

Technology Plan

2019-2021

1.0 Introduction and Background

Purpose

The Technology Plan provides a framework for guidance in planning and decision making for technology at Folsom Lake College. The Technology Plan is aligned with FLC's Vision, Mission, and Values Statement, and the college's Equity Statement. The FLC Technology Plan is designed to include all facets of technology at FLC's sites (main campus, EDC, RCC) that are either a shared responsibility with the District Office Information Technology Department (DO IT) or the college's sole responsibility, and to provide a comprehensive set of strategic technology directions for the college to pursue over the next three years.

Planning Context

FLC's technology acquisitions and support are the joint responsibility of DO IT and the college. College representatives participate in district wide technology decisions and plans through their active membership on district level governance committees and workgroups. DO IT has its own Technology Plan, dated February, 2017. The plan consists of the following sections:

- Network, Infrastructure, and Security
- Technology Environment
- Academic and Instructional Computing
- Student Services Support Computing
- Administrative Services Computing

In providing technology leadership for the District, the DOIT Technology Plan adheres to the regional accrediting commission's standard on technology services:

ACCJC Standard C.III, Sections 1-5:

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

- The institution has policies and procedures that guide the appropriate use of technology in teaching and learning processes.

In each of the four Los Rios colleges, various departments play a role in technology planning, implementation and services. At FLC, these include the following: IT Services, Innovation Center, Library, Media Services, Office of Institutional Research, and Student Services. FLC participatory governance oversight of technology planning rests with the college’s Technology Committee.

The FLC Technology Plan is one component of the overall FLC planning and evaluation cycle. The plan shows how the college will maintain and enhance its technical capabilities and services to all divisions of the college:

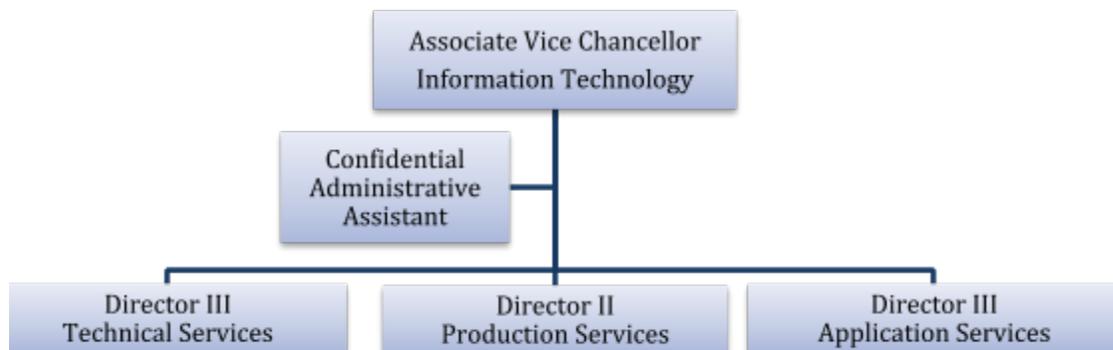
- Administrative Services
- Student Services
- Instruction
- President’s Services

The recommendations contained within this plan may be assigned to one or more college entities (operational units or governance committees) to enact. In turn, those entities will seek required resources, implement recommended strategies, and provide evaluations through their own annual unit plan (AUP) development, program review processes, and committee responsibilities.

2.0 Technology Organization and Governance

District Technology Organization

The District Office Information Technology department (DO IT) performs a variety of functions in support of the four colleges and various other facilities in the district as spelled out in the DO IT Plan. The organizational chart for DO IT is as follows:

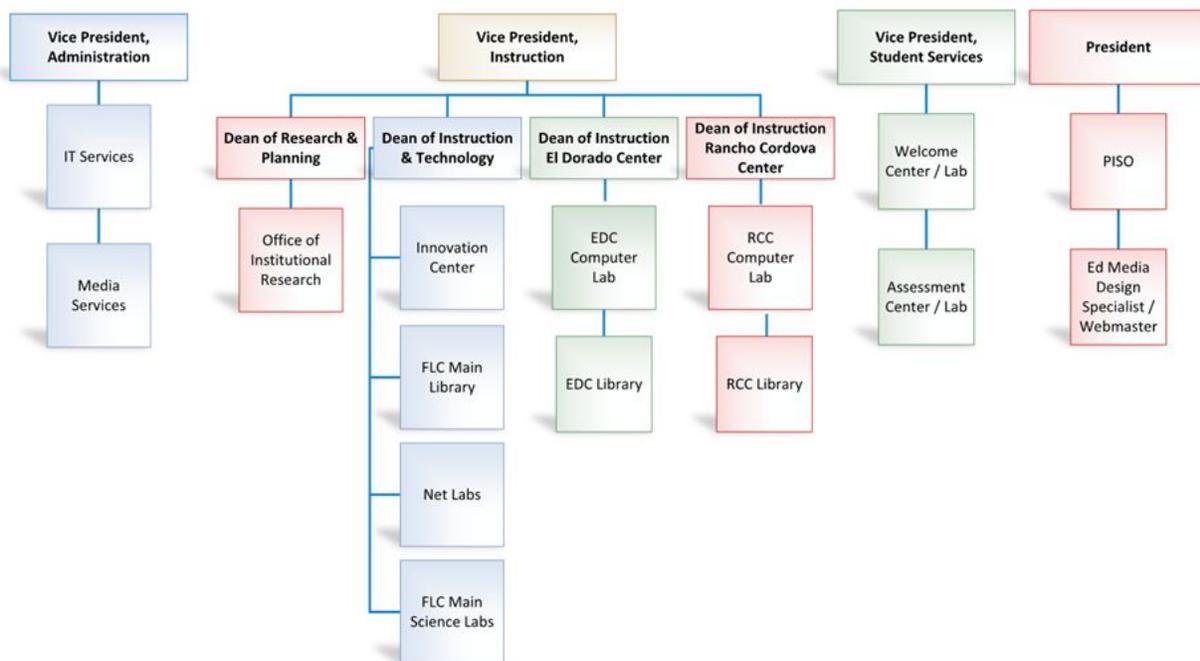


With this structure in place, DO IT is able to efficiently address technology challenges as they present at the site level, taking into account solutions that are both effective and scalable.

FLC Technology Organization

Employees responsible for promotion and support of technology usage reside in many departments and areas across multiple campuses. Departments work together closely to help improve teamwork and the student learning process. For example, IT & Media Services work together to troubleshoot, replace, or repair faulty classroom equipment in a timely manner.

FLC's commitment to technology as an efficiency and learning tool is evident in the facilities and equipment that characterize the campus. A diversity of departments, as well as the three campus locations, presents unique challenges for deployment of technology equipment, support and training. Therefore, it is critical that lines of communication are clearly understood and open to input at all stages of the decision-making process. The following organizational charts represent the communication and workflow relationships critical to smooth operation of technology organization at FLC:



Revised March, 2017

FLC Technology Governance and Work Groups

College technology systems and services support the work of student services, instruction, administrative services, and president's services over three major sites—FLC-main campus, EDC, and RCC.

The following college governance committees provide input to technology decisions:

Institutional Effectiveness Committee: Oversees integration of all college planning and evaluation processes. Membership includes all college committee chairs and constituency leaders.

Technology Committee: Responsible for making recommendations on technology matters, including the FLC Technology Plan and its implementation; provides leadership for technology planning. Provides vetting process for technology implementation proposals (TACT subcommittee).

Budget and Facilities Planning Committee: Responsible for review and recommendations regarding college-wide processes related to budget development and facilities planning; review of college-wide allocation formulas including the technology sinking fund. Facilities Planning steering committee and Facilities Project Planning committee work collaboratively with District IT and Facilities Management to ensure technology infrastructure aligns with district and college technology standards, and that it meets the specific needs identified for the project.

Curriculum Committee: Makes recommendations on all college course, certificate, and degree curricula including requests for distance education modalities. Faculty chair is responsible for ensuring faculty know how to work within SOCRATES, the district-wide curriculum management system. The distance education (DE) subcommittee also has purview over the FLC DE Plan and its maintenance/revision on a three-year cycle.

Professional Development Committees: One for Faculty and one for Classified; dispense an annual budget for faculty staff development, travel and conference, plan college wide activities, and assembles FLEX schedule twice each year. Many of these activities pertain to technology training (e.g., LMS modules during FLEX, faculty conferences on instructional technology).

Safety Committee: Objective is to maintain a safe physical environment for all constituent groups served. Responsibilities include working cooperatively and collaboratively with the district Preparedness Awareness Team on implementing emergency management, preparedness and readiness recommendations, including technology-based alert system and incident communications.

