

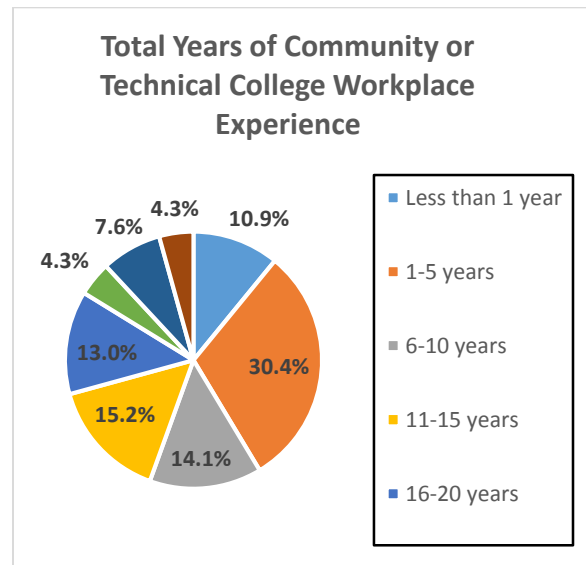
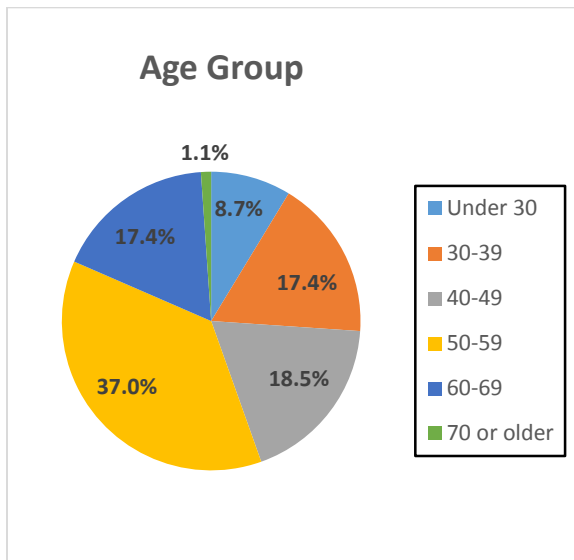
**Technology Training Survey for Staff (Results)**

Carlos Carballo, MS

June 30, 2015

Recently, the “*Technology Training Survey*” was sent out to College of the Desert (COD) staff and administrators to assist in developing a training schedule for technology at COD. The following report is a summary of the survey results.

There were 101 respondents to the survey. Of the 101 respondents, more than half (54.5%) are 50 years or older. Similarly, over half (55.4%) have between less than 10 years workplace experience in a community or technical college; and nearly two-thirds (63.7%) are full-time classified/confidential staff.

