic Works							
Quality Enhancement - QERI/Camtasia Software Upgrade	4	One time	$570.56			*Estimates based on precidence						
Quality Enhancement - QERI/Survey Monkey License Renewal	2	Annual	$600.00		2 licenses available for all department use	*Estimates based on precidence						
President/Effectiveness- Survey Monkey					Use of QERI License							
Financial Aid- Texting Software	1	Annual	$3,000.00									
Marketing and Community Relations- Smart Catalogue Renewal	1	Annual	$8,000.00									
President/Institutional Effectiveness- Maintain Compliance Assist software	1	Annual	$7,000.00									
New - Software License												
Bookstore- New POS System	**1**	**Annual**	**$40,000.00**		**see notes below**							
Information Technology- Multi-Factor Authentication	**1**	**Annual**	**$18-28,000.00**		**Multi-Factor Authentication protect against login attempts to public facing applications**							
Athletics- Online streaming capabilities	**1**	**Annual**	**TBD**		**Quotes for dollar figures being pursued by Director of Distance Education and Learning Technologies**							
New/Replacement - Hardware												
Financial Aid - addition of new position (Scanner $1,000, Printer $500, Computer $1,500)	**1**	**One time**	**$3,000.00**		**As needed**	**Pending the additional person hired**						

	2	One Time	$700.00	This amount is needed to equip two group study rooms with the collaborative technology.
Library Services- . Equip group study rooms in Vernon and CCC with multimedia/collaboration stations to facilitate group work on projects and presentations in support of IBL. Consider purchasing a new table or converting an existing table to a multimedia unit. Technologies needed for converting an existing table include a TV monitor, 4-6 HDMI "Show Me" cables, a 4-6-input HDMI switcher, an IPL T System Controller and a surface power unit. The approximate cost for the technology will be $350.00 for each table.				

Replacements										
Run Business Solutions (IT) - adhere to equipment replenishment standards		One time	$137,871.30		NOTE: 4 yr rotation schedule for all PC's					
Renewal Other										

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Technology Based Activities	
Office of the President	
Support and encourage innovative, creative and consistent assessment activities	
President will insist that all program decisions are based on appropriate data	
Monitor the Assessment/Report Calendar for completion	
Implementation of new ERP/SIS to make data more easily accessible.	
Admissions and Records	
Admissions: Develop and implement U4SM workflow document to streamline the migration process from prospect to applicant to enrollment	
Admissions: Send progress reports to notify students of their academic status at semester end	
Admissions: Create and implement a U4SM workflow document to include refinements and additions to "Student Success thru Communication" project	
Admissions: Enhance "Early Alert" initiatives of U4SM	
Admissions: Continuous development and implementation of the automatic review/awarding of certificates/degrees	
Develop and implement Identify students close to completion	
U4SM workflow document	
Notify students of President or Dean List honors each Fall and Spring semester	
Recruiting	
Recruiting: Identify students who dropout after obtaining 30 VC SCH	
Recruiting: Conduct e-mail and phone blitz outreach to students with 30 VC SCH	
Recruiting: Attempt dropout recovery in partnership with the Office of Student Services/Student Success	
Recruiting: Attempt dropout recovery in partnership with the division of Health Occupations for students who have challenges with HESI testing, pre-requisites, or program entry	
Instructional Services	
Instructional Services: Continue to support the Student Success Pathways initiatives of the Title III Grant as applicable to Instructional Services.	
Instructional Services: Assist in the customization, training, and implementation of the Early Alert/Advising modules within the new ERP/SIS (U4SM).	
Instructional Technology: Through appropriate professional development and institutional policies/processes/practices, ensure faculty utilization of enhanced tools within the new ERP/SIS to more closely monitor student progress and provide timely and effective interventions to at risk students.	
Instructional Technology: With the ERP/SIS Manager, develop appropriate dashboards and customized reports to provide relevant data and enable faculty and staff to more effectively identify and respond to barriers to student success.	
Effectively utilize instructor dashboard analytics available through the new ERP/SIS (U4SM) to identify students who might potentially be at risk in an online environment and provide appropriate advising/interventions to identified students.	
Continue to review eSIR II results and work with faculty to assess the quality of online courses using the institutionally adopted Rubric for Online Instruction (ROI).	
Discuss/review options for assessing non TSI clear students for online course readiness.	

