



# 2020-2025 Los Angeles Valley College Technology Plan

# 2020-2025 Los Angeles Valley College (LAVC) Technology Plan

## LAVC Technology Committee Members 2019

### Faculty Members

- Gregory Morrison Chair (2018)
- Wilson Chu (2018)
- Magda Walsh – Distance Education Coordinator (2018)
- Arantxa Rodriguez (2018)
- Christopher Pallotti (2018)

### Administration

- Laurie Nalepa, Academic Affairs (2018)
- Dave Green, Services for Students with Disabilities (2018)
- Vernon Bridges, Student Services (2018)
- Hanh Tran IT Director (2018)

### Staff Members

- Claudette Belmonte Bentley, Web Designer (2018)
- David Cameron (2019)
- Jose Torres – Media Services (2018)

### Resource Members

- Jeanne Owens, Professional Development (2018)
- Jonathon Hooker (2018)

# Contents

- 2020-2025 Los Angeles Valley College (LAVC) Technology Plan ..... 2
  - LAVC Technology Committee Members 2019 ..... 2
    - Faculty Members ..... 2
    - Administration ..... 2
    - Staff Members ..... 2
    - Resource Members..... 2
- Los Angeles Valley College Technology Plan Mission and Vision ..... 4
- Technology Plan Goals & Objectives 2020-2025..... 6
  - Goal 1 - Educational Technology Support ..... 6
- Technology Plan Objectives, Activities, Measurements, and Goal alignments..... 9
  - Goal 1. Educational Technology Support ..... 9
  - Goal 2. Security ..... 12
  - Goal 3 Infrastructure ..... 13
  - Goal 4. Technology Support ..... 18
  - Goal 5. Funding ..... 21
  - Goal 6. Training ..... 25
  - Goal 7. 508 Compliance..... 27
- The LAVC Educational Master Plan Goal Alignments..... 31
  - LAVC Mission Statement & Core Values ..... 32

# Los Angeles Valley College Technology Plan Mission and Vision

## Introduction

Previous Technology Plans ended up being huge tracking systems for all of the specific campus requests. In an effort to be more user friendly, this 2020-2025 LAVC Technology Plan is designed to be a guide to organize, direct, and optimize the College's technology, planning recommendations, and resources to meet the needs of the entire LAVC community. This includes students, faculty, staff, and administration, and local community, academic and non-academic departments. The plan consists of 7 sections (Appendix 1) each with one goal. Each goal (Appendix 2) has several objectives. These objectives contain activities, measurable outcomes, and the responsible departments. Each objective lists the associated goals from the college EMP, State EMP, district, as well as Accreditation Standards. (Appendix 3). This overall strategy ensures that the Technology Plan is consistent with the college's mission and core values. The Technology Plan goals and objectives should be used to align and validate all program review or campus technology resource requests. This includes computers, classroom educational technology, lab equipment, department technology, training, staffing, accessibility, and funding requests.

## Accreditation Recommendation Alignment

A key element of the plan was to ensure we addressed two of the Recommendations for Improvement from the Accrediting Commission for Community and Junior Colleges (ACCJC) last site visit. To accomplish this, technology committee members identified specific goals and objectives as follows:

**ACCJC Recommendation #4: In order to increase effectiveness, the team recommends that the College increase professional development opportunities for classified staff and faculty, and fully integrate professional development efforts across the College. (III.A.14)**

### Goal 6. Training Technology Plan

Provide professional development education and resources for administration, faculty and classified staff in order to optimize the use of technology for student education and access.

#### Objective 6.1

Develop and promote training opportunities for faculty to meet the needs of novice, intermediate and advanced technology users in a variety of modalities, including face-to-face and online formats.

#### Objective 6.2

Develop and promote training opportunities for staff and administrators to meet the needs of novice, intermediate and advanced technology users in a variety of modalities, including face-to-face and online formats.

**ACCJC Recommendation #3: In order to increase effectiveness, the team recommends that the College develop a total cost of ownership model to identify and prioritize the staffing, college- technology, and facility needs to effectively support the learning environment. Provide a sustainable funding mechanism that ensures effective use of**

## resources.

### Goal 5. Funding Technology

Provide a sustainable funding mechanism that ensures effective use of resources

#### Objective 5.1

Establish and maintain a general fund line item for the maintenance and replacement of existing classroom, laboratory, office, & departmental technology including computers, lap tops, classroom equipment, media, hardware, & software. Most of the college's technology is initially purchased through grants and bonds, but there is no general fund line item or allotment to maintain the technology.