The two workgroups most closely involved with hands-on college technology (design, purchase, deployment, tracking, maintenance, repair, etc.) are FLC IT and FLC Media Services, and they are configured as follows:



IT Services

Hardware/Software Support

- Provide hardware and software support services in a timely and professional manner to all campus staff and faculty to ensure that they can access the information necessary to perform their job duties.
- Work with Operations to coordinate adds/moves/drops for office space in regards to computers and phones.

Network Support

- Provide reliable network storage that is both responsive, secure and redundant.
- Setup new users.
- Patch and maintain all server hardware and software.
- Support SQL Database infrastructure.
- Maintain backups of entire FLC network.
- Patch and control all physical data ports.

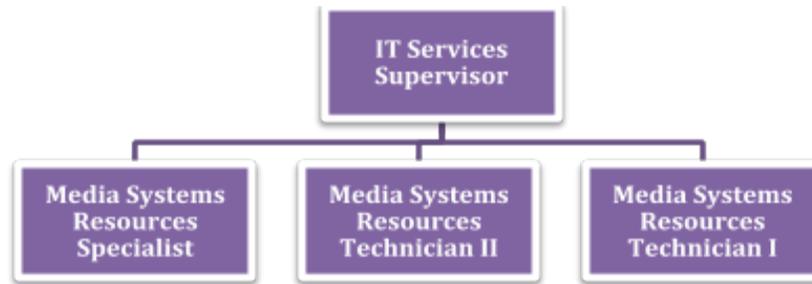
Instructional Lab Support

- Ensure that the classroom lectern computers used by faculty, and the student use laboratory computers, printers and peripherals are as functional and responsive as the budget allows.
- Continually update the computers with security patches.
- Install/maintain instructional software.

Liase with DO-IT to Troubleshoot Issues with the Following:

- Networking/Switch
- Connectivity Issues
- Exchange/Email Wireless
- Firewall
- VLAN/Subnets
- SSL
- DNS
- SMTP
- Cabling Needs
- OnBase/PowerFAIDS
- VoIP

Mission Statement: The Folsom Lake College Information Technology Department is customer-oriented and driven by its commitment to provide faculty, staff and students with a secure and stable networking environment with access to shared data, email services, and reliable computer and Internet access.



Media Services

<u>Equipment Management & Maintenance</u>	<u>Audio & Video Production</u>	<u>System Design/Technical Consultation</u>	<u>Special Projects</u>
<ul style="list-style-type: none"> •Projector & Flat Panel Displays •AV Controllers •AV Switchers •Room Audio •DVD/VHS Decks •Digital Presenters •Digital Signage •Video Teleconference Systems 	<ul style="list-style-type: none"> •Maintain & Operate iTV Studios •Audio/Video Production Engineering & Recording •Video Editing •iTV Programming & Scheduling •Manage Media Archive & Live Streaming Sites •Disc Duplication 	<ul style="list-style-type: none"> •AV Design Instructional Spaces & Meeting Rooms •Audio Visual Installation & Renovation •Equipment Consultation & Recommendation •Research & Recommend Emerging Technologies •AV Equipment & Software Training 	<ul style="list-style-type: none"> •Special Event Coordination & Consultation •On-Location Audio/Video Production Engineering & Recording •Manage & Coordinate Multi-Site Video Teleconference Training •Provide Audio Visual Support to District Office for a Variety of Events

Mission Statement: Provide audio visual technology support for the entire college community (FLC, EDC, RCC), including classroom instruction, conferences, seminars and a wide variety of special events throughout the year.

3.0 FLC Technology

For the purposes of this document, "FLC technology" refers primarily to computer and audio-visual systems supported by IT and Media Services within the college, with infrastructure support provided by the District Office (DO IT). This system supports operations on all levels, including organizational digital communication, Insider intranet hosting, applications, computer labs, and office productivity (whether hardware or software). The term "FLC technology" is intended to cut across all departments, from support staff in administration and operations, to the faculty member in his or her office or classroom, to student support services in person or accessible online.

