



Division Technology Planning Overview

Why Technology Planning?

- ❖ One of our Division objectives states, “Student Affairs staff will provide a seamless integration of technology that supports all activities within the Division.”
- ❖ This means that, as a Division, we value technology as a tool that can and should support our work. Thus, the Division should engage in deliberate planning in order to maximize effectiveness and efficiency.

Our Current Status

- ❖ For the most part, the units in our Division lack the resources to meet the technology objective stated above.
- ❖ The technology itself has grown and changed faster than our budgets and skills. As a result, most of our units are in a constant state of “catch up” to update websites, purchase new computers and learn how to use basic software.
- ❖ This does not leave a lot of resources to dedicate towards new innovations, which exacerbates the lag.
- ❖ The most critical example of this lag is our technology staffing.
 - As new technologies become available, existing staff are assigned duties associated with implementing that technology. However, the complexity of those technologies has far exceeded the skills of most of those staff.
 - It is no longer efficient for the office manager to serve as the Webmaster, or for the assistant director to serve as the LAN Technical Coordinator. These duties require special skills and should be staffed by professional technology staff.

Improving Our Status

- ❖ The first step in being more efficient and effective in our use of technology is to be more intentional with how our resources are allocated.
 - Through technology planning, our units can begin to carve out the necessary funds for technology purchases.
 - Technology planning will help units to think more strategically about how technology can be used to improve productivity and to deliver student services, development programs and academic courses.
 - Our budgets can be modified to start incorporating regular technology upgrades, and eventually plan for innovations that will allow for the use of the newest technologies to enhance our work and service to students.
- ❖ Over time, our units – and our Division as a whole – can increase the efficiency and effectiveness of technology use.
 - All of our employees will achieve the necessary skill level to support high levels of productivity.
 - Our units and our Division will have technology staff that can provide the necessary support to implement the technologies for which we have strategically budgeted.
 - We will no longer play “catch up;” instead, we will all effectively and efficiently use current technology and some of us will pioneer the use of new technologies.

How will this work?

1. The Division has established a Division Technology Plan. This is a broad, philosophical document that provides guiding principles and basic standards for our Division to follow. The document will be reviewed annually by the Division’s Distance Education/Technology Advisory Group (DETAG), who will recommend changes as needed.
2. The Division has established standard duties for the “Tech Coordinator” (LANTech) and “Webmaster” roles. Units will be expected to have staff in place to perform these duties; it is understood that changes in staffing may be required and that this will be a gradual change over time as budgets are adjusted to accommodate these changes.
3. Each unit will be asked to complete a Technology Checklist. Rather than have each unit to submit a separate Technology Plan document, the Checklist is intended to be a “nuts and bolts” document that ensures that all the elements of technology planning are being considered. Units will complete the Checklist annually.
4. Assistance will be provided to help the units complete the Checklist.
 - a. Several units will complete the Checklist as a pilot, and adjustments will be made as needed.
 - b. Examples of the completed Checklist will be provided.
 - c. DETS and DETAG will consult with units to help them complete the Checklist.
5. DETS and DETAG will analyze the completed Technology Checklists. This will assist in overall Division technology planning as trends and needs are identified. Specific feedback that would be helpful to the units will also be provided.