## Methodology

The Technology Plan was a collaborative effort by the members of the technology committee who worked throughout the year, including winter and summer. The first consisted of discussions that identified the goal of the plan.

The second step was to assess the technology needs of the entire campus community. Previous experience showed that the best way to assess campus needs was to do a one on one interview of key constituents. These individuals included academic and non-academic departments directors and chairs as well as members of the administrative team. To conduct these interviews, Technology committee members developed a series of questions related to each of the 7 sections. Questions were intended to foster dialog from a campus wide perspective. Committee members were then assigned to various individuals representing the departments. Moreover, committee members attended 3 student focus groups which were conducted to get student input. While this interview process was time consuming, it was far more effective and comprehensive than if the committee had used an online survey.

The data from all the interviews was then analyzed in terms of how it related to the identified goals. This analysis resulted in the development of specific objectives for each of the goals.

Further discussion took place to align the objectives with college and district goals. Going forward, the Technology Plan can assist departments in validating their technology requests.

Our strategy is to provide a vision and action plan to guide policymaking and resource allocation. This will ensure LAVC promotes an effective a learning and work environment that is supported by technology.

“The technology you use impresses no one.  
The experience you create with it is everything.”

- Sean Gerety

## Technology Plan Goals & Objectives 2020-2025

### **Goal 1 - Educational Technology Support**

Provide tools and resources to support educational technology for student, faculty, and staff.

#### *Objective 1.1*

Provide appropriate equipment to be used for educational technology strategies appealing to various learning teaching styles.

#### *Objective 1.2*

Provide appropriate electronic instructional resources for classroom and non-classroom use.

#### *Objective 1.3*

Provide open educational resources including textbooks and software across departments.

#### *Objective 1.4*

Ensure the integrity of exams and assignments.

#### *Objective 1.5*

Provide access to hardware and software database to make effective usage of resources.

### **Goal 2 - Security**

Provide a secure technological environment that supports teaching, learning, and resource management.

#### *Objective 2.1*

Use technology to improve student, faculty & staff safety on campus such as updating door locks, I.D. card's with building access, Panic or alarm buttons, and video surveillance.

#### *Objective 2.2*

Assess, monitor, & improve student & personnel data security online and on campus computers including easier password reset, email protection, shared information sites (i.e. SharePoint) , & data security training.

### **Goal 3 - Infrastructure**

Provide an infrastructure that promotes access to instruction and student support services to optimize student success in their educational and career goals

#### *Objective 3.1*

Wired Network: Increase network bandwidth for higher and reliability performance and elimination of bottlenecks.

#### *Objective 3.2*

Wireless network: Continuous increase of Wi-Fi access securely to support the increasing of mobile devices used by students, faculty and staff.

#### *Objective 3.3*

Network security: Continuous improvement of network infrastructure security all locations where courses, programs, and services are implemented and maintained to assure reliable access, safety and security.

#### *Objective 3.4*

Smart Classrooms: Continue to enhance the AV equipment in all classrooms.

#### *Objective 3.5*

Campus computing: Develop, standardize instructional software to all student computer labs to increase institutional equity, efficiency and support for campus computing needs.

## **Goals 4 - Technology Support**

Provide technological and personnel resources to support campus wide operational functions for academic services, student services, research, facilities and maintenance and college operations.

### *Objective 4.1*

Improve efficiencies and support a comprehensive Wi-Fi network.

### *Objective 4.2*

Work with Instruction and student learning through technology.

### *Objective 4.3*

Work with Student Services through technology by collaborating and continuing to enhance service delivery via the best innovative practices.

### *Objective 4.4*

Improving student access to campus computers and printing

## **Goal 5 - Funding**

Provide a sustainable funding mechanism that ensures effective use of resources

### *Objective 5.1*

Establish and maintain a general fund line item for the maintenance and replacement of existing classroom, laboratory, office, & departmental technology including computers, lap tops, classroom equipment, media, hardware, & software. Most of the college's technology is initially purchased through grants and bonds, but there is no general fund line item or allotment to maintain the technology.

### *Objective 5.2*

Establish and maintain a grant Line item for the Institutional technology.