Administrative Technology

Internet and Wireless Access (in cooperation with DO IT): IT Services assumes responsibility for assessing and planning distribution of the wireless network across all three campuses. New construction requires that the building plan be assessed by IT Services, DO IT and the DO Planner. Data wiring, power, access points, and switch requirements are identified, and although most of the work is completed by the construction contractor, some rectification may be necessary by campus personnel at a later date. In existing buildings IT Services identifies wiring requirements after an assessment to determine quantity and location of access points (AP site survey). DO IT provides quotes from the vendor and typically IT Services orders the equipment, mounts APs, tests and troubleshoots. For desktop and other administrative technology, IT Services provides help desk service to address the following end-user needs: log on, Operating System, Microsoft, Adobe and software specialized software and configurations, peripherals and configuration, updates as well as small and large scale hardware refreshes. They also order and install specialized equipment based on the needs of the user (e.g., dual screen monitor configuration and privacy filters).

Office Technology: IT Services has responsibility for maintaining a functional and empowering environment for both employees and students (e.g., electronic communication, software updates, helpdesk). The hardware renewal plan calls for ideally replacing office computers and computer lab machines at five year intervals with the priority going to podium computers and labs over employee stations unless a special requirement is proven. Some additional value is realized through repurposing three-year-old laboratory computers to offices or individuals for un-funded projects (e.g., "crash and burn" lab). IT Services is a resource to research and evaluate possible technologies to improve office automation (and hence productivity) and delivery of instruction via computers and network resources.

Digital Signage: IT Services, Media Services and PISO work together to maintain campus information screens. Media Services recommends, installs, manages and maintains all displays. IT provides network support and PISO creates content for displays.

Video Conferencing: Media Services manages and maintains all video conference systems at all three FLC sites, and also provides various levels of support to the district office including regional video conference workshops, software updates and consultation, as well as connections to external bridging sites (ConferZoom).

Software: Los Rios has Microsoft Volume License Agreement allowing the installation of any Microsoft client operating system and certain applications such as MS Office on LRCCD computers. FLC also maintains an Enterprise Adobe Creative Cloud Licensing agreement. Microsoft or Adobe applications not covered under the LRCCD MVLA and Ent Adobe Cloud Agreement is ordered through IT Services to assist in tracking and renewal. IT Services maintains an inventory of desktop software installed on computers at all three campuses and tracks renewal dates of those most critical to office productivity and instruction (others are the responsibility of critical users, e.g., instructors and instructional departments). Purchases and renewals for systems such as SARS and OnBase are handled by department or in the case of SPSS, in conjunction with our sister colleges. Deployment of all software or shortcuts to

web-based applications is done primarily through the creation of desktop images, scripting, Group Policy and patching systems such as KACE. Applications are often installed and maintained locally or through remote sessions on desktop systems.

College Website and Content Management System: In 2005, an agreement was reached by the district and four colleges to purchase and implement Ingeniux®, a district-wide web content management system (CMS) software for district and college websites. CMS allows internal users with little or no knowledge of programming languages or HTML to create and manage content while providing better quality control of information through workflow management. From 2017 to 2019, a district-wide task force including web design specialists, IT, Public Information Officers and management redesigned ARC, FLC and DO websites for efficient user experience, responsive design, and intercollege collaboration and architectural information. Further, PeopleSoft was integrated with Ingeniux and a Cartella database launched to automate catalog and campus directory information and create dynamic class scheduling for students.

FLC Insider: The development of this internal information repository, the Insider, is composed of links to committee agenda and minutes, charge and responsibility of various committees schedule development reports, key accreditation documents, college institutional and unit plans and program reviews, staff-focused descriptions of student services, and SLOs/assessment results - available to all employees. In 2018, online software BoardDocs was purchased to create streamlined electronic workflow with committee agenda and minutes documents. In 2019, effort is taking place to redesign Insider within Ingeniux.

Office of Institutional Research Systems and Infrastructure: Responsibilities of the FLC Office of Institutional Research (OIR) include application (systems) development, in all of its phases. OIR staff (Research Analyst and IT Specialist for IR) perform needs analyses and then design, develop, implement, and support web-delivered database applications aimed at supporting major planning processes at FLC (e.g., online Annual Department Plan and Curriculum Review systems). In addition, the OIR develops processes for fully automating specific reporting needs (e.g., FLC's "Enrollment Report"), for supporting other systems on campus (e.g., providing user data for Nursing database and workroom printers), for loading data from disparate computers into SQL Server tables on OIR's database servers (e.g., historical assessment placement database), and for at least partially automating staff intensive intake and reporting processes across campus (e.g., Outreach). Further, the OIR is currently expanding its on-demand reporting system to provide, via web interface, a wide range of user-customizable reports and tracking capabilities supporting planning and information needs across the college. OIR infrastructure consists of both development and production web and database servers.

