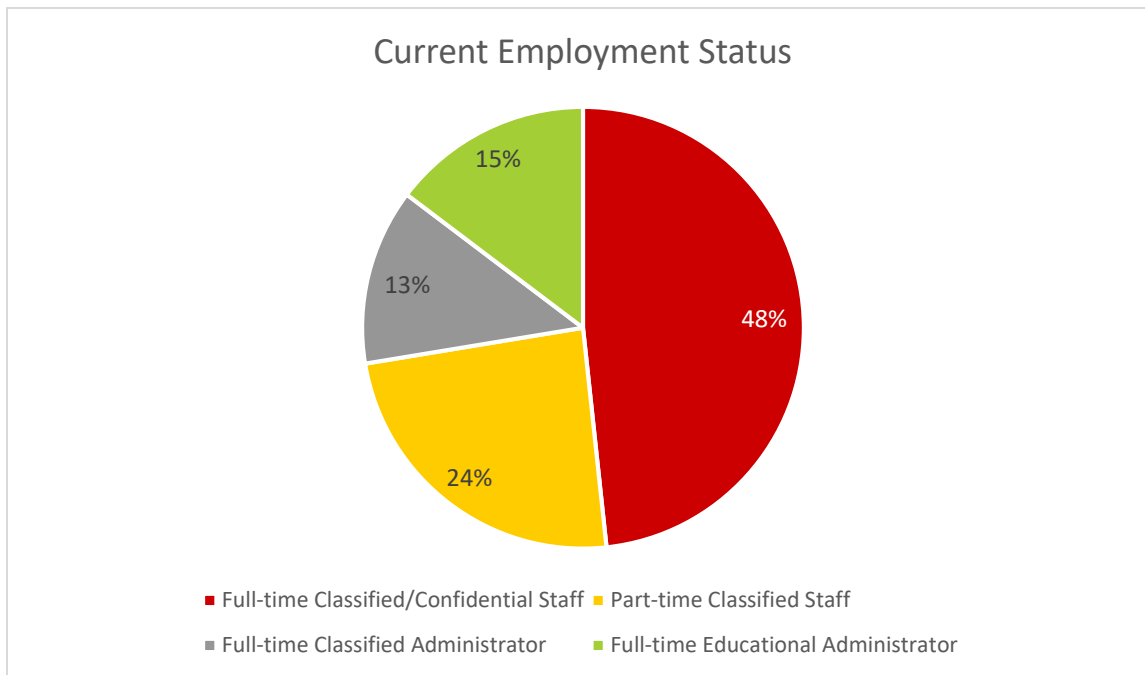


Staff Technology Training Survey 2018

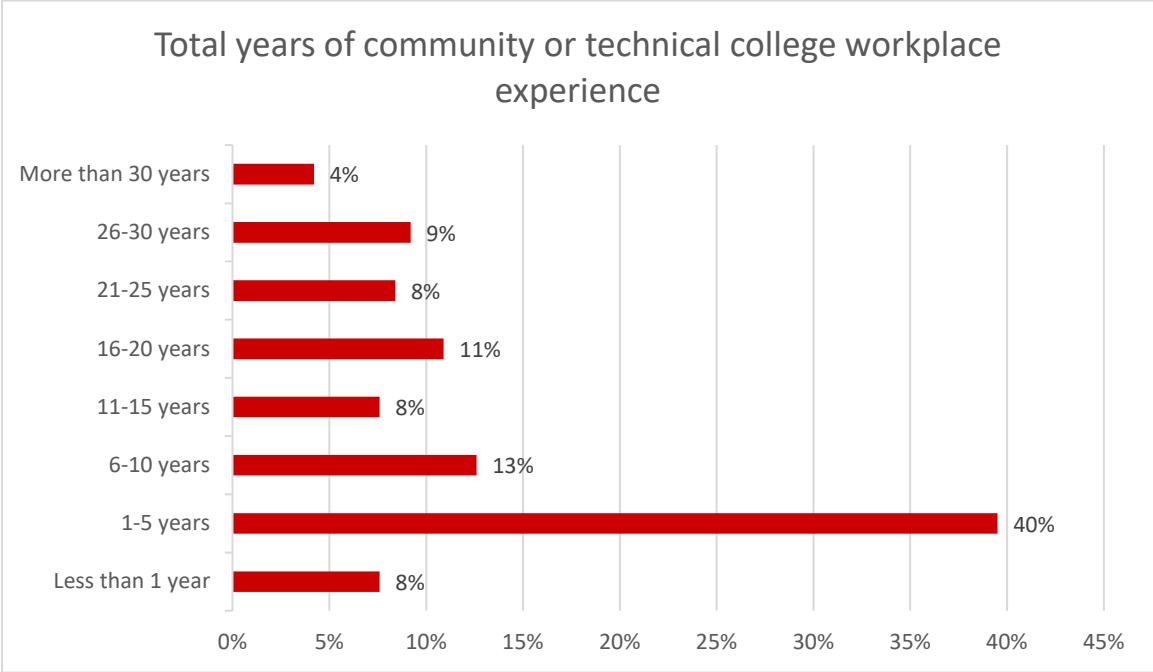
Alma Correa, PhD

January 7, 2019

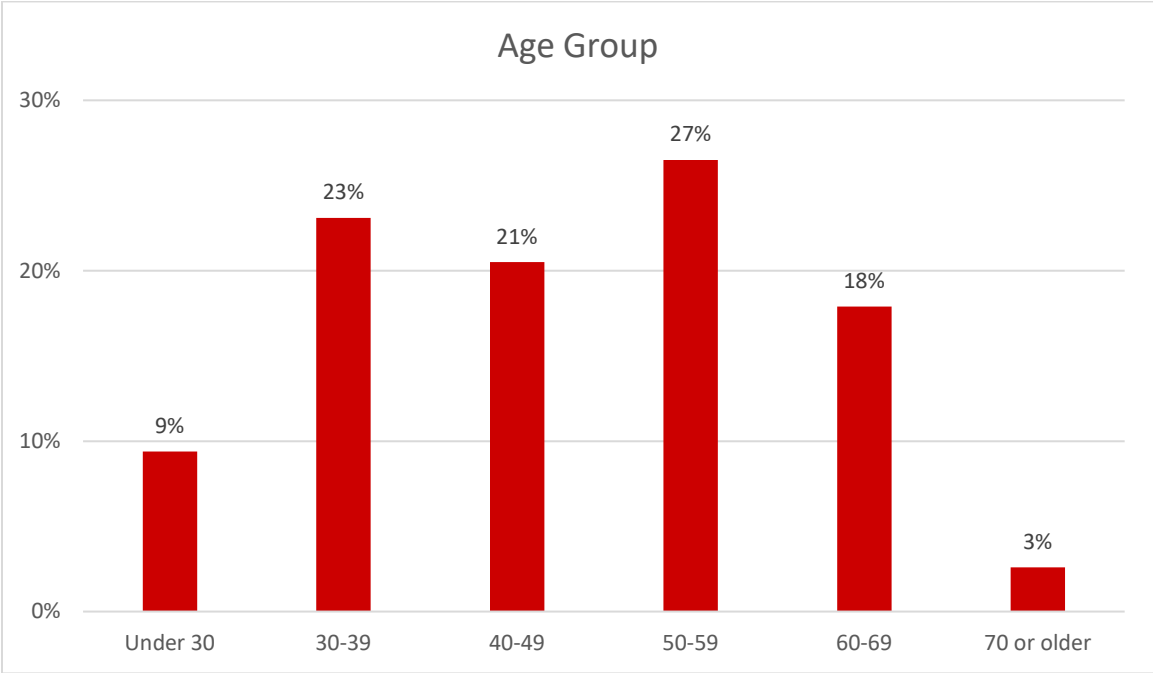
In fall 2018, College of the Desert collected survey responses from staff in order to develop a training schedule for the college. There were 133 college staff who responded to the survey. Almost half (48%) of the respondents were full-time classified or confidential staff, and about one-quarter (24%) were part-time classified staff.



Almost half of the respondents had less than 5 years of community or technical college workplace experience.