### *Objective 5.3*

Identify and secure alternative outside funding sources for technology that support and improve our students and departments including educational, accessibility, and security needs

### *Objective 5.4*

Provide funding allocation to hire and maintain adequate I.T. staffing to support LAVC's students and departments.

### *Objective 5.5*

Establish and maintain funding for the replacement of all classroom and department computers every 5 years.

### *Objective 5.6*

Plan and provide funding for urgent or emergency technology issues or repairs that occur unexpectedly.

### *Objective 5.7*

Plan and provide funding for technology or staffing to ensure we meet the 508 & accessibility needs of our students.

## **Goal 6 - Training**

Provide professional development education and resources for administration, faculty and classified staff in order to optimize the use of technology for student education and access.

### *Objective 6.1*

Develop and promote training opportunities for faculty to meet the needs of novice, intermediate and advanced technology users in a variety of modalities, including face-to-face and online formats.

### *Objective 6.2*

Develop and promote training opportunities for staff and administrators to meet the needs of novice, intermediate and advanced technology users in a variety of modalities, including face-to-face and online formats.

## **Goal 7 – 508 Compliance**

Ensure campus wide technology is accessible for all students and compliant with ADA and 508 standards.

### *Objective 7.1*

Ensure that all purchases meet 508 compliance regulations (this includes electronics and IT products such as software, computers, photocopiers, telecommunications, video, and multimedia products).

### *Objective 7.2*

Provide appropriate training to the campus community to ensure the institution is compliant with 508 standards.

## Technology Plan Objectives, Activities, Measurements, and Goal alignments

### Goal 1. Educational Technology Support

Provide tools and resources to support educational technology for student, faculty, and staff.

#### *Objective 1.1*

Provide appropriate equipment to be used for educational technology strategies appealing to various learning teaching styles.

#### *Activities*

Purchase appropriate equipment for use in classrooms and labs as identified in the program review process.

#### *Measurement*

To identify the number and type of equipment installed as a result of the program review process.

#### *Department responsible*

Academic Affairs and IT

EMP alignment:

EMP goal: Foster student completion by supporting a learning centered environment

#### *LACCD Goals*

Teaching and Learning for Success

Strengthen effective teaching and learning by providing a learner centered educational environment; help students attain their goals of certificate and degree completion, transfer, and job training and career placement; increase equity in the achievement of these outcomes.

State goal:

Provide enhanced resources and allocation methods to ensure high quality education for all

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

III.C.5 The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes. [CW IIIC1d]

#### *Objective 1.2*

Provide appropriate electronic instructional resources for classroom and non-classroom use.

#### *Activities:*

Increase access to journal databases and streaming educational videos

#### *Measurement:*

To identify the number of resources purchased and used annually.

#### *Department responsible*

The Library, Academic Affairs, I.T., DE Coordinator, PD

EMP alignment:

EMP goal: Foster student completion by supporting a learning centered environment

#### *LACCD Goals:*

Teaching and Learning for Success: Strengthen effective teaching and learning by providing a learner centered educational environment; help students attain their goals of

certificate and degree completion, transfer, and job training and career placement; increase equity in the achievement of these outcomes.

State goal:

Provide enhanced resources and allocation methods to ensure high quality education for all

*Objective 1.3*

Provide open educational resources including textbooks and software across departments

Activities:

Expand the use of open educational resources including textbooks and software across departments

Measurement:

To identify the number of OER resources purchased and used annually.

Department responsible

LAVC OER Coordinator in conjunction with Dept Chairs

EMP alignment:

EMP goal

Foster student completion by supporting a learning centered environment

LACCD Goals:

Teaching and Learning for Success:

Strengthen effective teaching and learning by providing a learner centered educational environment; help students attain their goals of certificate and degree completion, transfer, and job training and career placement; increase equity in the achievement of these outcomes.

State goal:

provide enhanced resources and allocation methods to ensure high quality education for all

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STANDARD III.C Technology Resources

III.C.4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

III.C.5 The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes. [CW IIIC1d]

*Objective 1.4*

Ensure the integrity of exams and assignments

Activity:

To purchase plagiarism and proctoring software

Measurement:

To identify the type of resource purchased and used annually.

Department responsible

Academic Affairs, Department Chairs, I.T, Academic Senate

EMP Alignment

EMP goal

Foster student completion by supporting a learning centered environment

LACCD Goals:

Teaching and Learning for Success:

Strengthen effective teaching and learning by providing a learner centered educational environment; help students attain their goals of certificate and degree completion, transfer, and job training and career placement; increase equity in the achievement of these outcomes.