District and College Data Back-Up: FLC participates in DO IT back-up plans as an alternative data storage site, with related space allocation and uninterruptible power source responsibilities. This site was chosen as a high-point in the terrain, out of danger from potential (but unlikely) river flooding, and has been in operation as an Alternate Data Center (ADC) for over a decade. The facility includes a uninterruptible power supply (UPS) to monitor the computer electrical load, as well as a backup generator that turns on soon after direct power is lost. In the event of an electrical outage, this equipment will ensure continuity of critical district IT services and

protect both campus and district IT assets. FL1-122 has been converted from office space to house SmartRow® server racks that have self-enclosed cooling and superior cable management.

Print Services: The all-digital Printing Services Office uses state-of-the-art computer software and hardware to produce products of high quality in a number of areas. These include online print requests, online business cards, copier fleet monitoring, power user hardware configurations, specialized printing software, online postage, PaperCut Print Management, etc.

Student Services Technology and Support

The majority of the specialized software and programs used by Student Services are managed locally (on a software level with campus IT and on the program level with the individual departments). The only exception is PeopleSoft®, which is managed by DO IT. All colleges in the district use OnBase, PowerFAIDS and SARS Grid in the same manner as FLC.

Software: The chart below details the various systems and software used by Student Services.

Program:	Used For:	Used By:	Managed By:
PeopleSoft®	Student records, enrollment system, student financials, degree audit, integrated student educational plan, assessment placement results.	A&R, Counseling, Assessment, DSPS, EOPS, Bus Svcs, Library, CalWORKs, Fin Aid Career Center	DO IT
OnBase	Document imaging system	A&R, Counseling, Fin Aid, DSPS, EOPS, CalWORKs Career Center	DO IT/Campus IT
ASAP Look	Assessment test retrieval– FLC, EDC, RCC	A&R, Counseling, Assessment, Career Center	Campus IT
PowerFAIDS	Financial aid management, packaging & record system	Financial Aid	DO IT
SARS-Grid	Counselor/staff appointment scheduling system	A&R, Counseling, Fin Aid, DSPS, EOPS, CalWORKs. Career Center	Campus IT
SARS-Trak	Automated student check-in system for students' use of campus services	Counseling, Reading & Writing Center, Tutoring Center, Career Center	Campus IT
SARS-MSGS	Automated email and texting notification and confirmation system	Counseling, A&R, DSP&S, EOPS, CalWORKs, Career Center, Financial Aid	Campus IT
CAPP	Computerized Assessment & Placement Program – for onsite computerized testing	Assessment	Campus IT
Ed Connect	Downloading ISIR data	Financial Aid	Campus IT

Accuplacer	Administering ESL placement tests and reading competency graduation tests	Assessment	Campus IT
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DSPS Software/Hardware:

- Dragon Naturally Speaking is a speech recognition software package for Windows personal computers (PCs)
- Kurzweil 3000 is a comprehensive reading, writing and learning software solution for those who struggle with reading comprehension, including individuals with learning difficulties, such as dyslexia, attention deficit disorder or those who are English Language Learners
Kurzweil 1000 is a comprehensive reading, writing and learning software solution with features similar to that of Kurzweil 3000 but with an interface primarily designed for the blind and visually impaired
- JAWS is a software program for blind and visually impaired users, designed to make personal computers using Microsoft Windows accessible
- ZoomText is a screen magnification and reading software designed for the visually impaired
Juliet Braille Embosser prints e-text in Braille from a computer
- P.I.A.F Tactile printer This device uses specialized paper that causes printed areas to rise, allowing a user to “feel” lines and shapes on the page.
- Learning Ally is an online library of audio books that students can access through their computer or mobile device. DSPP utilizes this product to fill alternative media requests.
Pocket Talker Pro – a listening device for the hearing impaired that allows the listener to have a direct microphone link to the speaker or lecturer.
Phonic Ear – a listening device that receives and amplifies the sounds around the listener through headphones.
- Abby Fine Reader is an advanced OCR (optical character recognition) program that we use to recognize text in scanned PDF’s for use in Alternative media Requests.
Canon DR9080c – A high speed scanner used to create PDF’s from Textbooks.