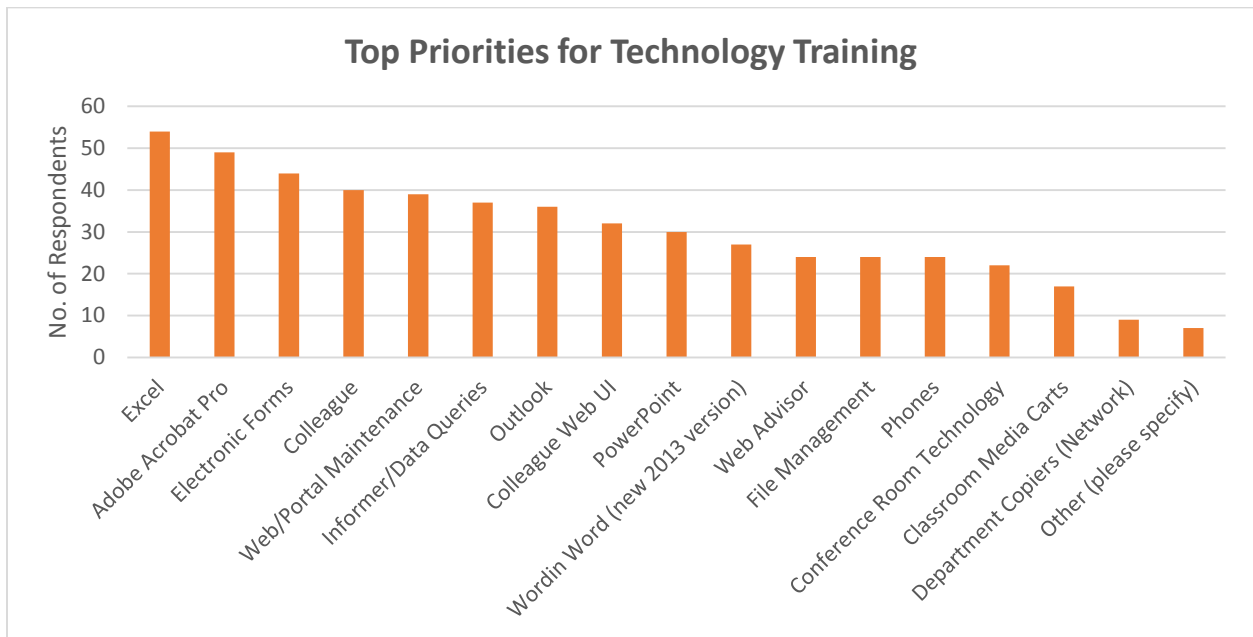


Employment Status	Response Count	Response Percent
Full-time Classified/Confidential Staff	58	63.7%
Part-Time Classified Staff	18	19.8%
Full-time Classified Administrator	12	13.2%
Full-time Educational Administrator	3	3.3%
<b>Total</b>	<b>91</b>	<b>100.0%</b>

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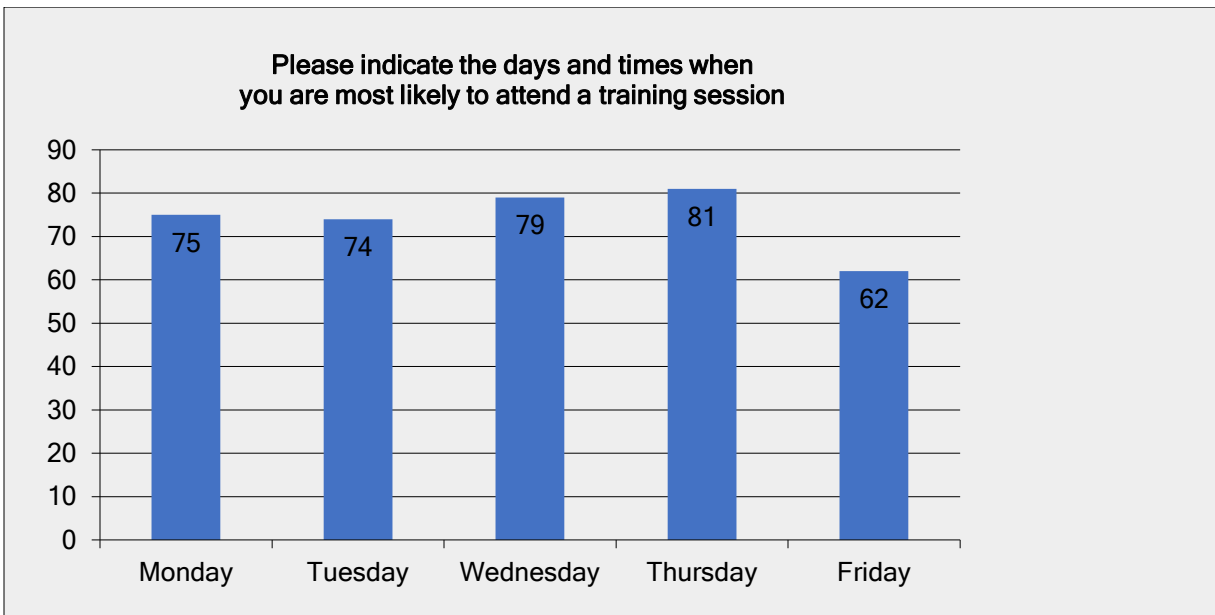
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When presented with a list of various technology training topics, respondents listed MS Excel as their top priority. The top five priorities for technology training included *Colleague* (also referred to as “Datatel”) and “Web/Portal Maintenance”. The following figure lists the various technology training topics that respondents felt were a top priority:



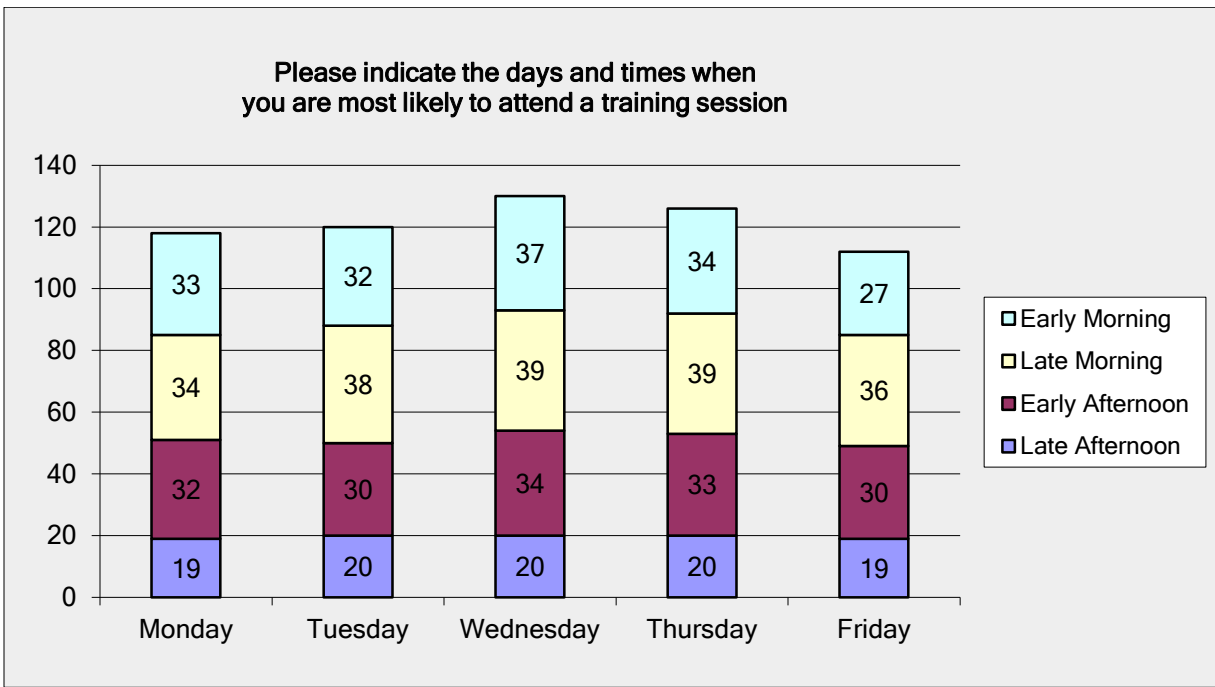
With respect to those that answered “*Other*” (7 responses), the software “*Galaxy*” was listed 3 times; 1 response for Outlook; 1 response for Word; 1 response for SharePoint; and 1 response for “...a little info on everything”.

When asked the best day/time to conduct training sessions, many chose Thursday as the best day; with the late morning as being the best time. In fact, the late morning was the most chosen time of day as being best regardless of the day.