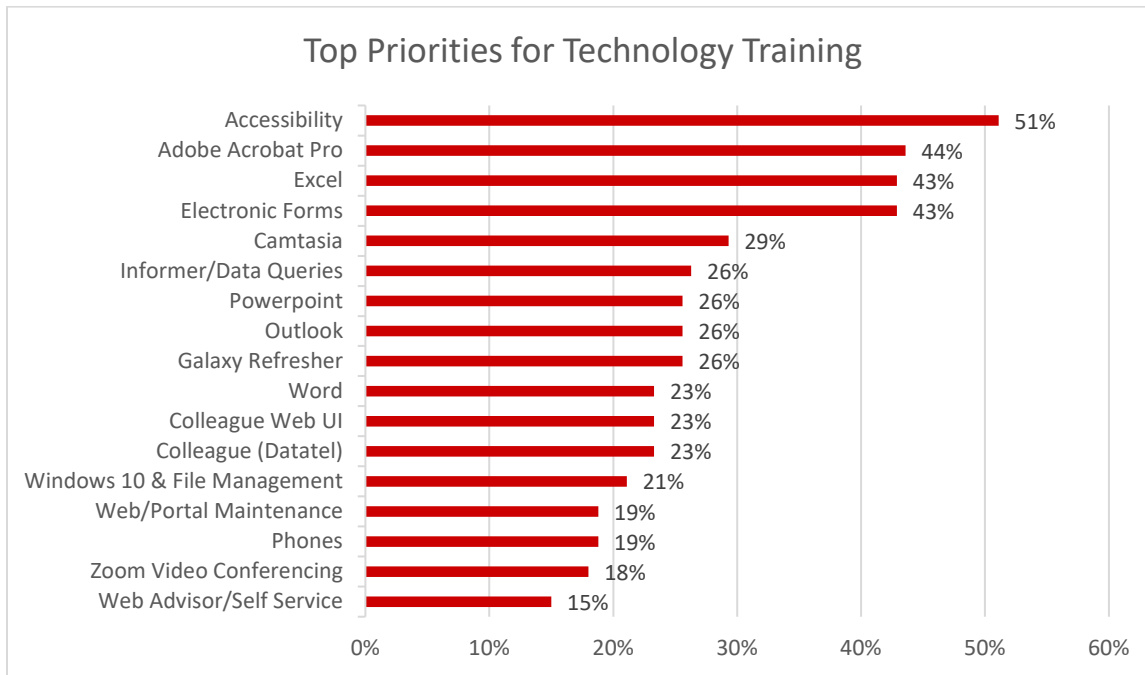


Half of the survey respondents were 50 years old or older.