Support for Online Student Services

All areas of Student Services have comprehensive information on the website to insure equitable access and the provision of appropriate and reliable services to all students regardless of service location or delivery method. As part of the college-wide planning process, all Student Services departments submit Annual Department Plans (ADP) to address any issues or emerging needs surrounding the provision of services for students.

Computer Lab Facilities for Student Services

Computer lab FL1-107 is shared by assessment, orientation and DSPP test proctoring services. Computerized assessment provides students with information on their current aptitudes in English writing, ESL, math, and reading to better enable them to formulate their educational

goals, select appropriate courses and understand the expectations of college level coursework. Results are immediately available to students upon completion of their assessment testing. Orientation offers students an opportunity to meet new and current students, tour the campus and to learn about FLC's student services and academic programs. DSPS test proctoring services offers accommodations for DSPS students' classroom tests.

Sixteen computer stations are also dedicated to computerized assessment testing at the El Dorado Center in EDC C-217. This room may be scheduled for instructional purposes as well, but only when not in use for assessment testing purposes. At the Rancho Cordova Center (RCC), the assessment team shares use of the RC1-229 classroom (38 stations) with instruction on a scheduled basis.

Student Access to Support Services

All students regardless of service location or delivery method have access to comprehensive and appropriate services to facilitate their success. Student services including, but not limited to orientation, admissions, registration, eServices, assessment, counseling and financial aid are accessible to distance education (DE) students and are comparable to students in on-campus instructional programs. Technical support is available to students by contacting the Los Rios help desk or each respective student services office. Students interested in enrolling in distance education courses may access orientation and self-help materials available via Canvas. Help desk support for students is available 24/7.

Instructional Technology & Support

Instructional technology support encompasses a variety of functions and departments, including FLC IT Services, Media Services, contractors/subcontractors (in the case of new building projects), and computer lab personnel (e.g., instructional assistants). By contrast, DO IT has a lead role in multi-agency cooperative efforts (e.g., fiber infrastructure) that may involve IT Services, but deal mostly with agencies outside the district.

Smart Classrooms

FLC has made a commitment to technology-enhanced, or "smart classrooms," with A/V presentation technology included in each classroom on each campus/center. Standard classrooms on the Folsom campus are equipped with an AV control system, AV switcher, multimedia projector or flat panel display, projection screen, room audio system, resident computer, monitor, document camera, and laptop audio/video connectivity. Computers have access to the Internet and user network drives, plus portable digital device inputs. Media Services designs (along with contractors), installs and manages all A/V presentation equipment, except resident PCs and PC monitors, which are managed by IT Services. Media and IT Services work collaboratively to test, repair/replace classroom technology for minimal downtime.

Special use rooms may contain all of the above, but have flat panel displays, video production, video conferencing capability, or enhanced audio functionality (e.g., dance studio). Larger rooms (FL1-020, FL3-173) include touch screen controls for A/V and room equipment (e.g., lighting, microphones) and ceiling recessed electric projection screens. All classrooms at the El

Dorado Center (EDC), and the Rancho Cordova Center (RCC), have variations on the above. RCC has ADA compliant podiums for classroom use, and the other sites are gradually being updated to reflect these advances as well. In addition, at the main campus IT Services facilitates use of laptop carts in classrooms and various specialized print functions (in collaboration with the Printing Services Office).

Computer Labs

FLC has general purpose and specialty computer labs at all three campus locations. They are maintained and overseen by IT and Media Services personnel as well as instructional assistants. Lab facilities are detailed in the following table:

