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# LACCD Technology Implementation Plan

## **Vision 2020**

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**Technology Planning & Policy  
Committee**

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Approved by TPPC – March 21, 2013

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## Executive Summary

The LACCD Technology Strategic Plan was unanimously approved by the Technology Planning and Policy Committee (TPPC) on November 16, 2010 and was adopted by the Board of Trustees in March, 2011. The Technology Strategic Plan document with a 2020 horizon was used to create this Implementation plan with metrics to gauge success. The plan prioritizes deployment of various capabilities as resources become available, and is a living document that will be reviewed and updated periodically, and reassessed in five years. This plan will inform the individual college technology plans and serve as a guide to ensure a common base standard of connectedness across the colleges for a consistent student experience.

The TPPC convened an Implementation Task Force (ITF), comprised of faculty, administrative leadership, represented staff, and students. The task force adopted the following guiding principles:

- Maintain a Districtwide focus for each Initiative
- Majority, not consensus in decision-making
- Representatives expected to communicate with the Colleges and bring feedback
- Consider prioritizations for need and not available funds

The plan includes initiatives that are in various stages of implementation, and those that are expected to be sequenced over the next five years as appropriate resources become available. The plan emphasizes bringing all colleges to a common baseline level of technology with a stable infrastructure and use of enterprise technologies for a consistent student experience. It also focuses on decisions not on initial costs, but considering the Total cost of ownership.

The final draft document was approved by the TPPC on March 21, 2013. The plan is now being presented to the Board of Trustees for consideration.

## Introduction

The LACCD Technology Strategic Plan was unanimously approved by the Technology Planning and Policy Committee (TPPC) on November 16, 2010 and was adopted by the Board of Trustees in March, 2011.

The Technology Strategic Plan document with a 2020 horizon was used to create this Implementation plan with metrics to gauge success. The plan prioritizes deployment of various capabilities as resources become available, and is a living document that will be reviewed and updated periodically, and reassessed in five years. This plan will inform the individual college technology plans and serve as a guide to ensure a common base standard of connectedness across the colleges for a consistent student experience.

The TPPC convened an Implementation Task Force (ITF), comprised of faculty, administrative leadership, represented staff, and students. The task force created two sub-groups that could focus on creating combined priorities for the five key areas, which were assigned to them:

- Teaching, and Learning
- Productivity, Assessment, and Infrastructure

The sub-groups considered their assigned key areas and created objectives for each “Plan” action. An overview of the “Technology Strategic Plan - Vision 2020” was jointly discussed to familiarize all participants with the plan, expectations and challenges. All participants were encouraged to review the plan prior to the group meetings. During the group meetings the Tech Plan Action “Objectives” were developed based on the following guiding principles:

- Maintain a Districtwide focus for each Initiative
- Majority, not consensus in decision-making
- Representatives expected to communicate with the Colleges and bring feedback
- Consider prioritizations for need and not available funds

In addition a communication plan was developed to keep the communication flowing between the groups, the District, and the Colleges.

Once all “Objectives” were prioritized by the sub-groups, they were then considered collectively by the ITF to discuss and create an overall priority list. A series of review meetings were held to finalize sequencing, and assign metrics for Objectives that are in-progress, and those that are desired for implementation over the next five years. The final draft document is being presented to the TPPC for consideration. Upon acceptance by the TPPC, it will be circulated within the governance structure, before being presented to the Board of Trustees for consideration.

## District Technology Implementation Taskforce

The District Technology Planning Taskforce wishes to acknowledge the following taskforce participants for their dedication and efforts in creating this Technology Implementation.

- Pamela Atkinson Faculty, City College
- Adriana Barrera Co-Chair, Deputy Chancellor, ESC
- Wendy Bass Co-Chair, Faculty, Pierce
- Vernon Bridges Financial Aid – LAVC
- Ryan Cornner Researcher, ELAC
- Linda Delzeit Faculty, LATTC
- Rhea Estoya Research, LAMC
- Suzanne Floyd Faculty
- Don Gauthier President Academic Senate
- Nick Giglia CIS, LAVC
- Deborah Harrington Dean of Student Success, ESC
- David Jordan Faculty, LAMC
- Deborah Kaye Professional Development, LAVC
- Alan Khuu Faculty, ELAC
- Harry Lord Faculty, ELAC
- Sarah Master Research, ESC
- Jorge Mata Chief Information Officer, ESC
- Gonzalo Mendoza College Information Services, ELAC
- Mario Perez College Information Services, ESC
- Betsy Regalado VP Student Services, WLAC
- Ken Taira Faculty
- Lauren Valdes Faculty (Libraries)
- Greg Whaling College Information Services, Pierce