State goal:

Provide enhanced resources and allocation methods to ensure high quality education for all

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III.C.5 The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes. [CW IIIC1d]

*Objective 1.5*

Provide access to hardware and software database to make effective usage of resources

Activity:

Annually the inventory should be shared with department chairs.

Measurement:

Inventory report and program review information

Department responsible

IT and Institution of Effectiveness departments

EMP Alignment

EMP goal

Foster student completion by supporting a learning centered environment

LACCD Goals:

Teaching and Learning for Success:

Strengthen effective teaching and learning by providing a learner centered educational environment; help students attain their goals of certificate and degree completion, transfer, and job training and career placement; increase equity in the achievement of these outcomes.

State goal:

Provide enhanced resources and allocation methods to ensure high quality education for all

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STANDARD III.C Technology Resources

III.C.4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

III.C.5 The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes. [CW IIIC1d]

## Goal 2. Security

Provide a secure technological environment that supports teaching, learning, and resource management.

### Objective 2.1

Use technology to improve student, faculty & staff safety on campus such as updating door locks, I.D. card's with building access, Panic or alarm buttons, and video surveillance.

#### Activities

Review all current campus wide security resources  
Survey faculty staff and students about security status and concerns  
Review and revise campus wide security policies and procedures

#### Measurement

Completions of security resource report  
Completion of survey  
Security policies and procedures are reviewed and revised

#### Departments responsible:

I.T., administration, Department Chairs & directors, Maintenance & Operations, Sherriff's Department, & Human resources

#### Goal Alignment:

#### EMP Goals:

Foster student completion by supporting a learning centered environment.  
Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

#### LACCD Goals:

##### Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.  
Teaching and Learning for Success: Strengthen effective teaching and learning by providing a learner centered educational environment; help students attain their goals of certificate and degree completion, transfer, and job training and career placement; increase equity in the achievement of these outcomes.

##### State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.  
System Effectiveness: Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

#### The Accreditation Technology Standards Alignments

##### STANDARD III.C Technology Resources

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

### Objective 2.2

Assess, monitor , & improve student & personnel data security online and on campus computers including easier password reset, email protection, shared information site's (i.e. SharePoint) , & data security training.

#### Activities

Review all current campus wide data security resources

Survey faculty staff and students about data & online security status and concerns  
Review and revise campus wide data security policies and procedures

Measurement

Departments responsible:

I.T. administration, Human resources, professional development

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning centered environment.

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

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State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness: Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

### Goal 3 Infrastructure

Provide an infrastructure that promotes access to instruction and student support services to optimize student success in their educational and career goals.

*Objective 3.1 –*

Wired Network: Increase network bandwidth for higher and reliability performance and elimination of bottlenecks.

Activities:

Request to upgrade the two core switches to support 100GB bandwidth backbone.

Request to upgrade cabling system of IDF in older buildings: Art, Music, BJ, ENG, FL, BSC, HUM, MS, CC, and SSC.

Measurement:

Increase bandwidth all campus buildings

Increase bandwidth all student computer labs.

Responsibility:

Information Technology department

Goal Alignment:

EMP Goals:

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

III.C.2. The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure; quality and capacity are adequate to support its mission, operations, programs, and services.

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

*Objective 3.2 –*

Wireless network: Continuous increase of Wi-Fi access securely to support the increasing of mobile devices used by students, faculty and staff.

Activities:

Enhance and expand wireless network throughout campus as needs.

Implement the single-sign-on that allows students, faculty and staff to access to Wi-Fi network across nine campuses and District using SIS credentials.

Measurement:

Using network monitor software to detect the weak wireless signal.

Implement one login and password to students, faculty and staff using SIS credentials.

Responsibility:

Information Technology department and District IT department.

Goal Alignment:

EMP Goals:

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness:

Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

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III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

Objective 3.3 –

Network security: Continuous improvement of network infrastructure security all locations where courses, programs, and services are implemented and maintained to assure reliable access, safety and security.

Activities:

Review firewall policies and rules twice per year

Deploy BitDefender malware detection to all campus computers and servers

Re-enforce security rules those areas connecting to outside campus including Business Office, Bookstore.