Lab	Qty	Lab	Qty
FL1-007 (Inter/Psych - SPSS)	32	FL4-219 (Astronomy)	16
FL1-012 (Library)	18	FL4-234 (MIDI Lab)	24
FL1-35 (Library training room)	37	FL5-009 (GIS Lab)	32
FL1-107 (Assessment)	38	FL5-109 (Interdisciplinary)	42
FL1-151 (PLE/LRC)	100	PE-112 (Tutoring)	12
FL2-111 (Science Shop)	6	EDC Laptop cart (Science)	8
FL2-119 (Biology)	10	ED1-102 (Biology)	9
FL2-121 (Biology)	10	ED1-221 (Library)	7
FL2 Laptop cart #1 (Bio)	16	ED3-201 (Language Lab)	12
FL2 Laptop cart #2 (Chemistry)	17	ED3-202	27
FL2-208 (Physics)	8	ED3-204 (PLE/LRC)	56
FL2-239 (RWC)	13	ED3-213 (RWC)	5
FL2-240 (interdisciplinary lab)	36	ED3-217 (Assessment)	16
FL2-246 (Tutoring)	4	RC1-203 (PLE/LRC)	41
FL4-121 (Psych Lab)	12	RC1-229 (Assessment/Classroom)	38
FL4-135 (ECE Classroom)	9		

Computer labs at all sites are maintained and overseen by full time classified staff and temporary classified staff employees. Two full-time IT technicians and one part-time IT

technician are assigned the daunting task of installing, maintaining and updating all the computer hardware and software used in the labs. The department IT projects requiring additional help are assigned to available IT personnel. FLC main campus staff is currently collaborating to develop a mission, vision and planning process for their facility, including assessment of student satisfaction (e.g., student use, satisfaction level, change requests through online surveys).

Distance Learning Classroom

The Distance Learning Classroom (DLC) is managed by Media Services and brings a small selection of classes originating from the Folsom campus and available to students off-site via ConferZoom. The system which is currently being updated, utilizes high performance production technology; a semi-automated production system allows a single operator at a single location to produce, direct and engineer all audio and video switching necessary for each class. Video conference capability is provided, and instructors use the classroom/studio to create class-specific video content.

Students benefit from attending classes in person or off-site as a remote participant. The Folsom site is equipped with cameras, microphones, monitors, and room audio, providing students and instructors with real time audiovisual communications. Remote participants hear and view the class through live, online streaming technology and are able to ask questions via the ConferZoom bridging system. All participants can view and hear simultaneously, without loss of conventional classroom functionality. Current semester classes are archived for on demand student review.

ADA Accommodations in Instruction

IT Services, Media Services, Disabled Student Programs and Services (DSPS) as well as a variety of other offices participate in crafting programs for accommodation of student and employee needs (e.g., ADA-compliant stations in library, labs, classrooms, testing center and offices). For example, the FLC library has a complete ADA operating policy addressing how technology and other measures are used to facilitate special needs students' learning in that facility.

Library

The FLC Main Campus and El Dorado Center Libraries instruct students in a rapidly changing information environment. Nearly every service and resource provided by the libraries has a technological component. Current library systems and resources must be maintained to provide necessary services to both on-campus and off-campus patrons.

The librarians continually seek innovations that improve ease of access and quality of resources to effectively meet patrons' needs. Other educational factors such as the evolving nature of information and digital literacy, restrictive publishing practices, and the expansion of distance education (DE) impact the technological demand on libraries.

Library Services Platform & Discovery: The Los Rios Libraries share a Library Services Platform for patron, collection, and report management as well as resource discovery. In Spring 2019, the

Los Rios libraries began migrating from the current LSP, Sierra (Innovative Interfaces), to the statewide implementation of Alma (Ex Libris). Los Rios Libraries subscribe to EBSCO Discovery Services (EDS), which is used as the public interface of the Online Public Access Catalog (OPAC). EDS will be replaced by Ex Libris' discovery product, Primo, in Spring 2020. The district Library User Experience (LUX) committee meets monthly to discuss, assess, and improve usability of all Los Rios Libraries shared online services.

Ebook Collections: Los Rios Libraries currently subscribe to EBSCO Academic Collection (approximately 150,000 digital titles) which is funded as part of the District database package. A district subcommittee of the District Librarian Coordinating Committee (DLCC) coordinates ongoing ebook purchases from multiple content providers, and negotiates purchasing agreements from vendors for individual ebook purchases. Individually purchased ebook titles are to be funded by each college's library materials budget based on FTES (FLC=11% FY19).

Los Rios Libraries Subscription Databases: The District provides funding to enable the LRCCD libraries to provide database access to the colleges. On January 1, 2012, the State Chancellor's Office began providing a core package of databases for all California Community Colleges. The LRCCD libraries preference district-wide purchasing of all electronic resources. This model ensures equity in accessibility, availability and user experience of online resources for all LRCCD students, staff and faculty.