Facilitators – CFM Group Inc

- Subodh Kumar
- Teresa Romney

| In-progress No. | Objective  | Due By                                   | Responsible | Measurement                              |
|-----------------|--|--|-------------|--|
| 1               | Adopt common training and support standards for organizational change to facilitate the use of newer emerging technologies   | 2013                                     | TPPC        | Yes/No                                   |
| 2               | Follow established Technology implementation strategies and Project Management Methodologies to establish a culture of evidence-based decision-making  | 2013                                     | TPPC        | 2013 Communicate<br><br>DTC              |
| 3               | Leveraging the proposed infrastructure, have Districtwide e-communication  | Fall 2013                                | District IT | Roll-out – Yes/No (Students & Adjuncts)  |
| 4               | Ensure the Student Information System is fully functioning to enable real time student tracking and modeling of courses and activities to goals, including: entering grades, earning certificates, and transfer to 4 year colleges, as well as contextual assistance from counselors | Is on-line Ed Plan available<br><br>2016 | District IT | Survey of users at Pilot College         |
| 5               | Implement a fully-functioning Districtwide digital “one card” access system that leverages Districtwide infrastructure   | 2013                                     | District IT | How many employees actually receive card |
| 6               | Implement a single password access (Single Sign-on) for College adoption that leverages Districtwide infrastructure  | 2013                                     | District IT | % of systems connected to one sign-on    |
| 7               | Deliver an integrated, fully functioning, facilities and IT work order management system (CMMS) across LACCD   | 2014                                     | District IT | % of colleges fully using                |
| 8               | Ensure that a college approved LMS is fully integrated with SIS at end of the Measure J process to minimize non-   | 2016                                     | District IT | Survey of Distance Ed Coordinators       |

|    |  |      |                                |                                  |
|----|--|------|--------------------------------|----------------------------------|
|    | value added activities   |      |                                |                                  |
| 9  | Enable access to the interactive electronic grade book module for all Faculty  | 2016 | District IT                    | Yes/No                           |
| 10 | Ensure that all future classrooms are Smart Classroom Ready (Districtwide Smart Classroom Standard with Minimum Standards) | 2013 | College                        | Yes/No                           |
| 11 | Validate all SIS business processes  | 2013 | Vice Chancellor                | % of processes validated by user |
| 12 | Single Enterprise system to track Student Learning Outcomes (All 9 colleges agree on system)                               | 2014 | Research/<br>Supporting<br>DAS | Yes/No                           |
| 13 | Assess current systems being used to track and report institutional effectiveness processes                                | 2013 | Associate Vice Chancellor      |                                  |

| Sequence No. | Objective   | Due By | Responsible   | Measurement   |
|--------------|---|--------|---|---|
| 1            | Create and adopt a strategy to maintain appropriate versions of software with Districtwide licensing  | 2013   | TPPC  | Strategy in place<br>Yes/No                         |
| 2            | Develop a Digital Literacy Standard for Students, Faculty and Administration – create definition of digital literacy  | 2013   | TPPC  | Yes/No  |
| 3            | Develop a training program to support educators with the use of interactive multi-media capabilities and provide assistance in instructional design, and technology rich best practices | 2014   | TPPC  | Developed program how many people used it<br>Yes/No |
| 4            | Create standard for hardware/software replacement cycles (servers included)   | 2013   | DTC   | Yes/No  |
| 5            | Create and implement District/College level processes to conduct periodic emerging technology reviews to identify gaps (Faculty identify)   | 2014   | DTC/TPPC  | Yes/No  |
| 6            | Provide training for users and technology staff on emerging technologies  | 2014   | College Professional/<br>staff development<br>committee             | How much  |
| 7            | Provide a Clearinghouse for all Technology Master Agreements  | 2013   | Business<br>Services/Deputy<br>Chancellor/College<br>Tech Committee | # of Master<br>Agreements<br>Yes/No                 |
| 8            | Create a DTC check list for use in Districtwide/ College Total Cost of Ownership and Procurement processes  | 2013   | DTC/CTC   | Yes/No  |



|    |  |            |                               |                        |
|----|--|------------|-------------------------------|------------------------|
|    |  |            |                               |                        |
| 9  | Create a standard for technology business continuity and emergency management system   | 2013       | District IT/CTC               | Yes/No                 |
| 10 | Develop a Document Management system technology platform   | 2014 pilot | District IT                   | Yes/No                 |
| 11 | Connect all Colleges with the High Speed Fiber Optic Ring  | 2016       | District IT                   | Yes/No                 |
| 12 | Create a Districtwide shared back-up service   | 2015       | District IT                   | Yes/No                 |
| 13 | Create a Long Range Wireless Standard that covers an entire College campus for use by registered students, educators and staff for academic purposes | 2013       | DTC                           | Yes/No                 |
| 14 | Expand the existing Portal Standard to include the new SIS and Student e-mail system, and all other  | 2013       | DTC                           | Yes/No                 |
| 15 | Create College level strategies to determine the appropriate software to prepare students for the emerging needs of the marketplace                  | 2013       | College CTE                   | Yes/No                 |
| 16 | Create contextual on-line support for technology learning environments   | 2013       | DE Committee                  | Survey of users        |
| 17 | Provide on-line technology support for students  | 2013       | DE Committee                  | Survey students        |
| 18 | Create a Districtwide Open Educational Resource (OER) database to manage an electronic library for Faculty access                                    | 2014       | Professional Development      | # of sources<br>Yes/No |
| 19 | Create policies for use of intellectual property on OER  | 2013       | Office of General Counsel/CIO |                        |