Desert Community College District

Technology Master Plan

2015 – 2020

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Desert Community College District Mission and Technology

COD's Mission

College of the Desert provides excellent educational programs and services that contribute to the success of our students and the vitality of the communities we serve.

Technology Vision

College of the Desert will provide an integrated, state-of-the-art information technology environment that sustains and enhances teaching and learning. The Technology Master Plan will support the college's mission, vision and educational master plan to increase the effectiveness of all of the college's operations and services.

Executive Summary

The Desert Community College District is making changes to fully integrate various planning documents into a cohesive, college-wide planning process. The Technology Master Plan is one of those documents. The 2015 – 2020 Technology Master Plan directs and provides a framework for technology direction, strategy, acquisition, and deployment district wide; it is an essential part of the Educational Master Plan.

The Technology Master Plan sets the district's technology Vision and Guiding Principles to aid in strategic direction. It also establishes refresh cycles for equipment.

The Information Technology Services (ITS) department has the charge of revising and updating the plan every year. This update will be accomplished using input from the existing Educational Technology and Administrative Computing Committees. It is imperative that the plan be updated on a yearly basis.

This plan is submitted with the understanding that the extent of implementation and funding will be determined by the availability of funding sources. However, failure to refresh the plan for lack of technology funds or any other reason may render the whole plan obsolete over the course of just one year. This can in turn jeopardize the district's investment in technology.

Introduction

COD's previous Technology Plan was first written in 2010 as a report that outlined technology needs within different areas/disciplines. Primarily due to the state budget crisis, there was a lack of response to these needs and updating of critical information was subsequently abandoned.

Nonetheless, a $346.5 million bond known as Measure B, was successfully passed on March 2, 2004. It provided funds to improve and expand the districts educational centers, build new classrooms, computer labs, and science labs to accommodate expanded job training and academic programs. A measurable amount of these funds has enabled COD to have state of the art technology equipment and infrastructure. This boom in technology investment has provided much needed funds to update failing or outdated technology infrastructure. However, this has made the need for an efficient and comprehensive Technology Master Plan paramount as technology should be perceived as an investment that requires maintenance rather than a one-time purchase.

This Technology Master Plan represents an institutional attempt to structure an integrated approach to sustain and advance the application and usage of technology on campus and protect COD's investments in technology. The plan covers the five (5) year period from 2015 to 2020, is updated yearly by the ITS department (with input from the Educational Technology & Administrative Computing Committees), and is completely revisited at the end of the fifth year. The plan provides a framework for managing COD's technology assets from one year to the next as new hardware replaces old, new software is introduced, new multimedia classrooms are added, the demands on the network increase, and pedagogical needs arise. The purpose and scope of the Technology Master Plan is to allow flexibility, broader input into prioritization and acquisitions, and the ability to adapt to the changes and innovations in technology. The plan will also provide a framework that will foster opportunities for innovation to keep COD current and ready for the future.

One of the charges of the ITS department is to ensure the Technology Master Plan is a living document; the department must annually update the plan so it can stay relevant and adjust to the changing needs of the college. The plan also introduces a methodology for identifying, assessing, and prioritizing technology equipment acquisition and replacement, infrastructure upgrades and recommendations to better manage and utilize resources.

Priorities of the Technology Master Plan

The Technology Master Plan provides a framework and direction to assist in the implementation of technology initiatives in the district. The following priorities are meant to assist the College Planning Council in the annual formulation of institutional priorities with respect to technology maintenance and acquisitions to feed into the budget planning process.

Student Success and Student Learning

Provide support to maintain and improve the e-learning environment and support services campus-wide to further foster student success. Continue to provide support for ongoing development and growth to address demand and emerging needs for multimedia and online digital resources.

New Technologies

Foster and promote innovative technology projects that will provide support to the college community.

Infrastructure

Provide adequate support to maintain and advance the infrastructure that supports district-wide connectivity, storage and access. Continue to provide the infrastructure to facilitate the current and future needs of the teaching and learning process for both the physical and the e-learning environments.

Work In Progress

Provide support for advancement of projects in progress.

Protect District Investments in Technology

Maintain district standard resources as a priority in the replacement/refresh cycle. Establish and review policies and procedures to ensure data and systems security.