Measurement:

Improve and monitor network security

Monitor number of computers, servers through BitDefender console.

Document connectivity by diagram the networks of Business Office, Bookstore and monitor the access.

Responsibility:

Information Technology department

Goal Alignment:

EMP Goals:

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness:

Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

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### STANDARD III.C Technology Resources

III.C.1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

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III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

#### Objective 3.4 –

Smart Classrooms: Continue to enhance the AV equipment in all classrooms.

#### Activities:

Request to upgrade A/V equipment in AHS, ART and Music buildings.

Predetermined operational schedules for AV equipment prolongs projector bulb life.

Proactive maintenance of equipment during summer and winter sessions

Standardized user interface, control panel throughout all smart classrooms

#### Measurement:

Annual report all upgraded equipment in AHS, ART and Music buildings.

Develop an operational schedule for AV equipment.

#### Responsibility:

Information Technology department

Instructional Media Services

#### Goal Alignment:

##### EMP Goals:

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

##### LACCD Goals:

##### Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

##### State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

##### System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

## The Accreditation Technology Standards Alignments

### STANDARD III.C Technology Resources

III.C.1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

III.C.2. The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure; quality and capacity are adequate to support its mission, operations, programs, and services.

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

Objective 3.5 –

Campus computing: Develop, standardize instructional software to all student computer labs to increase institutional equity, efficiency and support for campus computing needs.

Activities:

Establish a software application list per labs.

Maintain a currently supported operating system from Microsoft or Apple.

Create a lab replacement schedule for the academic computer labs.

Standardize instructional software installation in the large labs to support multiple disciplines.

Software installation will be scheduled to ensure minimal impact on instruction and that the technology is implemented as quickly as is feasible.

Measurement:

Create a report software application per labs.

Report the number of standard software installed in the large labs.

Responsibility:

Information Technology department

Goal Alignment:

EMP Goals:

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

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III.C.2. The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure; quality and capacity are adequate to support its mission, operations, programs, and services.

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

## Goal 4. Technology Support

Provide technological and personnel resources to support campus wide operational functions for academic services, student services, research, facilities and college operations.

### *Objective 4.1 –*

Improve efficiencies and support a comprehensive Wi-Fi network.

#### Activities:

Assess needs and expectations through the use of surveys of Wi-Fi network

Plan wireless coverage area according to needs.

Create Wi-Fi usage policies and procedures.

Implement single-sign-on that provides access to Wi-Fi network.

#### Measurement:

Survey result the use of wireless network.

Implement one login and password to students, faculty and staff using SIS credentials.

#### Responsibility:

Information Technology department

#### Goal Alignment:

##### EMP Goals:

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

##### LACCD Goals:

##### Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

##### State Goals:

##### Student Success and Readiness:

Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

##### Resource Development:

Provide enhanced resources and allocation methods to ensure high quality education for all.

#### The Accreditation Technology Standards Alignments

##### STANDARD III.C Technology Resources

III.C.1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

III.C.2. The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure; quality and capacity are adequate to support its mission, operations, programs, and services.

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

### *Objective 4.2 –*

Work with Instruction and student learning through technology.

#### Activities:

Articulate minimum technology standards for smart classrooms.

Develop a plan to deploy all instructional applications to large size computer labs to maximize the room usage.

Measurement:

Create the description of minimum technology standards for smart classrooms.  
Report the number of standard software installed in the large labs.

Responsibility:

-Information Technology department

Goal Alignment:

EMP Goals:

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

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III.C.1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

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III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

*Objective 4.3 –*

Work with Student Services through technology by collaborating and continuing to enhance service delivery via the best innovative practices.

Activities:

Coordinate with Student Services to revamp the online student orientation system.  
Coordinate with Student Services to revamp the counseling appointment system.  
Coordinate with District information services to implement District software in Student Services areas.

Measurement:

Implementation of online orientation and counseling appointment system.

Responsibility:

Information Technology department, Counseling office and District Information Technology

Goal Alignment:

EMP Goals:

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

III.C.2. The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure; quality and capacity are adequate to support its mission, operations, programs, and services.

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

*Objective 4.4 –*

Improving student access to campus computers and printing

Activities:

List of current open computer labs and number of computers, printers and their availability.

List of all other computer labs on campus and their availability.

Propose to increase the open lab hours.

