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
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
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 ½ 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