The underlying premise behind these priorities is to preserve, update, and support our current technology assets and to grow or replace strategically as resources allow. This Technology Master Plan is to be considered a living document and, as such, bears flexibility of action along with the ability to respond to unforeseen emergencies that can shift the priority focus at any time.

Guiding Principles

The guiding principles are intended to help provide distinguishing characteristics for all technology projects. The evaluation criteria of each of these Guiding Principles are included in the following section titled Guidelines and Criteria for New Technology Projects and Upgrades.

Student Success and Student Learning

I. Student access and success are the primary focus for the use of information technology.

II. Identify and address the technology needs that sustain instruction, library, and student support services.

III. Provide appropriate and sustainable technology that supports faculty and staff work requirements.

IV. Enhance services and operational efficiency through improvements to student support, instructional, and administrative systems.

Support Innovation

Integrate new technologies and applications to improve student learning environments on a continuous basis by being responsive to changing student, institutional and community needs.

Security and Reliability

Proactively provide secure and reliable server, storage, network, and telecommunications infrastructures. Ensure the safety of sensitive data and student confidentiality to comply with internal and external mandates.

Ubiquity

Provide students and employees with convenient and accessible access to technology services.

Alignment

I. The mission of the district drives decision making regarding the use of technology.

II. Adhere to existing technology standards to ensure technology will be compliant with all legal regulations and standards.

Partnerships/Collaborations

Use technology to promote collaboration and communication with the community, encourage community involvement, and facilitate community access to information about the college and its educational programs.

Budgeting

I. Maintaining existing technologies is generally given higher priority than expansion or implementation of new initiatives but emerging or innovative solutions should not be overlooked.

II. The total cost of ownership (TCO) is to be assessed in all stages of planning and implementation of new technologies.

III. Commit to an institutional approach continually assessing the quality of technology usage to improve and deliver superior products and services.

IV. Optimize resources; employ an adequate number of well-trained technology support staff; and provide consistent and high quality functioning equipment and systems.

Training

Provide technology training to faculty, staff, and students to facilitate access to college resources and services including emerging technologies, and ensure data security and proper use of technology.

Guidelines and Criteria for New Technology Projects and Upgrades

In order to support, improve, and properly develop technology projects, it is necessary to develop a systematic way of allocating resources and making decisions as to which projects get funded. The Technology Master Plan's *Guidelines and Criteria for New Technology Projects and Upgrades* define some of the factors that need to be considered in introducing new technology features, projects and upgrades into the College. The number of these guidelines that a project addresses is an important view of the project. The criteria listed below are not exhaustive to discern the viability of projects.

1. Guiding Principles of the Technology Master Plan

All new projects must fit into the Technology Master Plan's Guiding Principles.

2. Planning Process

Projects should be integrated within the College's planning process. Is the project in a department or school plan? Is it in an administrative plan? Is it in another COD plan (e.g. Student Success Plan, Title V) plan? It is important to avoid redundancy or duplication of efforts since it reflects poor planning procedures.

3. Total Cost of Ownership/Benefit

Decisions to acquire new equipment (hardware/software) must include an analysis of the total cost of ownership (TCO) including staff support requirements, life cycle cost, time to complete, and person hours of time. Also, the benefit of the project should be estimated. This could be monetary savings, number of students, faculty, or staff affected.

4. Scope of Need

There should be a need and outcome identified and documented for the creation of a new technology project.

5. Big Picture

Projects should be looked at from the larger context of the entire College and the Educational Master Plan to ensure accessibility and internal and external compliance. Can this project be consolidated with similar requests? Could other labs be used to accommodate these needs? Maximizing our computer and staff resources reflects good planning practices and significantly reduces the TCO.

6. Smaller Picture

What impact will this project have at the local department level if it is completed? What impact will it have if it is not completed? Is it a critical project for a program or for the department?

Projects under $5,000, are defined as smaller projects. These are within the localized funding of a particular department. Application and instructions for these smaller projects can be found in **Appendix I**.

Larger projects, i.e. those over $5,000 are included in the PRU process. **Appendix II** contains the form and instructions necessary for PRU submittal.

Refresh Cycles

COD must support a robust, reliable infrastructure for the delivery of information, instruction, training, and all technology-based services. Technology has become an essential component in the operations of the college from the delivery of curriculum, to direct classroom support, to the college's business processes.

