



# **DRAFT - IT Governance Committee:** ***Recommendations for Technology*** ***Training***

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# Overview

- 2 Surveys were administered to faculty & staff during the Spring 2008 semester:
  - Human Resources – Training Survey
  - IT Governance Committee – Technology *Wish List* Survey
- Results of the survey are being utilized by HR & the committee to develop recommendations to address training & technology needs...
  - HR & IR are collaborating to develop recommendations to improve the availability & quality of technology-related training



## Highlights of Survey RESULTS

- 90% of respondents identified that they would benefit from additional training & professional development experiences (HR)
- Most commonly identified technology-related training needs:
  - Designing online surveys
  - Web page design
  - Optimizing PC performance
  - Intermediate Power Point
  - Basic & intermediate Excel



## Highlights of Survey RESULTS...

- The majority of those responding to the survey, indicate that they need/want but do not have (IT):
  - SMART Boards (59%)
  - Internet access (54%)
  - Instructor computer (50%)
  - LCD projector (41%)



## Highlights of Survey RESULTS...

- The majority of those responding prefer the following as methods of learning new skills &/or technologies (HR):
  - Interactive workshops
  - Individual sessions
  - Intensive 1/2 day sessions
- The following resources were most used by survey respondents (IT):
  - ITS specialists
  - ITS helpdesk
  - “Experts” in department/unit



## Recommendations: CTL

- Change name from Center for Teaching & Learning to Center for Teaching, Learning & Technology
- Consider potential staffing (re)arrangements
- “Set up” CTL with equipment & technology that can be utilized by faculty:
  - Digital cameras
  - DVD/CD-ROM duplicator & printer
  - Apple & PC workstation for video editing
  - Scanning workstation
  - iPod
  - Audio
  - Software: Adobe, Dreamweaver/Contribute, Flash Paper Photoshop, etc.
- Create (formal & informal) opportunities for faculty & staff to come together to discuss technology related topics:
  - “Dialogue Days”
  - “Lunch & Learn”



## Recommendations: TRAINING

- Create online training CALENDAR that includes all training opportunities & events
- Create online training REGISTRATION process
- Customized training - Submit training REQUESTS online
  - Efficient & appropriate training/learning methods will be developed and offered
- Offer a variety of training METHODS:
  - Consultation
  - Evening sessions
  - Learning communities
  - Mentoring
  - “Peer Partners”
  - Workshops



## Recommendations: RESOURCES

*Create new & promote existing resources to support development of technological skills*

- “Volunteer EXPERTS” in college departments/units to be available to:
  - Answer questions,
  - Conduct (informal) individual/group [training] sessions
  - Mentoring
  - Other
- Develop “Technology Learning Communities” for faculty & staff (grant-based)
  - Faculty & staff meet regularly throughout the semester to discuss & develop a project on a self-selected topic (ex.):
    - “Using New Technology for Teaching & Learning”
    - “Digital Media & Classroom Enhancement”
- Establish grants for “Emerging Technology” Initiatives





## Recommendations: WEBPAGE(S)

- Create webpage(s) dedicated to training & instructional technology; contents may include:
  - Compile & publish FAQs
  - Create links to (existing) tutorials
  - Create pictorial “Cheat Sheets”
    - Ex. Setting up an LCD projector...
  - Inventory of classroom technology “database” (see next slide)
  - Training Calendars; online registration & requests



## Recommendations: Instructional Technology INVENTORY

- Instructional Technology Inventory of Classrooms:
  - Identify & document existing technology in classroom
  - Post inventory on webpage
- Instructional Technology Inventory:
  - Identify & document existing & (shared) technology that can be utilized campus-wide (*include both hardware and software*)
  - Develop a technology use plan
  - Post inventory & use plan on webpage