Continue to monitor and review processes for student placement in developmental education courses.						
Continue to review student success in developmental education and subsequent college level courses with the aid of enhanced analytics available through the new ERP/SIS (U4SM).						
Continue to review and monitor curriculum and modalities.						
Expand the availability of on-line professional development opportunities.						
Professional development training for alternatives to ITV systems (Skype for Business, Canvas Big Blue Button, and Pexip).						
Convert current Instructional Services processes and practices to the new ERP/SIS (U4SM)						
Enterprise Resource Planning/Student Information System						
Analyze results of the completed departmental workflows						
Apply the results of the completed departmental workflows into the new ERP/SIS system.						
Determine the needs of the college divisions and student services in order to construct an early alert system in U4SM						
Develop and test the early alert system in U4SM						
Meet with the Director of Quality Enhancement to ascertain the needs for the Quality Enhancement Plan						
Meet with the QEP Development Team to ensure U4SM integrates the QEP into the learning framework						
Migration of data into the new ERP System						
Migrated Data validated I the new ERP system						
Training videos of new SIS developed						
Training Manual of new SIS developed						
Provide oversight of system integration and compatibility for Dynamics GP						
Provide oversight of system integration and compatibility for U4SM						
Integrate U4SM and Razor's Edge						
Integrate U4SM and Academic Works						
Administer formative and interim surveys, personal interviews, and focus groups						
Dashboards configured and accessible within U4SM						
Provide faculty and staff opportunities to review generated data						
Student Success/Title III						
Once U4SM is implemented, continue to refine the process for identifying at-risk students.						
Create a written process outlining the plan followed during an Academic Coaching session that can be individualized per student. The process will include specific proactive and intrusive advising strategies as well as support services available for recommendation.						
Evaluate the new Striving to End Probation Status (STEPS) program form for effectiveness as it relates to the student's participation in the program.						
Place emphasis on STEPS students 3rd appointment or degree planning appointment to strongly encourage participation.						
Formalize the process for scheduling appointments and appointment reminders to students (both Academic Coaching and STEPS).						
Continue to serve on the Implementation Team in a leadership capacity.						
Assist with communication, training, and assigned tasks as they relate to the installation of the new ERP System.						
Participate in U4SM implementation by providing department and grant relevant information in the U4SM areas of System, Training and Development, and Continued Process Improvement.						

Information Technology

Identify and test with pilot group.

Determine procedures/use cases.

Rollout to all faculty and staff.

Establish emergency support number.

Publish number to approved escalation points of contact.

Define areas of need.

Prepare training materials.

Schedule and execute training.

Athletics

Request technology department (RunBiz) for acquisition of necessary equipment.

Provide resources and knowledge for coaching staff the ability to live stream home contests via social media.

Develop new set of questions within Survey Monkey for evaluation of coaches.

Marketing

Research additional software, technology, on-line giving tools and evaluate for potential implementation to enhance Institutional Advancement efforts on behalf of the College and Foundation.

President/Effectiveness

Ensure development of a Technology Plan through Annual Action Plans, Institutional Effectiveness Plans and the Technology Replenishment Schedule

Monitor and ensure budget development

Continue utilization of third party IT vender to ensure successful IT infrastructure and operations

Review IT Management Annual Report

Implementation of new ERP/SIS including all infrastructure requirements

Update software technology to facilitate college wide planning, program review and assessment e.g. dashboards and data reports

Student Services

Create a clear and easy link for employers to list jobs electronically for students and graduates

Create a clear and easy link for students and graduates to view job postings

Track hits to both employer and student/graduate portions of the VC website

Develop 3 emails to send to students to encourage them to utilize the electronic job board

Additional Notes:

Bookstore- Point of Sale System

POS efficiently tracks inventory. By having up-to-date data regarding merchandise for sale we could increase our bottom line.

Will be better positioned to service the customers quickly.

Ensures accuracy by scanning products sold.

Allow the bookstores to be more competitive in buying and selling new and used textbooks.

Integration with the new ERP/SIS.

Recommendations

QERI

These recommendations do not include the QERI replacements, additions, or updates.

Did include two items that are Quality Enhancement/QERI items that have known annual licenses.

LMS

Canvas and TechSmith fees were not mentioned in the action plans, however there is a cost associated with both programs.

Video Software

TechSmith Relay was purchased to replace our Medial/Helix video server. Relay can also be used for lecture capture and for creating other videos for use in Canvas, the classroom, or in a presentation. Although it does not have all of the same features as our video editing software Camtasia, it appears to be a viable alternative. Relay is available to all instructors and training can be provided as needed. Further discussion will need to occur.

Bookstore POS