

Strategic Planning Report Update Form

STRATEGIC INITIATIVE	Integrated Technology Plan
TEAM LEADER	Tim Kincaid
Date of Report	December 2006

Reporting timeline: Please submit this Strategic Planning Action Update Report form by March 1st and July 1st of each year until the project has been completed.

Action Steps, status and outcome measures:

ACTION STEPS	STATUS OF ACTION STEPS	OUTCOME MEASURES
Form team to prepare integrated technology plan – T. Kincaid	Completed	Team formed – September 2004 Draft plan – November 2004
Gather & analyze needs of employees & students – L. Sullivan	Completed	225 students, 3 KC customers & 58 employees participated
Reorganize IT department and add appropriate personnel where needed – T. Kincaid	Completed	Final changes – December 2004
Review departmental functioning at end of CY05 – T. Kincaid	Completed	
Develop & refine IT policies – T. Kincaid	In Process	Ongoing
IT Audit	Completed & policies issued on password & screensaver lock	
Create website area to house IT policies – T. Kincaid	Completed	On Intranet

Design and create 2 “Classrooms for the Future” – T. Kincaid Additional classroom conversions	Completed As needed	Classrooms used during Winter 2005 Rooms: A307 and E201 Ongoing
Evaluate faculty needs for classrooms (e.g. notebooks, projector systems) – L. Sullivan Evaluate effectiveness & completion of faculty needs - L. Sullivan	Completed	Team formed – January 2005 Survey designed – March 2005 Survey taken – Spring 2005 Email questions to faculty by June 2006
Projector & PC project	Completed	Fall 2005
Establish plan to implement wireless technology to improve learning – T. Kincaid Advertise where pockets of wireless available to students Determine feasibility based on funding for wireless Campus implementation – T. Kincaid	Completed Completed Tabled due to funding issue	Plan – December 2004 Fall 2005 Installed: A, B SAC by Summer 2006 and E by late Fall 06.
Improve quality & add courses through distance learning strategic initiative (AQIP) – N. Sattler Investigate feasibility of creating first distance learning program – N. Sattler	In process (see DL action plan) Pending	
Implement CAMs System for credit side of the house– W. Yerdon CAMs- Development Module Prepare plan for Kern Center implementation – K. Perry, & W. Yerdon	Completed December 9, 2005 Module is functional. Pending	Day to Day operations are in CAMS It’s up to end users to populate Fall 2007
Establish VeriSign for online payments –	Completed	May 2006

T. Kincaid; W. Yerdon		
Establish ID card system in CAMs – D. Burkin & Yerdon	Completed	Upgraded card system software – integrated with CAMS
Implement telephony system & telecommunications strategic initiative – T. Kincaid	Completed	February 2006
Update computer lab maintenance schedule – T. Kincaid; Rosengarten	Completed for FY06 Prepare Schedule for FY07 by June 2006	100% roll-overs placed
Develop new or enhanced website implementation plan –Committee	In Process; Committee to Investigate Enhancements to Current Website	January 2007
Implement new website	Hold	
Evaluate IT security issues & create Information Security Team– T. Kincaid	In Process	Ongoing