Measurement:

Survey students concerning computer labs and printers availability

Report any increase of open lab hours and availability.

Responsibility:

Academic Resource Center and Information technology

Goal Alignment:

EMP Goals:

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

Resource Development:

Provide enhanced resources and allocation methods to ensure high quality education for all.

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III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

Goal 5. Funding

Provide a sustainable funding mechanism that ensures effective use of resources

Objective 5.1

Establish and maintain a general fund line item for the maintenance and replacement of existing classroom, laboratory, office, & departmental technology including computers, lap tops, classroom equipment, media, hardware, & software. Most of the college's technology is initially purchased through grants and bonds, but there is no general fund line item or allotment to maintain the technology.

Activities

Provide a report on estimated annual costs for maintenance and replacement existing of classroom & department existing technology

Create a general fund budget line item

Measurement

Annual general fund budget line item

Departments responsible: finance, I.T. , administration

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning centered environment.

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

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Access and preparation for success:

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State Goals:

Student Success and Readiness:

Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

**System Effectiveness:**

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

**Resource Development:**

Provide enhanced resources and allocation methods to ensure high quality education for all.

**Objective 5.2**

Establish and maintain a grant Line item for the Institutional technology.

The College typically receives an allocation from grants to cover administrative costs.

Twenty-five (25%) percent of the allotted indirect cost of the grant to the college should be earmarked directly for technology spending. This will allow a designated line item for funding such as software upgrades or equipment, and IT infrastructure

**Activities**

**Measurement**

Annual report on grant funding for technology

Departments responsible: I.T. Administration, finance

**Goal Alignment:**

**EMP Goals:**

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**LACCD Goals:**

**Access and preparation for success:**

Improve equitable access; help students attain important early educational momentum points.

**State Goals:**

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

**System Effectiveness:**

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

**Resource Development:**

Provide enhanced resources and allocation methods to ensure high quality education for all.

**Objective 5.3**

Identify and secure alternative outside funding sources for technology that support and improve our students and departments including educational, accessibility, and security needs

**Activities**

Research alternative funding sources

**Measurement**

Annual report on technology purchased with alternative funding sources

Departments responsible: I.T., Administration, Finance

**Goal Alignment:**

**EMP Goals:**

Foster student completion by supporting a learning centered environment.

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

Resource Development:

Provide enhanced resources and allocation methods to ensure high quality education for all.

*Objective 5.4*

Provide funding allocation to hire and maintain adequate I.T. staffing to support LAVC's students and departments.

Activities

Report current staffing status and proposed staffing requests

Measurement

Departments responsible; I.T., administration, finance

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning centered environment.

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

Resource Development:

Provide enhanced resources and allocation methods to ensure high quality education for all.

*Objective 5.5*

Establish and maintain funding for the replacement of all classroom and department computers every 5 years.

Activities

Review & revise Computer replacement Plan

Annual report on all classroom & department computers replaced

Measurement

Departments responsible I.T. Administration, and Finance

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning centered environment.

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LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

Resource Development:

Provide enhanced resources and allocation methods to ensure high quality education for all.

*Objective 5.6*

Plan and provide funding for urgent or emergency technology issues or repairs that occur unexpectedly.

Activities

Report on previous costs for emergency technology repairs or replacements

Create a general funding line item for emergency technology issues.

Measurement

Departments responsible: I.T., Administration, and Finance

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning centered environment.

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness:

Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

Resource Development:

Provide enhanced resources and allocation methods to ensure high quality education for all.

*Objective 5.7*

Plan and provide funding for technology or staffing to ensure we meet the 508 & accessibility needs of our students.

Activities

Report on current accessibility resources and staffing and on identified staffing needs

Measurement

Departments responsible: I.T., student services, Administration, Finance

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning centered environment.

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness:

Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

Resource Development:

Provide enhanced resources and allocation methods to ensure high quality education for all.

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

III.C.2. The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure; quality and capacity are adequate to support its mission, operations, programs, and services.

**Goal 6. Training**

Provide professional development education and resources for administration, faculty and classified staff in order to optimize the use of technology for student education and access.

*Objective 6.1 –*

Develop and promote training opportunities for faculty to meet the needs of novice, intermediate and advanced technology users in a variety of modalities, including face-to-face and online formats.

Activity:

Develop methods and promote training opportunities for faculty to utilize technology in their teaching

Measurement:

Identify the number of training opportunities offered each academic year  
Identify the number of faculty attending these trainings.