Streaming Video: In Spring 2016, the District approved and funded the Los Rios Libraries subscription to Films on Demand, a streaming video database with over 20,000 full-length educational programs. Films may be viewed by an unlimited number of concurrent users, on or off campus, supporting face-to-face, hybrid, and online modalities. Closed-captions are available, and DO IT has enabled full LMS integration (Canvas). Beginning in Fall 2017, LRCCD Libraries have provided additional streaming film access through Kanopy and in Fall 2018 FLC began a subscription to Digital Theatre Plus.

Research Guides: In 2012, the FLC Library purchased LibGuides, an online content management system designed specifically for library use. LibGuides is used as an instructional tool for teaching and learning, and allows librarians to create course or subject specific online research guides designed to instruct students through the research process. FLC migrated to LibGuides V2 in Summer 2016 to enrich the experience of students with responsive design, modern interface, and coordinated metadata.

Innovation Center

The Folsom Lake College Innovation Center (IC), provides training and resources to assist faculty in the design and development of creative and innovative approaches to teaching and learning. It is staffed by FLC's Instructional Design and Development Coordinator, who provides individualized and group training in the areas of instructional design, digital media and tools, teaching and learning, and online pedagogy.

Makerspace

The Innovation Center houses a comprehensive makerspace, with tools and technologies to support digital fabrication, including 3D printers, laser and waterjet cutters, computer-controlled embroidery machines, and a digital media studio. Innovation Center programs help prepare students with future-proof workplace skills (e.g., advanced design and manufacturing, prototyping, hands-on product development, sustainable materials practices), and the center supports interdisciplinary efforts, including Aquaponics and Fermentation Science.

Budget and Facilities

To emphasize the college's commitment to providing current and emerging technology support, including that which supports distance education, the FLC Budget and Facilities Planning Committee (BFPC) established and funded a technology sinking fund (TSF) in fiscal year 2006-07. Technology sinking funds are accessed following the guidelines and criteria recommended by the Technology Committee and approved by the BFPC, and in accord with the BFPC allocation formula.

The FLC Budget and Facilities Handbook (Contingency Reserve and Sinking Funds section) describes the technology sinking fund:

The BFPC recommends allocating up to 4% annually of the CDF or other appropriate resource to support technology replacement and innovations. Established formula will determine the annual amount available for expenditures. Technology requests identified through the ADP/AUP and division priority lists will be evaluated using established criteria and allocated where appropriate. Any remaining balance of the annual amount available at fiscal year-end will remain in the Technology Sinking Fund.

Technology Sinking Fund Ad Hoc Committee:

- The Technology Sinking Fund Ad Hoc Committee shall convene for the purpose of reviewing and recommending approval of TSF proposals in alignment with existing budget request processes.
- Criteria for funding consideration:
- Is the technology needed to replace/refresh something that is outdated or nonfunctional?
- Is the technology needed to address the needs of instruction, student services or administration?
- Does the need (including emerging technology) help address student learning outcomes?
- Is the technology needed to effectively/efficiently perform the assigned responsibilities?
- Does the request affect relatively large numbers of people?
- Is the need reflected in long term program planning/educational master plan?
- What other funding sources are available to address in full or in part the technology need?

Goals

Goal 1: Effective participation in local and district wide technology governance and decision making.

Strategies:

Review models of technology governance and administration throughout Los Rios to ensure that FLC has the structures and personnel in place to effectively participate in local and district wide technology planning and decision making.

Goal 2: Effective integration of technology planning into college processes

Strategy: Review existing college planning processes to ensure that technology planning is integrated where appropriate into other planning and governance efforts, e.g., ADP, AUP, college Strategic Plan, Budget and Facilities Planning.

Goal 3: Informed technology decision making

Strategy: Work with OIR to implement and improve data gathering efforts around institutional use of technology to inform decision making.

Document Revision History

Prior Version

The Technology Plan was approved by the Technology Committee on 10.07.14, affirmed by the Folsom Lake College Academic Senate on 11.25.14, affirmed by the Institutional Planning Committee on 12.08.14 and approved by the College President on 01.29.15.

Current Version

04.02.19 Technology Committee 1st Read + Approval

04.09.19 - Academic Senate 1st Read

04.23.19 - Academic Senate Approval

Next Revision

Spring 2023 (Three Years)