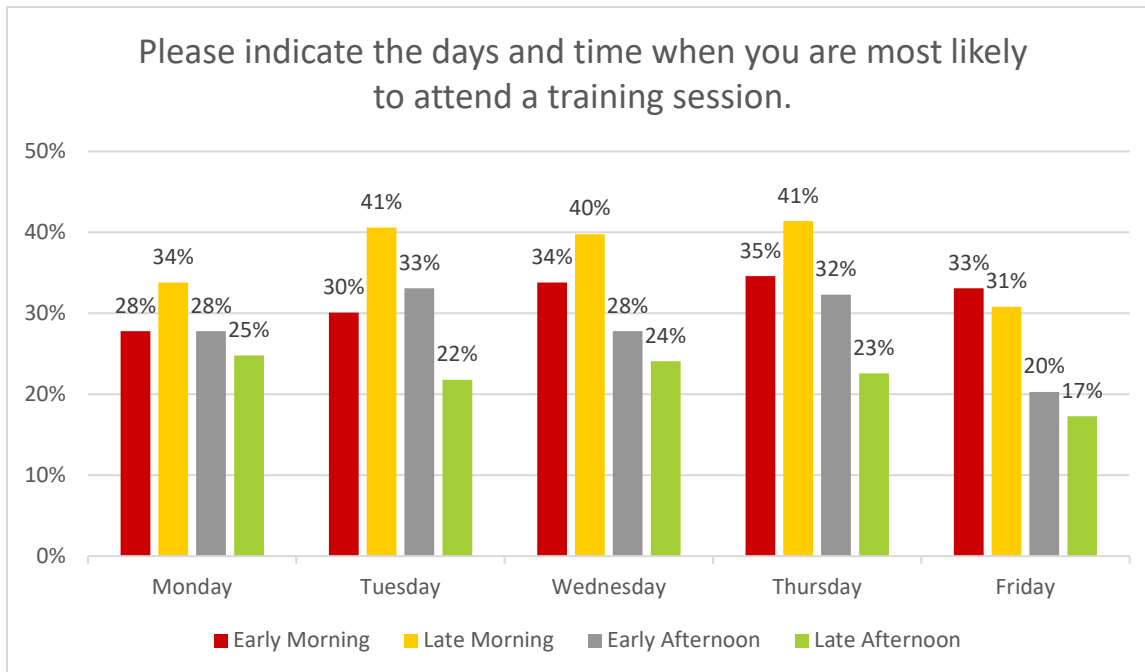


Technology Training for Staff

Staff selected accessibility (51%), Adobe Acrobat Pro (44%), Excel (43%), and electronic forms (43%) as the top priorities for technology training.

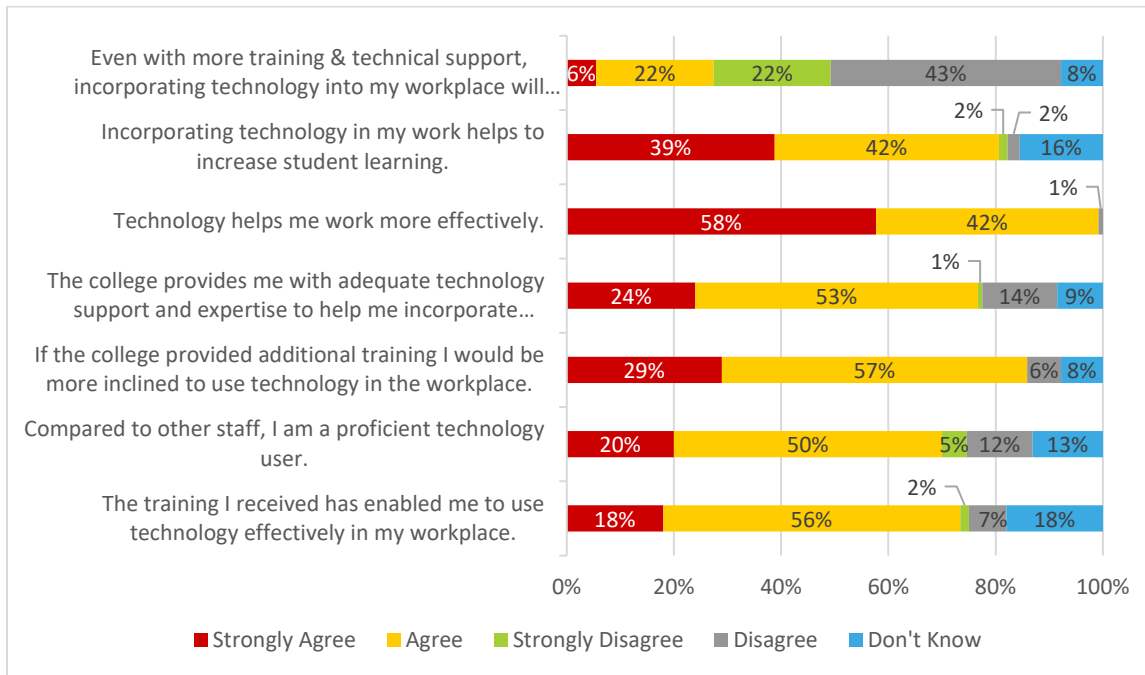


Staff would most likely attend a training session in the late morning, on either a Tuesday or Thursday (41% both), or on a Wednesday (40%). Late afternoon, on any day, is the least preferred time for staff to attend a training session.



Staff reported the extent to which they agreed or disagreed¹ with several statements regarding training and technology. The items with the highest level of agreement were, “Technology helps me work more effectively” (99%), “If the college provided additional training I would be more inclined to use technology in the workplace” (86%), and “Incorporating technology in my work helps to increase student learning” (81%).

The item with the highest level of disagreement was, “Even with more training and technical support, incorporating technology into my workplace will require a lot of additional time and effort” (65%), while the item, “The training I received has enabled me to use technology effectively in my workplace” received the highest proportion of *don’t know* responses (18%).