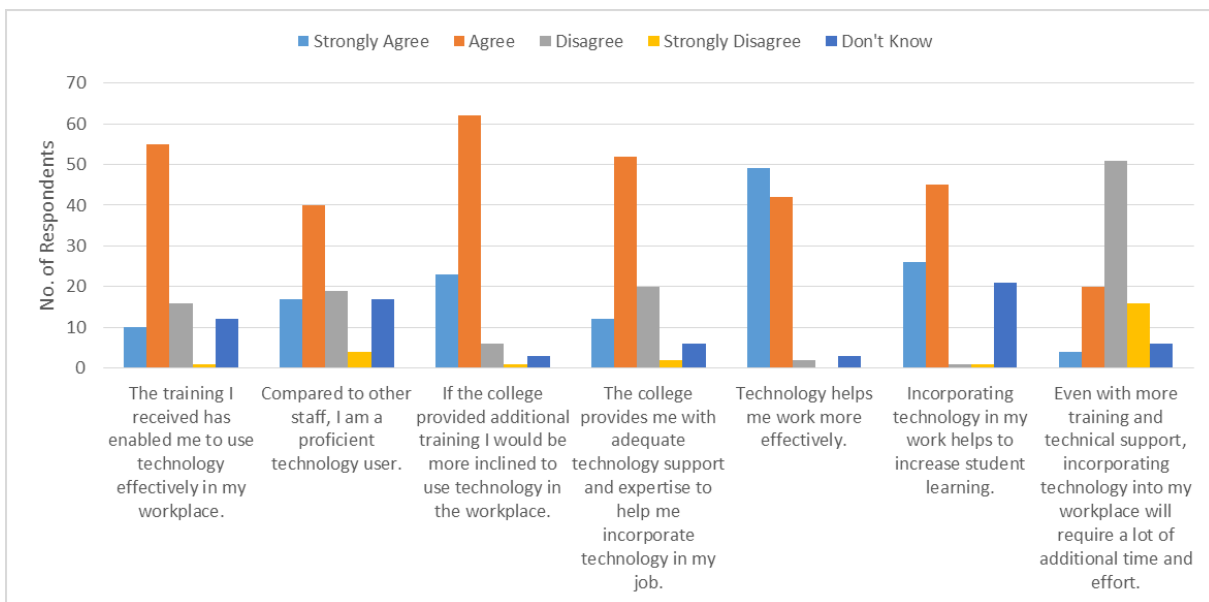
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Respondents understand the benefits of technology; almost all (94.8%) agree (or strongly agree) to effectively using technology to advance their day-to-day work. When it comes to receiving adequate technology support and expertise, a majority (69.6%) of the respondents agree (or strongly agree) with that statement.

Most (89.5%) of the respondents are in favor of advancing their use of technology through additional training at COD. More than 2/3 of respondents disagree (69.1%), or strongly disagree, with the statement that more training (and technical support) will require a lot of additional time and effort with regards to incorporating the technology into the workplace.



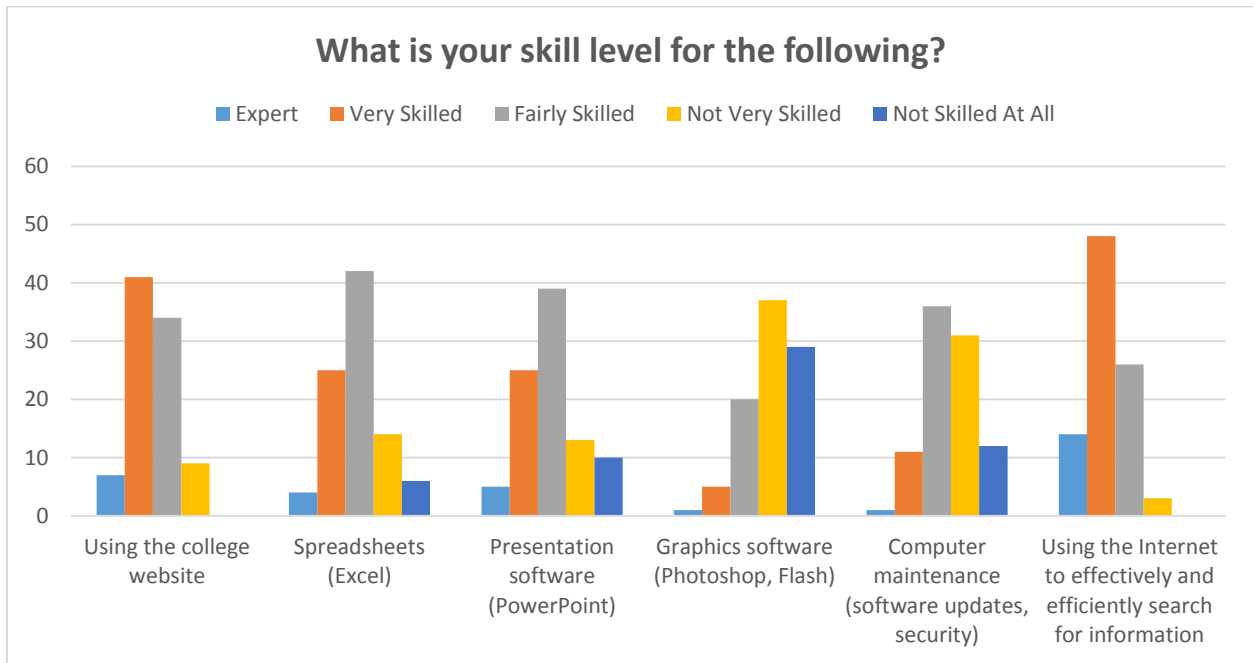
Currently, many feel that certain technologies are “Effective” or “Very Effective” in enhancing productivity. Some of those effective/very effective technologies include the use of productivity tools