Department Responsible:

Professional Development Center, DE coordinator, web designer

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning-centered environment

LACCD Goals:

Access and Preparation for Success:

Improve equitable access; help students attain important early educational momentum points.

College Awareness and Access:

Increase awareness of college as a viable option and enhance access to higher education for growing populations.

State Goals:

Resource Development:

Provide enhanced resources and allocation methods to ensure high quality education for all.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

Organizational Effectiveness:

Improve organizational effectiveness through data

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

III.C.5 The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes. [CW IIIC1d]

*Objective 6.2*

Develop and promote training opportunities for staff and administrators to meet the needs of novice, intermediate and advanced technology users in a variety of modalities, including face-to-face and online formats.

Activities:

Develop methods and promote training opportunities for staff and administrators to utilize technology

Measurement:

Identify the number of training opportunity offered each academic year  
Identify the number of staff/administrators attending these training

Department Responsible:

\* Professional Development Center and web designer

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning-centered environment

LACCD Goals:

Access and Preparation for Success:

Improve equitable access; help students attain important early educational momentum points.

College Awareness and Access:

Increase awareness of college as a viable option and enhance access to higher education for growing populations.

State Goals:

Resource Development: Provide enhanced resources and allocation methods to ensure high quality education for all.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

Organizational Effectiveness:

Improve organizational effectiveness through data

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

III.C.5 The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes. [CW IIIC1d]

## Goal 7. 508 Compliance

Ensure campus wide technology is accessible for all students, faculty and staff, as well as compliant with 508 standards.

### *Objective 7.1*

Ensure that all purchases meet 508 compliance regulations (this includes electronics and IT products such as software, computers, photocopiers, telecommunications, video, and multimedia products).

Activities:

Identify items to be purchased in appropriate program review module.

Provide annual training on 508 compliant purchases.

Measurement:

Number of people attending the training.

Department Responsible:

Department Chairs

Administrative Services

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning centered environment.

Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources.

LACCD Goals:

Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

*Objective 7.2*

Provide appropriate training to the campus community to ensure the institution is compliant with 508 standards.

Activities:

Provide quarterly training related to Web Content Accessibility Guidelines (WCAG) 2.0, accessible documents website accessibility and procurement procedures.

Measurement:

Identify the number of individuals who have completed the training.

Department Responsible:

Professional Development Center

Goal Alignment:

EMP Goals:

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LACCD Goals:

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Improve equitable access; help students attain important early educational momentum points.

State Goals:

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System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

Resource Development:

Provide enhanced resources and allocation methods to ensure high quality education for all.

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

*Objective 7.3*

Ensure that all content material used for online, hybrid, and web-enhanced courses is 508 compliance.

Activities:

Purchase ADA/508 compliance software for website accessibility checking.  
Train faculty to use ADA/508 compliance software to check accessibility of websites.  
Faculty members provide evaluation committee members with copies of the report generated by accessibility software.

Measurement:

Identify the number of individuals who have completed the training.  
Identify the number of ADA/508 violations found on campus websites.

Department Responsible:

Professional Development Center (training)  
Academic Affairs (procurement of software)  
Faculty members being evaluated

Goal Alignment:

EMP Goals:

Foster student completion by supporting a learning centered environment.  
Through the college's shared governance structures maximize institutional effectiveness through evaluation, of environmental, human, physical, technological and financial resources

LACCD Goals:

Access and preparation for success:

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State Goals:

Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.

System Effectiveness:

Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.

The Accreditation Technology Standards Alignments

STANDARD III.C Technology Resources

III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

*Objectives 7.4*

Develop a mechanism that ensures oversight and enforcement of compliance standards (ADA/508).

Activities:

Review reports of campus website accessibility findings. (See objective 3)  
Validate compliance with departmental websites.  
Identify areas needing correction and make recommendations to ensure compliance.

Measurement:

Conduct self-audit to identify number of areas needing corrections and recommendations made to ensure compliance.

Departments Responsible:

IEC

ADA/508 Compliance Coordinator

Goal Alignment:

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Access and preparation for success:

Improve equitable access; help students attain important early educational momentum points.

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## The LAVC Educational Master Plan Goal Alignments

Goal Alignments by LAVC, LACCD and State of California.