¹ Strongly Agree and Agree were combined and referenced as Agree. Strongly Disagree and Disagree were also combined and referenced as Disagree.

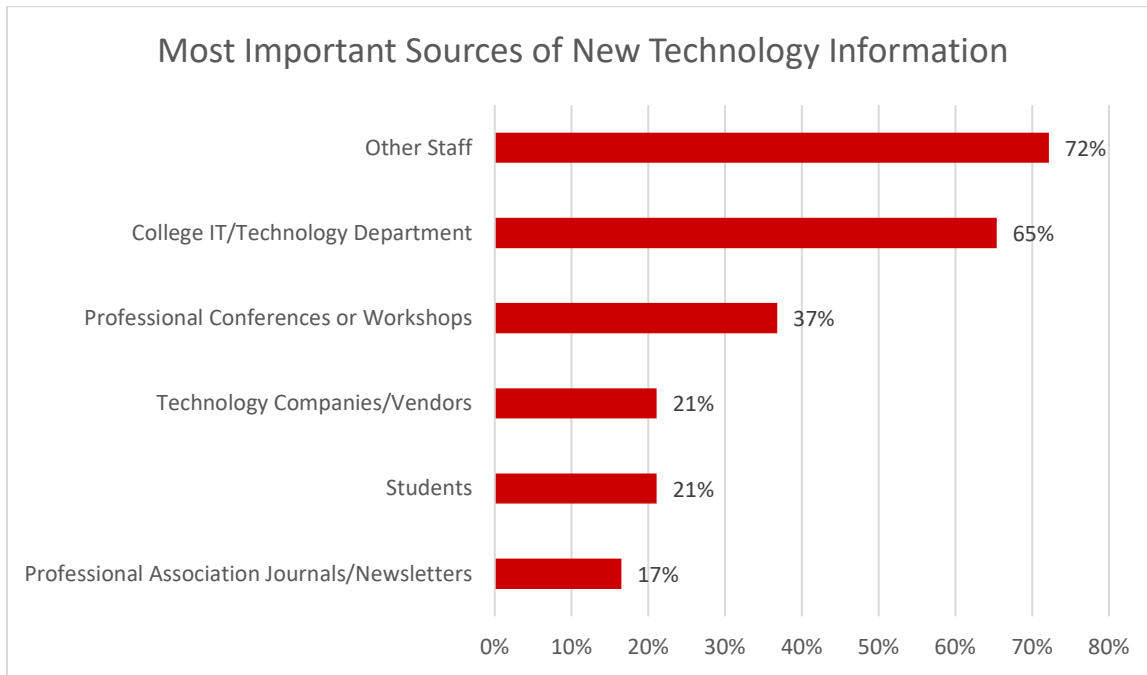
Skills, Technologies and Tools

Staff reported on the effectiveness of technologies and tools in enhancing their productivity. According to staff, the most effective² tools were productivity (95%), electronic content (90%), and communication tools (80%). While almost half of survey respondents (45%) reported not using social networking tools, these tools received the highest proportion of *not effective* responses (15%) by those who used them.