Success at using information technology requires not just a one-time investment but constant updating of hardware, software, and support models. Lifecycle replacement funding and the TCO should be built into planning at every level of investment in information technology.

Academic Computer Labs Replacement Cycle

To implement a successful equipment replacement cycle, all academic computer labs are categorized in one of the two tiers. This tiered approach tied to instructional content requirements is based on specialized equipment specifications needed to run discipline specific software.

- Type A Lab Criteria: This type of lab runs discipline specific software that requires moderate to higher-end hardware for proper usage. This type of lab may or may not require running the latest in operating systems. These labs are on a 3 – 4 year refresh cycle. Replaced computers should be cycled to Type B labs.
- Type B Lab Criteria: This type of lab runs basic and low-level applications which do not require running the latest in operating system nor top of the line hardware. These labs are on a 4 – 6 year refresh cycle.
- A breakdown of all computer labs and their tier can be found in **Appendix III**.

Other Technology Related Equipment Refresh Cycle

A list of other technology related equipment refresh cycles can be found in **Appendix IV** – Other Technology Related Equipment Refresh Cycle.

Technology Training

The committee has identified various areas in which the district shall provide the members of the college community training opportunities in order to sustain quality instruction and services. There is a considerable wealth of knowledge within our ranks that could serve as presenters during flex or other activities.

Following is a list of topics the TMPTF has identified as training opportunities. The list should be expanded upon as other areas are identified or emerge.

1. Blackboard / Canvas
2. Colleague (Datatel)/WebAdvisor
3. Best Practices for Online Teaching
4. Microsoft Office (Latest edition)
5. Operating Systems (Windows 8, OSX)
6. Dashboards
7. Portal
8. myCOD Portal
9. SharePoint
10. Sidekick (CCC Confer, 3C Media, @ONE, Accessibility)
11. Galaxy
12. Silk Road
13. Open Hire
14. Chancellor's Office Tools (Datamart, Data-on-demand)
15. Accessibility and Universal Design
16. Email
17. Online Education Initiative (OEI)
18. Media [Classroom Media (Projectors, Elmo, AV), Phones, Wireless Network, Printer, Personal Devices, New Technologies]
19. Data Security
20. Informer
21. Emergency Management
22. Computer & Network Use Policies for Technology
23. Printing Services
24. Other

Policies, Strategies, and Procedures

The District currently has numerous policies, strategies, and standards that address, govern, and guide the instructional and information technology. These policies will be maintained to ensure accurate and appropriate content.

Below is a list of the available policies and plans.

Computer & Network Use Procedure

This procedure is currently under revision.

These policies provide the rules and regulations for the use of the district's technology equipment. It is applicable to all college employees, volunteers, and students.

DE Plan and the Online Education Initiative (OEI)

The district needs to develop and implement a robust and executable DE plan. Furthermore, it should develop strategies to ensure efficient implementation of the California Community College Online Education Initiative in the near future.

Accessibility

Accessibility standards can be found at http://www.collegeofthedesert.edu/fs/it/Documents/Accessiblity.pdf

Technology Surveys – Feedback on Technology Needs

The District, through combined efforts of Information Technology and the Institutional Research Office, will create and publish the results of a yearly technology survey for faculty and staff in order to better identify and address technology training and needs on campus.

COD Webpage, Social Media, and Web 2.0

The college's internet page, YouTube, Facebook, and Twitter accounts are managed by the Office of Public Relations. Instructions on the procedures to add content to these is available in **Appendix V**.

Minimum Technology Standards

Purchases of new or donated systems or equipment must satisfy the established minimum technology standard. The District, with the help of Information Technology Services (ITS), MAAS Companies, and Maintenance & Operations, has created a District Technology Standards document. This documents the technology requirements for smart classrooms, offices, computer labs, conference rooms, media controls, DVD players, etc. Any deviation from this standard must be approved by ITS.

The district's most current Technology Standards is located at http://www.collegeofthedesert.edu/fs/it/Pages/ds.aspx

The minimum technology standard will be revised annually by ITS.

Technology Budget

The purchase of any technology equipment by the college represents more than just the acquisition of an item but a long term investment for the college. With every tangible investment there are numerous resulting support systems and dependencies the college must provide to successfully and effectively operate the equipment. Therefore, it is critical when establishing budgets for procurement and acquisition of technology that a comprehensive approach is established.

