2013-2014 Technology Committee Year-End Report

Chair of Committee: Joshua Spieles
Committee Members: Amanda Brayton, Ian Furman, Marie Stuve, Celia Regimbal, Judy Lambert, Christine Fox, Virginia Keil, Joshua Spieles

Committee Goals for AY 2013-14

The goals of the Technology Committee (TC) are outlined in Section 7 of the College Council Bylaws.

1. Elect a Chairperson and determine procedures for Committee operations.
2. Develop college technology policy proposals and recommendations concerning the strategic use and development of technology within the college that guide the Dean in making technology-related decisions.
3. Review technology policies of the state and inform college faculty and staff of such policies.
4. Inform college faculty of technology guidelines from professional organizations.

Items Completed:

The committee developed new policies concerning the request and purchase of equipment/software through the Student Technology Fee. The following guidelines were added to procedure document:

- Requestor may be required to present request at the Technology Committee meeting.
- Requestor required to create a report on outcomes during the school year following the purchase of equipment/software.
- Request form will state that requestor may be required to demonstrate their purchase at a college meeting
- All requests have to be in by April 1 to avoid an end of fiscal year rush for purchasing

The committee developed a rolling 4 year replacement plan on equipment. We also will re-visit classroom renovations moving forward.
The committee reviewed and voted on all proposals at our April 8 meeting. The chart below displays the request, cost, department and vote.

**Tech Fee Requests Submitted Spring 2014**

<table>
<thead>
<tr>
<th>Name</th>
<th>Cost</th>
<th>Department</th>
<th>Vote</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAWS Request - Malakpa Office</td>
<td>$315.27</td>
<td>ECSPE</td>
<td>no</td>
<td>Should come from dept. funds</td>
</tr>
<tr>
<td>Chromebook Request - Carver Checkout</td>
<td>$1,185.00</td>
<td>ECSPE</td>
<td>yes</td>
<td>Cart Quote</td>
</tr>
<tr>
<td>Surface Pro Request - Carver Checkout</td>
<td>$4,494.68</td>
<td>ECSPE</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>AMOS Request - Virtual Lab 10 license</td>
<td>$15,252.00</td>
<td>EFL</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Tripod Request - Carver Checkout</td>
<td>$279.00</td>
<td>CRC</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Camcorder Request - Carver Checkout</td>
<td>$6,217.20</td>
<td>CRC</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>Mac Cart - Carver Checkout</td>
<td>$19,080.00</td>
<td>CRC</td>
<td>yes</td>
<td></td>
</tr>
</tbody>
</table>

| Total | $46,823.15 |

| Additional Student Employment Budget Needed: | $12,000 |
| Consumables: | $6,000 |
| Chalk and Wire Accounts: | 100 x 1 year renewals at $46.00 | $4,600.00 | JHCOE |
| 300 x 5 year accounts at $94 | $28,200.00 | JHCOE |

| Total | $97,623.15 |

- **Jaws Request for Sakui Malakpa** - Determined that this should be a departmental purchase. Will contact department chair.

- **Chromebook Request** - Determined that these are being heavily used in schools; should invest in a cart of Chromebooks. Will get quote for 25 Chromebooks + Cart

- **Surface Pro Request** - Determined that these are not high priority, but with a surplus of funds, it would not hurt to have these in the checkout system.

- **Amos Request** - Determined that 10 licenses should suffice. Will have them installed on a Virtual Lab
• **Tripod/Camcorder Request** – Because checkout camcorders are one of the highest demand devices in the Carver Center, will purchase an additional 30 tripods and 20 camcorders.

• **Mac Cart** - Determined there is still a demand for Mac laptop cart. Will purchase 15 laptops to replace older laptops.

• **Chalk and Wire Licenses** - Will purchase 300 5-year accounts and 100 1-year renewals to cover all professional program students in the Fall Semester.

**Items In Progress:**

• **Comprehensive Website** - One of the common complaints by faculty was that they didn’t know what items were available and where to request. Development of the Carver Center website and procedures to request use of equipment or software will be continued over the summer. Notifications of all services will be emailed to faculty before the start of Fall Semester.

• **Student Involvement** - We would like to have students more involved in the technology initiatives. Some suggestions included faculty spending class-time discussing the technology fee, surveys, and comment boxes.

• **Faculty Training** - The committee will need to develop a strategy for faculty and staff training moving forward.

• **Technology Needs Assessment** - The committee will create an assessment instrument to gauge technology needs among faculty.

• **Infrastructure Replacement Plan** - The committee will need to create a plan for classroom and conference upgrades as well as some additional infrastructure repairs and replacements.

• **Simulation/Videoconferencing Classroom** - Fall Semester will see the release of a new classroom in Gillham Hall equipped with the TeachLivE simulation software, Polycom and Scopia video conferencing system and Echo 360 lecture capture. Training will need to be conducted for faculty who wish to use this room.

**Strategic Plan Relationship:**

The JHCOE Strategic Plan indicates that our teacher candidates need to be better prepared for data driven decision making, as well as the innovative use of emerging technology to develop competencies in students.

We have seen a dramatic rise in the use of iPads, Chromebooks, tablet technology, and 1-to-1 programs in school districts across the nation. The purchase of a new Mac laptop cart, Chromebooks and Microsoft Surface Pros will allow students and faculty to explore the latest in classroom technology while developing their curriculum.

Later this year we will be implementing the TeachLivE simulation software in Gillham Hall 5200. This system will allow our students to develop the lesson delivery and classroom management skills.

We will continue to use the Chalk and Wire platform for assessment, which will directly relate to the strategic plan goal of establishing a center for assessment to address evolving measurement needs.