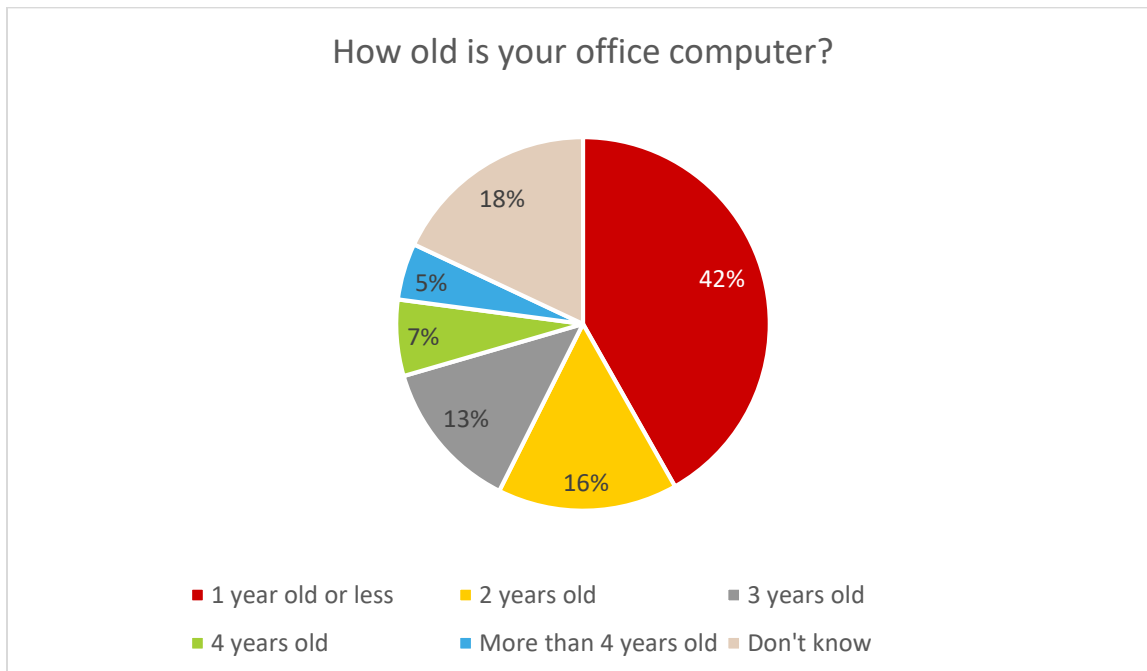


² Very Effective and Effective responses were combined and referenced as Effective.

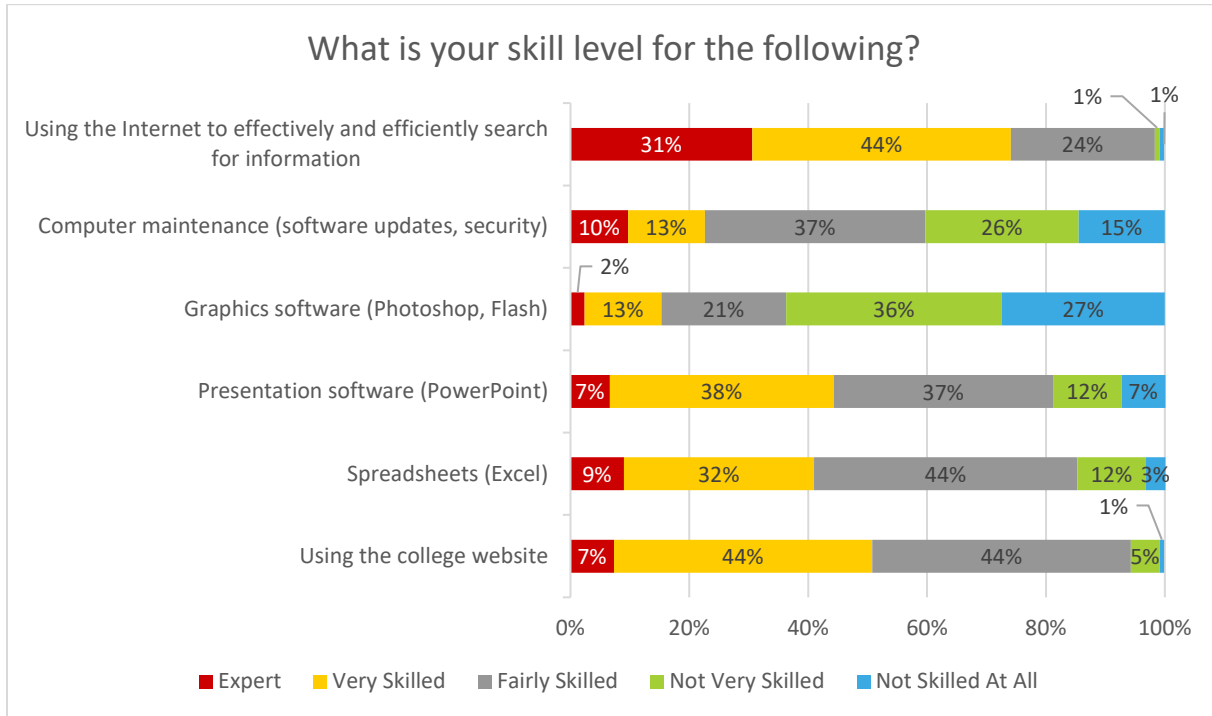
Staff were asked to report on their three most important sources of new information about technology. Across respondents, the most important sources of information were other staff (72%), college IT/technology department (65%), and professional conferences or workshops (37%).