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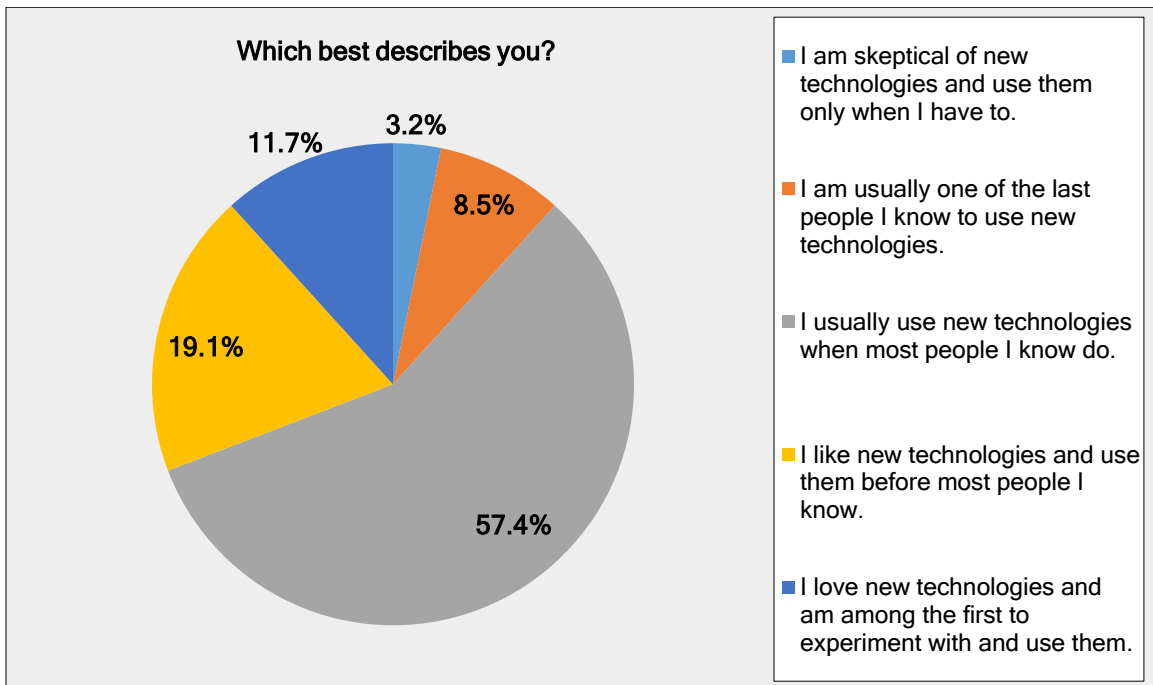
(85.9%) such as Microsoft Word, Excel and Access; the use of electronic content tools (78.3%) such as the Internet and PowerPoint; and the use of communication tools (76.7%) such as discussion boards/email. Receiving low rates of effective/very effective were assessment tools (29.7%) such as online testing tools/online surveys and social network tools (26.1%) such as Facebook.

As a follow-up question, respondents were asked to rate their skill level with such items as using COD's website; the use of MS Office products (e.g., Excel, PowerPoint); the use of the Internet for searching purposes; and computer maintenance:



Skill expertise is lacking when it comes to the use of spreadsheets, presentation software, graphics software, and computer maintenance.

While about one-third (31%) of respondents view themselves as early adopters, the majority only become acquainted with such technologies when everyone else does.



When asked to select the three most important sources of new information about technology, the most important was "Other Staff" (75.6%) followed by "College IT/Technology Department" (72.2%) and "Students" (28.9%).

Office computers are kept current with 53.8% of the respondents claiming their computers being 3 years old or more current. Respondents agree (83.7%) that the COD IT department makes sure current hardware/application software is available, as well as with the statement that it provides necessary support for the utilization of technology resources (65.1%).