LAVC Goals	LACCD Goals	State of California Goals
1. Foster student completion by supporting a learning-centered environment	Teaching and Learning for Success: Strengthen effective teaching and learning by providing a learner centered educational environment; help students attain their goals of certificate and degree completion, transfer, and job training and career placement; increase equity in the achievement of these outcomes.	<p>Student Success and Readiness: Promote college readiness and provide programs and services to enable all students to achieve their educational and career goals.</p> <p>Partnerships for Economic and Workforce Development: Strengthen the Colleges' capacity to respond to current and emerging labor market needs and to prepare students to compete in a global economy.</p>
2. Increase equity by identifying gaps in achieving outcomes (transfer, associate degree, certificate, etc.) and implement effective models and programming to minimize gaps.	Access and Preparation for Success: Improve equitable access; help students attain important early educational momentum points.	College Awareness and Access: Increase awareness of college as a viable option and enhance access to higher education for growing populations.
3. Through the College's shared governance structures, maximize institutional effectiveness through evaluation of environmental, human, physical, technological and financial resources.	<p>Organizational Effectiveness: Improve organizational effectiveness through data, informed planning and decision-making, process assessment, and professional development.</p> <p>Resources and Collaboration: Increase and diversify sources of revenue in order to achieve and maintain fiscal stability and to support District initiatives. Enhance, strengthen, and maintain mutually beneficial external partnerships with business, labor, and industry and other community and civic organizations in the greater Los Angeles area.</p>	<p>System Effectiveness: Improve system effectiveness through communication and coordination, regulatory reform, and performance measurement.</p> <p>Resource Development: Provide enhanced resources and allocation methods to ensure high quality education for all.</p>

## LAVC Mission Statement & Core Values

LAVC Mission Statement (Approved 2/20/2018)

Los Angeles Valley College serves as our students' pathway to their success and career goals. We embrace the diversity of our community and strive to empower all members to be engaged, confident, and productive. Our comprehensive curriculum and support services enrich learning and inspire our students to achieve their personal goals, including completion of certificates, degrees, and transfer requirements. We provide continuing education and enhancing personal development and quality of life.

### *Core Value 1:*

Respect, Diversity, Openness, and Support

Los Angeles Valley College is open to all learners in a respectful and supportive community. We recognize diversity by offering extensive resources and pathways within a vibrant and evolving campus.

### *Core Value 2:*

Student Growth through Innovative Teaching and Learning

The college creates a learning-centered environment that offers a broad range of academic pathways and services in an atmosphere of academic freedom and collaboration responsive to students, faculty, staff, and community. This supports students' growth to fulfill their educational goals through innovative teaching and learning.

### *Core Value 3:*

Resourcefulness and Environmental Stewardship

The college strives to be effective stewards of our physical, technological, and financial resources to maximize institutional effectiveness. The college fosters sustainability and pride in our vibrant and evolving campus.

## The Los Angeles Community College District Technology Plan Goal Alignments

The mission of LACCD's technology plan is to offer students an information-rich interactive educational environment that integrates technology into the fabric of learning experiences and provides students with the connectivity, access, information, tools, and services they need to accomplish their goals.

The plan identifies five key areas to achieve the mission of providing an information-rich, interactive educational environment that integrates technology into the fabric of teaching and learning experiences:

### *Learning*

The LACCD will leverage powerful technology that provides personalized learning that customizes the pace of teaching and instructional practices. All learners will have engaging and empowering learning experiences both in and outside of college classroom that prepare them to be active, creative, and knowledgeable participants in a globally networked society

### *Assessment*

The LACCD will leverage technology to regularly measure and report student success, institutional effectiveness, and operational efficiency while using assessment data for continuous improvement

### *Teaching*

The LACCD will increase the ability of educators to use technology to create engaging, meaningful and connected learning environments. They will be supported individually

and in teams by technology that connects them to data, content, resources, expertise, and learning experiences that enable and inspire more effective teaching for learners

*Infrastructure*

The LACCD will provide a comprehensive sustainable technology infrastructure including hardware, software, support staff, policies, and processes for students, educators, and staff for learning when and where needed

*Productivity*

The LACCD will redesign organizational processes and structure to take advantage of technology in order to improve learning outcomes and use resources more efficiently

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III.C.3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security. [CW IIIC1c]

III.C.4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

III.C.5 The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes. [CW IIIC1d]

[11] Update to match current EMP goals