

Windward Community College

**UNIVERSITY OF HAWAI'I
SYSTEM**

Technology Vision

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Windward Community College Technology Vision Statement

Windward Community College Mission Statement

Windward Community College (WCC) is committed to excellence in the liberal arts and career development. WCC supports and challenges individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

Windward Community College Technology Vision

Windward Community College's technology vision is derived from the College's overall sense of purpose as described in its mission statement. Recognizing technology as a vital tool, students, faculty, and staff must be technologically competent and supported by permanent Information Technology (IT) staff. The aim of our technology vision is to present a vivid and compelling direction for the College community's use of information technology.

Information technology at Windward Community College will enhance quality of instruction, expand access to information, and provide innovative solutions to needs.

1. Enhance quality of instruction

- Stay abreast of advances in educational technology.
- Integrate technology into appropriate phases of teaching and service.
- Offer incentives for technology training.
- Promote dynamic and interactive learning.

2. Expand access to information

- Provide network access and an online collaborative environment for the college community.
- Place more information services and transactions online for increased efficiency
- Streamline access to information.

- Encourage access to information technology.
- Create adequate permanent IT support positions.

3. Provide innovative solutions to needs

- Maintain a help desk.
- Supply pre-prepared materials on the use of technology.
- Adhere to a technology replacement cycle.
- Ensure security and disaster recovery.

Recommended Strategic Initiatives

Windward Community College must fund and manage technology effectively and efficiently. WCC established a Technology Vision Committee (TVC), under the Dean of Instruction, to actively plan and monitor the implementation of each of the strategic initiatives. The Technology Vision Committee, composed of a minimum of five persons from diverse segments of the College community, meets at least once per semester. The technology vision document will be reviewed annually.

Objective 1: Enhance quality of instruction

Strategic Initiatives:

- 1) Stay abreast of advances in educational technology
 - Circulate appropriate information by means of routed periodicals, on-line sources, guest lecturers, etc.
 - Reward faculty and staff for attending at least one staff development technology session annually.
 - Ensure a faculty-staff email list that is used in part to disseminate educationally related information available in electronic format.
 - Maintain a current web site where a webmaster disseminates information.

2) Integrate technology into appropriate phases of teaching and service

- Hire an instructional developer to:
 - a. help faculty integrate technology into the curriculum.
 - b. train faculty not only in technology as a tool, but also in how to use this tool in specific subject areas.
 - c. implement faculty training in multiple phases to accommodate different technological abilities.
 - d. assist faculty in transforming the classroom from a passive to an interactive learning environment.
 - e. maintain a database of instructional resources.
- Continue to train staff to use technology to service the College.
- Enforce the Computer Information Literacy (CIL) computing literacy requirement for students pursuing an AA Degree at WCC.
- Encourage faculty to include CIL requirements in their curriculum to sustain student technology literacy.

3) Offer incentives for technology training

Incentives for technology training can include:

- Rewards
- Release time
- Awards
- Classroom-embedded mentoring
- Tutoring

4) Promote dynamic and interactive learning to provide:

- Access to campus-created and off-campus sites, to promote learning.

- Hands-on tools that facilitate in-depth exploration, for example, computer simulations, videos, Internet information resources, and/or other multimedia that add a real-life dimension to classroom sessions.
- An environment that encourages the use of interactive modules. These can easily be embedded into a lesson by teachers or used directly by students for their own learning goals.

Objective 2: Expand access to information

Strategic Initiatives:

- 1) Provide network access and an online collaborative environment for the college community. Windward CC will have a webmaster and adequate connectivity to provide online collaborative tools.
- 2) Place more information services and transactions online for increased efficiency. The WCC webmaster will aid in cost-effective conversions of paper-based functions to web-based functions such as:
 - Placing administrative forms online.
 - Converting student course evaluations to a web-based format.
 - Creating an online student goals survey to better track student outcomes.
- 3) Streamline access to information
 - Produce a WCC website that is user-friendly and ADA compliant.
 - Procure a document management system.
 - Implement and maintain a campus intranet.
- 4) Encourage access to information technology
 - Offer a broader curriculum for Information Computer Science (ICS) and Information Technology (IT).
 - Hire more ICS/IT faculty.
 - Add more wireless networks on campus and develop policies for their use.

- Support knowledge management via a campus intranet.
 - Provide more and/or larger computer labs.
- 5) Create adequate permanent IT support positions
- Create a minimum of two permanent IT specialist positions.
 - Create a permanent IT coordinator position.

Objective 3: Provide innovative solutions to needs

Strategic Initiatives:

- 1) Maintain a help desk
 - Ensure sufficient levels of student staffing under the supervision of IT personnel.
 - Provide adequate time and resources to train help desk personnel.
 - Develop standard operating procedures.
 - Identify, procure, and maintain currency of innovative tools that serve to facilitate remote support and manage campus networks.

- 2) Supply pre-prepared materials on the use of technology
 - Supply online guides to technology use in the classroom.
 - Provide basic user instructional manuals and troubleshooting guides on the operation and maintenance of equipment and software.
 - Offer online documentation to familiarize faculty, staff and students with:
 - a. services and software available
 - b. a list of frequently asked questions
 - c. IT contacts
 - d. help desk procedures

- 3) Adhere to a technology replacement cycle
 - Establish proper replacement cycles for the various types of campus technology equipment.
 - Allocate resources to ensure adherence to replacement cycles.
 - Aggressively pursue and secure external resources to assist in implementing

equipment replacement cycles.

4) Ensure security and disaster recovery

- Strengthen the College security architectures with an investment in the appropriate tools to reduce network vulnerability.
- Provide sufficient resources to ensure that security tools are updated on a regular and timely basis, and that IT security logs and reports are monitored and acted upon.
- Formulate and maintain an IT disaster recovery plan for the College.