Because of the increment in bond related technology purchases, technology planning has transitioned to a maintenance phase. This new influx of equipment will require an ongoing, sustainable district funding source to achieve total cost of ownership (TCO). As equipment ages, warranties expire, and to allow for maintenance and repair, recurrent license costs and fees, and other related considerations, the Technology Master Plan aims to avoid crisis mode management of campus technology and instead develop a comprehensive and viable plan based on yearly assessments and review.

Possible funding sources for the technology budget include:

- Foundation Endowments
- Instructional Equipment Fund
- Perkins Funds
- Student Success & Support Program Funds
- DSPS Funds
- General Funds

APPENDICES LIST

Appendix I – Small Technology Projects Form

Form for Small Technology Projects

This form is intended for use by those technology projects whose total cost is less than the minimum $5,000 allowed for a PRU, meaning, they fall within the budgeting purview of the originating division.

Project Name:	Click here to enter text	**Requestor's Name:**	Click here to enter text
Division:	Click here to enter text	**Date Submitted:**	Click here to enter text
Total Costs: Use Cost Matrix Below	$ Click here to enter text		
Summary and background of the project: Provide a summary of the project			
Click here to enter text			
Business Need or Problem: Identify the technology need and or problem that needs to be solved			
Click here to enter text			
Project Objectives and Vision: Provide a brief, concise list of what the project is to accomplish			
Click here to enter text			
Project Description and Specifications: Describe the strategy to deliver the project and what is envisioned in terms of a deliverable/outcomes.			
Click here to enter text			
Start Date:	Click here to enter text	**Completion Date:**	Click here to enter text

Signatures (see next page)

Form for Small Technology Projects (Pg. 2 of 4)

Signatures

Name & Title	Date
1. Executive Director of Educational Technology	
X_____ Click here to insert name & title	Click here to insert date
2. Dean or Director of Originating Discipline or Area:	
X_____ Click here to insert name & title	Click here to enter date
3. Chair or Supervisor of Originating Discipline or Area	
X_____ Click here to insert name & title	Click here to enter text
4. Vice President of Originating Discipline or Area	
X_____ Click here to insert name & title	Click here to enter text

COST MATRIX (see next page)

Form for Small Technology Projects (Pg. 3 of 4)

Costs Matrix

What are the costs associated with this project? List costs being covered internally (e.g. Facilities budget)

Click here to enter text.

First Year Costs

Hardware	$Click here to enter text
Consulting	$Click here to enter text
Software	$Click here to enter text
External Labor	$Click here to enter text
Support Contract	$Click here to enter text
Other	$Click here to enter text
Expense Total	**$Click here to enter text**

Recurring Costs:

Hardware	$Click here to enter text
Consulting	$Click here to enter text
Software	$Click here to enter text
External Labor	$Click here to enter text
Support Contract	$Click here to enter text
Other	$Click here to enter text
Expense Total	**$Click here to enter text**

Funding Source

Describe the source of the project funding and any constraints (categorical funding, specific dates, etc.)

Click here to enter text.

Form for Small Technology Projects (Pg. 4 of 4)

Dependencies

Please account for the following, if applicable.

HVAC: Click here to enter text.

Electrical: Click here to enter text.

Data/Network/Telephone Connectivity: Click here to enter text.

Additional server/storage requirements: Click here to enter text.

Software: Click here to enter text.

ADA requirements: Click here to enter text.

Furniture: Click here to enter text.

Staffing – (e.g. for a computer lab – who will maintain the equipment, who will supervise the lab, etc.):

Click here to enter text.

Other Costs

Click here to enter text.

----------END OF FORM----------

Appendix II – PRU Technology Projects Form

Form for Program Review Update Technology Projects

This form is intended for use by those technology projects with a total cost $5,000 or more. These types of projects need to be included as part of a divisions PRU request(s) as well as all the necessary paperwork in addition to this form. This completed form (along with all the required signatures) should be included with the related PRU documents.

No equipment purchases in excess of $5000 will be processed by ITS without proper project approval and required signatures.