Almost half of respondents (42%) have an office computer one year old or newer.

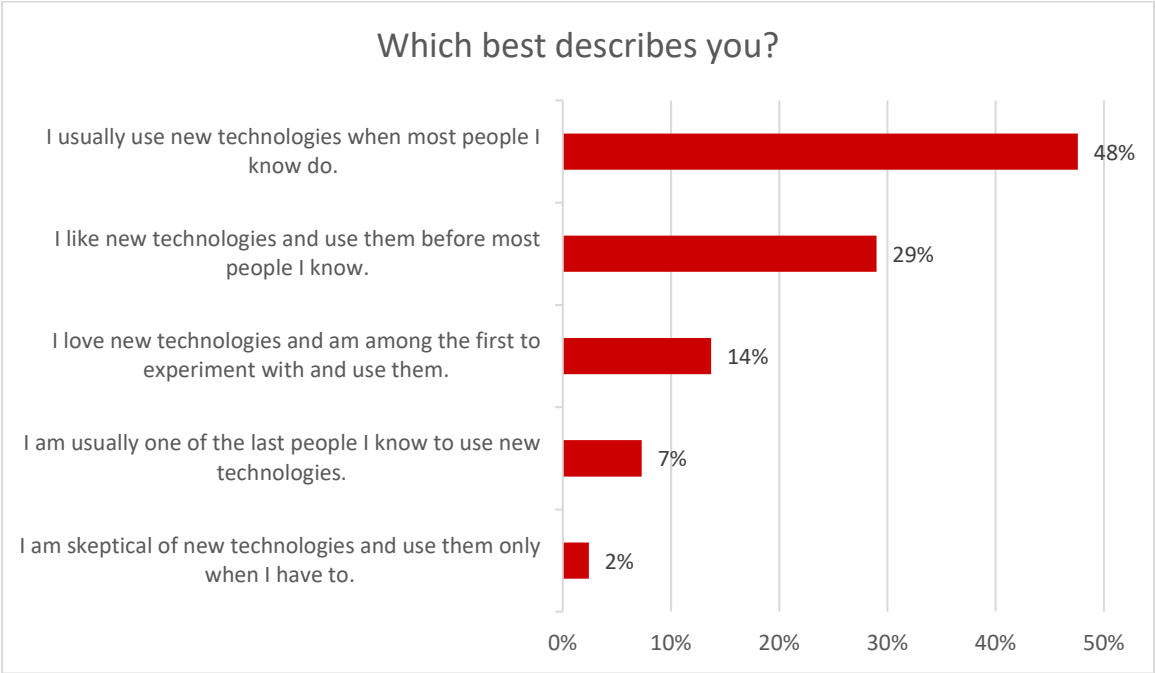


Staff reported their skill levels³ conducting technology-related tasks and using various tools. High skill was reported for the items, “Using the Internet to effectively and efficiently search for information” (74%). Staff reported moderate skill for the item “Spreadsheets (Excel)” (44%). The majority of respondents fell into the high or moderate skill level categories for the item, “Using the college website” (51% and 44%, respectively). Finally, staff reported low skill for “Graphics software (Photoshop, Flash)” (64%).



³ Expert and Very Skilled are combined and referenced as High Skill level. Fairly skilled is referenced as Moderate Skill level. Not Very Skilled and Not Skilled at All are combined and referenced as Low Skill level.

Staff were asked to select the statement that best described their use of technology. Most staff selected, “I usually use new technologies when most people I know do” (48%), followed by, “I like new technologies and use them before most people I know” (29%). The fewest proportion of survey respondents selected the statement, “I am skeptical of new technologies and use them only when I have to” (2%).



Accreditation

Most staff agreed with all of the technology-related items shown below. The item with the highest level of agreement was, “The college provides current application software for my department” (89%), while the item with the lowest level of agreement was, “The effective use of technology resources is systematically evaluated” (76%).

