Appendix D: Supporting the Development, Maintenance and Enhancement of College Programs and Services

Part 2: Initiatives scheduled between 2012 and 2017

The following are initiatives that are either in progress or slated to be completed during the duration of this Technology Master Plan.

2012-2013 Initiatives

Employee Self-Service Portal

The College is implementing the Banner Employee Self-Service portal to provide College faculty and staff secure access to their payroll and benefits information such as contract information, available leave, paycheck stubs, employee benefits, payroll deductions, and tax statements. With this portal, the College will continue reducing its reliance on paper documents for both distribution and submission of information.

MARINet

The College will join MARINet, a consortium of eighteen member libraries in Marin County. This will significantly enhance student access to library resources and services while reducing the overall cost of maintaining our research databases and catalog. Once implemented, a single library card will provide students with access to the materials and services of eighteen member libraries located throughout Marin County. Students will be able to access a suite of research databases, borrow items from any MARINet library, return those items to any MARINet library, and request those items be delivered from the member libraries to the College of Marin.

Non-Computer Instructional Technology Replacement

The College will implement structured a process for both maintaining an inventory of instructional technology and replacing instructional technology. This will enable the College to prioritize equipment replacement, identify both short-term and long-term funding requirements, and maintain an ongoing equipment replacement plan. The inventory will include tracking programs and courses supported, purchase date, purchase cost, maintenance and repair detail, and estimated useful life. Examples of instructional technology that will be tracked include cameras, musical keyboards, nursing mannequin, and auto mechanic diagnostic systems.
2012-2013 Initiatives

Student Computer Labs - Student Domain

The College is establishing a student domain for computers in computer classrooms and labs. This will provide a common management platform for deploying new services to labs, facilitate software license management across multiple labs, and allow for remote inventory tracking.

Student Computer Lab Virtual Desktop Technology

As a pilot project, the College will replace 100 lab computers with thin-client systems accessing virtual desktops hosted on a central server. For 2012-2013, the Instructional Equipment Committee has recommended the following labs for the pilot: Science Labs, BC 101, English Writing Center, and the Library. If the pilot is successful, the College will expand deployment of the virtual desktop technology to most PC labs.

Deployment of virtual desktop technology enables the College to use thin-client systems that require 10% of the power used by a typical desktop system and will provide faculty and staff access to technology that can be updated without replacing the thin-client system. Additionally, the College will receive PG&E rebates based on actuarial calculations of energy savings associated with replacing older equipment with thin-client systems.

Define Standards and Replacement Plan for Lab Computers

The College will establish structured process for replacement of student lab computers to ensure that lab computers can support course software. This structured process will include system standards for both Windows and Macintosh computers, prioritizing replacement of systems, maintaining an up-to-date inventory with details of each system, replacement of standard desktop systems with thin-client systems accessing virtual desktops as appropriate, and an annual allocation and replacement process. This structured replacement planning process will be incorporated into the Program Review process. This will improve the overall management of the student computer labs, make identifying funding needs more predictable, and improve the learning environment for students.

Again, incorporating thin-client systems as appropriate will reduce energy consumption in the computer labs, lower the ongoing costs of maintaining the labs, and increase PG&E rebates.

2012-2017 Initiatives

Faculty and Staff Computer Replacement

The College will implement a structured process for replacement and decommissioning of non-instructional computers to ensure that faculty and staff have computers that
support their work requirements. This process will include system standards, prioritizing assignment of systems, maintaining an up-to-date inventory with details of each system, and annual allocation and assignment. It will reduce the amount of time department chairs and other administrators spend addressing faculty and staff computer needs on an ad hoc, one-at-a-time basis. Additionally, it will enable the College to track when systems are reaching end of life and who is impacted, make identifying funding needs more predictable, and improve overall productivity of faculty and staff.

**Virtual Desktop Technology for Faculty and Staff**

The College will implement virtual desktop technology for faculty and staff in the same manner as described in the computer lab initiative (II.B.3).

**Learning Management System for Distance Education and Web-Enhanced Classes**

Beginning spring semester 2012, a Moodle shell has been created for every credit and non-credit course section offered. The College is now focused on establishing an ongoing training and support structure for faculty and students to integrate Moodle more fully into the College’s teaching and learning environment. Moodle training will include accessibility requirements and recommended practices. Fuller integration of the Moodle learning management system will create more consistency for students in terms of how they access course assignments, materials, and grades.

**Maintain Student Computer Lab Software Inventory**

Complete software inventory for computer classrooms and labs. Make inventory viewable on the College Intranet. Develop process for keeping the inventory up-to-date and implement a structured the license renewal request process. This will enable the College to manage its limited resources more efficiently and eliminate purchase and support of multiple software packages providing the same functionality.

**2013-2014 Initiatives**

**Student Computer Lab Management Software**

The College will implement student computer lab management software to track computer usage and application data, and collect data for State reporting. This will also drive decision-making regarding the number of software licenses and computers in the labs.

**Campus-Wide Print Management System**

The College will implement a web-based print management system for the student computer labs which will provide consistency in student printing services in all the student computer labs and reduce the staff time required to manage printing services.
Virtual Classroom Desktops
Access to virtual desktops will provide consistency of access to applications and resources for faculty regardless of which classroom they are using and will reduce preparation and set-up time.

Research and Pilot New Classroom Technology
Research and pilot new classroom technologies such as classroom response systems and lecture capture. This will allow the College to prepare for the impact of these new technologies and to enhance student educational experiences on an ongoing basis while using resources efficiently.

2013-2015 Initiative
College Content Management System
The College web site has more than 10,000 pages. The size and complexity of the College’s web presence now warrants taking the next step in web site management by integrating a web content management system (CMS). As part of integrating a CMS, the College will 1) examine external hosting options to determine if external hosting would be more cost effective and 2) weigh other potential benefits such as reducing incoming traffic to the College network and increasing business continuity and disaster recovery capabilities. Additionally this will enable the College to manage updates and changes to its web site more efficiently, improve content accuracy and consistency, and support access to web content from multiple types of devices such as tablets and smartphones.

2014-2015 Initiative
Single Campus ID Card
The College will migrate to a single campus identification card, which will serve several identification functions (e.g., registration, library) and replace multiple existing campus cards.