Project Name:		**Requestor's Name:**	
Division:		**Date Submitted:**	
Total Costs: Use Cost Matrix Below			
Summary and background of the project: Provide a summary of the project			
Click here to enter text			
Business Need or Problem: Identify the technology need and or problem that needs to be solved			
Click here to enter text			
Project Objectives and Vision: Provide a brief, concise list of what the project is to accomplish			
Click here to enter text			
Project Description and Specifications: Describe the strategy to deliver the project and what is envisioned in terms of a deliverable/outcomes.			
Click here to enter text			
Start Date:	Click here to enter text	**Completion Date:**	Click here to enter text

Signatures (see next page)

Form for Program Review Update Technology Projects (Pg. 2 of 4)

Signatures

Name & Title	Date
1. Chair Educational Technologies and Distance Education	
X_____ Click here to insert name & title	Click here to enter date
2. Director of Maintenance and Operations	
X_____ Click here to insert name & title	Click here to enter date
3. Executive Director of Educational Technology	
X_____ Click here to insert name & title	Click here to enter date
4. Dean or Director of Originating Discipline or Area:	
X_____ Click here to insert name & title	Click here to enter date
5. Chair or Supervisor of Originating Discipline or Area	
X_____ Click here to insert name & title	Click here to enter date
6. Vice President of Originating Discipline or Area	
X_____ Click here to insert name & title	Click here to enter date

Cost Matrix (see next page)

Form for Program Review Update Technology Projects (Pg. 3 of 4)

Costs Matrix

What are the costs associated with this project? List costs being covered internally (e.g. Facilities budget)

Click here to enter text.

First Year Costs

Hardware	$Click here to enter text
Consulting	$Click here to enter text
Software	$Click here to enter text
External Labor	$Click here to enter text
Support Contract	$Click here to enter text
Other	$Click here to enter text
Expense Total	$Click here to enter text

Recurring Costs:

Hardware	$Click here to enter text
Consulting	$Click here to enter text
Software	$Click here to enter text
External Labor	$Click here to enter text
Support Contract	$Click here to enter text
Other	$Click here to enter text
Expense Total	$Click here to enter text

Refresh Cycle

Determine refresh/replacement cycle for each type of item in the project according to the refresh cycles established in the Technology Master Plan.

Funding Source

Describe the source of the project funding and any constraints (categorical funding, specific dates, etc.)

Click here to enter text.

Dependencies **(see next page)**

Form for Program Review Update Technology Projects (Pg. 4 of 4)

Dependencies

Please account for the following, if applicable.

HVAC: Click here to enter text.

Electrical: Click here to enter text.

Data/Network/Telephone Connectivity: Click here to enter text.

Additional server/storage requirements: Click here to enter text.

Software: Click here to enter text.

ADA requirements: Click here to enter text.

Furniture: Click here to enter text.

Staffing – (e.g. for a computer lab – who will maintain the equipment, who will supervise the lab, etc.): Click here to enter text.

Other Costs

Click here to enter text.

----------END OF FORM----------

Appendix III – Computer Lab Inventory and Refresh Cycle

Computer Lab – Type A 3-4 years - Cycle to other areas

Location	Classroom Labs	PC Count	Laptop Count	Mac Count
AS-104	Architecture	30		
AS-108	HVAC lab	10	30	
B-6	Business 6	33		
B-7	Business 7	33		
B-8	Digital Design			30
COM-105	Communications Lab	30		
COM-106	Communications Lab	29		
COM-108	ESL	8		
COM-110	GED	11		
COM-205	Communications Lab	30		
COM-206	Communications Lab	29		
CSSC-118	DSPS Lab	30	1	
DHS-40	General Purpose Lab	33		
DM-8	Auto	3	30	
DM-21	General Purpose Lab	27		
MSTC-106	Science Laptops	1	24	
MSTC-203	Chemistry		12	
MSTC-204	Physics		16	
NDIO-204	Indio	27		
NDIO-205	TASC	23		
NDIO-206	Indio	30		
S-8	Biology		12	
SA-3	General Purpose Lab	31		
SA-8	S. Annex 8	30		
SOC-11	Midi Lab			24
SOC-12	Math	41		
SOC-15	Math	31		

Appendix III

Computer Lab Inventory and Refresh Cycle (cont'd) – updated 3/2017

Computer Lab – Type B 5 - 6 year cycle

Location	Academic Labs	PC Count	Laptop	Mac Count
ADMIN 5/6	Workforce Solutions	20		
AG-102	Student Lab	5		
ASC-4	Academic Skills	30		
ASC-5	Academic Skills	33		
ASC-6	Academic Skills	13		
ASC-7	Academic Skills	19		
BNC-40	Nursing BNC 40	40		
CCHS	Laptop Cart		35	
CSSC-100	DSPS Testing	11		
CSSC-222	Counseling	9		
CSSC-229	Career Transfer Center	8		
CSSC-249	ACES	6		
CSSC-269	Assessment Lab	41		
ECE-101	Early Childhood Education	7		
INDIO HSI	Laptop Cart		30	
M-4	Math 4	19		
MECC-A3	MTC Testing Lab	8		
MECC-C3/C4	Mecca/Thermal TASC Lab	32	10	
N-10	Nursing 10	30		
S-14	Student Lab	9		

Location	Open Student Labs	PC Count	Laptop Count	Mac Count
Admin Lobby	Admin Hallway	4		
CSSC-125	Veterans Study Lab	5		
DH-114	Student Life	10		
DHS-39	Student Services	15		
INDIO-MOD. 4	Library	12		
MAL	Library - Stacks	21		
MAL	Library – Computer Lab	35		

Location	Non-Academic Labs	PC Count	Laptop Count	Mac Count
HILB	Faculty Resource Center	10		
LA-13	Student Assessment Lab	27		
MSTC-106	TLC		24	
PaCE	Lab	16		
SA-4	Chaparral			11

Appendix IV– Other Technology Related Equipment Refresh Cycles

Production Servers for Colleague (Datatel) and VMWare Virtual Server Cluster

College of the Desert virtual server OS runs Microsoft and Hyper-V. Licensing for DataCenter servers is set by our Microsoft Agreement and allows unlimited virtual server licenses per virtual host. We also have VMWare servers for the VOIP phone system however there are licensing requirements for every virtual server on a host. We are using High Availability on our Hyper-V for continuous server accessibility.

Storage Area Network

Our current NetApp San was donated to the college for no cost. Additional storage is needed especially for redundancy and backup. Compression, indexing and are helping in reducing need disk space. Remote Virtual systems and SANS are needed for added accessibility and backup. Add storage yearly. Upgrade SAN every 3 years.

Network Equipment

5 to 8 years depending on network load, congestions and equipment obsolescence. We have not had any problems with congestion or speed since we upgraded originally in 2002. A second upgrade occurred with the VOIP installation in 2006. The final upgrade was in 2012 with the infrastructure upgrade.

Infrastructure, Network and IP Servers that cannot be virtualized

Every 4-5 years

Technical Support Staff Computers

Every 2 years: Cycle these computers to less demanding tasks or users.

Classroom Instructor Stations & Conference Rooms

Every 5 – 6 years. However, computer lab instructor stations will be updated at the same time/tier in which the lab is updated.

Multimedia (AV) Equipment

Classroom system average lifespan 8-10 years with upgrade to certain A/V components as technology changes or equipment wears out. Technology in the classroom changes quicker than this. Tablets are now coming into play and newer projectors with better performance.

Copy Machines

Every 5 – 7 years.

Faculty and Staff Computers

Every three to four years: In the event that a replacement is needed sooner than the cycle, the request could be submitted through the PRU process or through departmental funds.

Adjunct Faculty Work Areas

Every 5 – 6 years. Computers being replaced in other areas may be used to refresh the adjunct faculty workstations.

Telephones

Every 5 – 6 years depending on technology requirements.

NOTE:

Replaced computers will be recycled to other less computationally demanding areas as determined by ITS.

Appendix V – COD's Social Media Management

Per the request of the Technology Master Plan Taskforce, the following summarizes our current policies and guidelines regarding the college website, YouTube, and social media activity and content. (Links in this document which connect to documents housed on the campus portal will require users to log in to the portal which is limited to employees.)

COD Website

The Office of Institutional Advancement (OIA) is responsible for the "look and feel" of the college website. The OIA is also responsible for the "general information" pages such as the home page, the President's Welcome, the "About COD" page, the campus map, etc. The rest of the program-specific content is managed by each individual department.

The job description of the Director of Community Relations includes, "Assist in coordinating the content and consistency of design and branding of college web, portal pages and social media."

The branding guidelines for the college are detailed in the "Brand Style Guide 2013" which is posted on the college portal, on the Public Relations page at:
http://campus.collegeofthedesert.edu/d/pro/Instructions/Forms/AllItems.aspx

YouTube

College of the Desert's YouTube page is: http://www.youtube.com/user/CODPD

The college YouTube page is a platform accessible by the public on which to post video about COD events, students, and activities. Items are posted to this page at the discretion of the OIA. Anyone wishing to include a video on the site can contact the OIA.

Facebook

College of the Desert's Facebook page is: https://www.facebook.com/CollegeOfTheDesert.
Access to this page will require the user to have his/her own Facebook account.

The college Facebook page is a social media vehicle for promoting campus activities, encouraging student interaction, and general communication among campus constituents. Official posts from the college are handled by the Community Relations office. Contact the Director of Community Relations for assistance. Anyone with a Facebook account can post messages on the Facebook page. The site is monitored by the Community Relations office for appropriate content. Questions from users are routed to the appropriate campus office for accurate information and responses are then posted by the Community Relations office.

Creating a Facebook Page for Your Program

You may create your own department's Facebook page. Please follow the instructions below:

1. Have ITS set up a generic email address for your program to use for your social media needs. For example, the PaCE program might use: PaCE@collegeofthedesert.edu. Use that email address when setting up the Facebook page. When the page responsibilities need to shift to another person, it is easier if the FB page isn't tied to an individual. Please use a generic password as well.
2. When naming the Facebook page, use 'College of the Desert' followed by a unique name that will describe your area, for example, "College of the Desert TRiO EVC".

3. Contact the PRO to create a social media icon for your department.
4. Select an image that represents your area to use as the banner photo.
5. Your page must also list the Public Relations Office as an additional Administrator on your Facebook page. Use pro2500@collegeofthedesert.edu as our email address.
6. Once your Facebook page has been set up, 'like,' the main College of the Desert Facebook page, the PRO will 'like' your page as well. The main COD Facebook page can be located in the lower right hand corner on the College's website or at this url: http://www.facebook.com/pages/College-of-the-Desert/89857802999

Twitter

College of the Desert has a Twitter account which is dormant at this time.

Individual programs on campus can create their own Twitter account. Guidelines for doing so are posted on the college portal, on the Public Relations page at: http://campus.collegeofthedesert.edu/d/pro/Instructions/Forms/AllItems.aspx

Appendix VI: Technology Initiatives for 2016 – 2020

The technology initiatives listed below reflect the district's commitment to the priorities and guiding principles of the Technology Master Plan. These initiatives will ensure a robust information technology environment and guarantee the protection of the district's technology investment. The planned technology enhancements, acquisitions, and strategies will focus on the guidelines and priorities established in the Technology Master Plan.

Project	Technology Initiatives
2016/2017	
Continue to review and update Technology Replacement plan	1, 3, 4, 5
Review and revise email retention policy and practice	3, 4, 5
Upgrade Exchange servers to 2016 version	3, 4, 5
Maintain currency with Colleague software patches	1, 4, 5
Upgrade Unidata to latest version	1, 4, 5
Review virus protection options	2, 3, 5
Cisco Call Manager upgrade to 11x	3, 4, 5
Sharepoint upgrade to 2016 version	2, 4, 5
Upgrade Cisco firewalls to ASA 2500	2, 3, 4, 5
Revise AP 3720 – Computer Use and Network Procedure	4, 5
VPN Access	2, 3, 4
RAVE Emergency Alert notification	1, 2, 3, 4
Migration to Windows 10	2, 3, 5
Migration to Office 2016	2, 3, 5
Update to current version of Informacast	2, 3, 5
2017 and Beyond	
Research conversion from Unidata to SQL	1, 2, 5
Upgrade positive attendance stations and software	1, 2, 5
Admin Building Renovation	3, 5
C Building Renovation	2, 3, 5
Observatory at Mecca Thermal	1, 2, 3
SAN for backup & disaster recovery at Indio	3, 5
Explore options related to use of Office 365	2, 5

Legend for Technology Initiatives Priorities

1 – Student Success and Student Learning
2 – New Technologies
3 – Infrastructure
4 – Work in Progress
5 – Protect District Investments in Technology

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