

Technology Initiative (Year-End Report, 2003-04)

Technology Committee – John Shinsky
Committee Members: Russ Barneveld, Judy Donovan, Glenda Eikenberry, Rick Geisel, Pat Fox, Kim Kenward, Tom Kruithoff, Walt Martson, Tom Owens, Maggie VandeVelde

Priority (Specific Goals)	Action Steps (Specific steps to achieve goal)	Timeline	Indicator that goal is Achieved	Baseline Data	Status of Goal Attainment
<p>1. Establish a Standing SOE Technology Committee</p> <p>2. Establish an ad hoc committee to develop a technology survey for the GVSU School of Education</p>	<ul style="list-style-type: none"> Discuss this goal with the faculty and staff to obtain their perspective and endorsement of it. Develop a specific set of responsibilities and expectations for this committee. Some of the focus areas to may include: <ul style="list-style-type: none"> Request that the Standing SOE Technology Committee appoint an ad hoc committee to develop and administer a technology survey for faculty and staff. Ask the Technology Committee to consider the following individuals to serve on the ad hoc committee. Kim Kenward, Glenda Eikenberry, Russ Barneveld, Andy Topper, Judy Donovan, Julie Chlebo, Diane Clark Request that the ad hoc committee collect and analyze survey results, and develop a list of recommendations as to how the SOE can enhance the use of technology for faculty and staff 	<p>Early January 2004</p> <p>Early January 2004</p> <p>Early February 2004</p> <p>Early February 2004</p> <p>January 2004</p>	<ul style="list-style-type: none"> The committee is established The ad hoc committee is established The individuals recommended are considered to serve on the ad hoc committee <p>A formal request is made to the ad hoc committee</p>	<ul style="list-style-type: none"> The SOE Technology Committee - John Shinsky, Committee Chairperson The SOE faculty and staff The SOE faculty and staff The SOE faculty and staff 	<ul style="list-style-type: none"> The committee is established and will continue to function once the SOE technology survey is completed. (Goal achieved) The ad hoc committee was established and developed and administered the technology survey. (Goal partially achieved – An online survey has been developed. We are currently setting up additional times for SOE faculty to take the technology survey.) The ad hoc committee is in process of completing the administration of the survey and analysis of the results. Recommendations will be

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<p>3. Conduct a technology needs assessment survey with all SOE faculty and staff.</p>	<ul style="list-style-type: none"> The technology committee will make a formal request to the Dean to devote one hour of faculty mega meeting time on January 26, 2004 to have all faculty and staff take a technology needs assessment survey. Arrange for faculty and staff to rotate into portable labs on the 5th floor EC by unit with unit head follow-up to ensure that as many people as possible take the survey. 	<p>January 26, 2004</p> <p>February 2004</p> <p>March 2004</p>	<ul style="list-style-type: none"> Approval from the Dean The survey is completed as described. The survey information will be analyzed and formatted for review. 	<ul style="list-style-type: none"> The Technology Committee 	<p>developed once we receive 90-100% of faculty and staff surveys. (Goal partially achieved.)</p> <ul style="list-style-type: none"> The technology survey was prepared to be administered however, there was a problem with GroupWise access and survey needed to be rescheduled. (Goal not achieved.) The survey has been offered and approximately 55% of faculty and staff have taken it. On March 22, we hope to have the additional 45% take the survey. (Goal attainment in progress.)
<p>4. Request the Technology Committee formulate recommendations on specific technology competencies that all faculty and staff should have.</p>	<ul style="list-style-type: none"> The SOE Technology Committee will gather and analyze the survey information prior to March 1, in order to allow the university Academic Computing staff to allocate resources and training to properly address the SOE faculty and staff 	<p>March 2004</p> <p>Late March 2004</p> <p>Late March 2004</p> <p>January 2004</p>	<ul style="list-style-type: none"> The request is presented at the January faculty and staff meeting for discussion and approval. Faculty and staff surveys are analyzed with baseline 	<ul style="list-style-type: none"> The Technology Committee 	<ul style="list-style-type: none"> The Technology Committee was not able to analyze the survey results due to a breakdown of the GroupWise software. (Goal

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5. Recommend all new SOE new hires to go through a technology orientation.	<p>needs.</p> <ul style="list-style-type: none"> Present this request to the faculty and staff for discussion and endorsement. 	March 2004	<ul style="list-style-type: none"> competencies established. An identification and analysis of competencies is completed. 	<ul style="list-style-type: none"> The Technology Committee 	<p>attainment in progress.)</p> <ul style="list-style-type: none"> This goal will be achieved once the Technology Committee obtains the SOE survey results after March 22. (Goal attainment in progress.)
6. Recommend all faculty and staff to include a technology improvement plan in their Professional Development Plans that is reviewed on an annual basis	<ul style="list-style-type: none"> Proceed with appropriate action based on faculty and staff recommendations. Analyze faculty and staff technology surveys to determine baseline competencies. Review university technology plans and competency information as a resource for establishing competencies. 	<p>June 2004</p> <p>January 2004</p> <p>April 2004</p> <p>April 2004</p> <p>January 2004</p> <p>April 2004</p>	<ul style="list-style-type: none"> The information would be presented to the faculty and staff A complete list of baseline competencies for new faculty and staff would be available. A new faculty and staff technology training program would be completed. 	<ul style="list-style-type: none"> The Technology Committee The Technology Committee The Technology Committee The Technology Committee The Technology Committee 	<ul style="list-style-type: none"> This goal will be pursued once the survey results are gathered and final recommendations are made. (Goal attainment in progress.)
7. Recommend all faculty and staff to attend a specific number of technology trainings during the course of a year	<ul style="list-style-type: none"> Present this request to the faculty and staff for discussion and endorsement. Develop a baseline of technology training information and competencies that all new faculty would be expected to have and/or acquire. Develop a new faculty and staff technology orientation program Present this request to the faculty and staff for discussion and endorsement. Develop a template that can be used by faculty and staff for completing their technology improvement plan. Define the specific 	<p>April 2004</p>	<ul style="list-style-type: none"> The information would be presented to the faculty and staff The template is completed and available for faculty and staff use. A specific date will be established for Professional Development Team reviews for technology improvement plans. The information would be presented to the faculty and 	<ul style="list-style-type: none"> The Technology Committee The Technology Committee The Technology Committee The Dean's Leadership Team The Technology Committee The Dean 	<ul style="list-style-type: none"> This goal will be pursued once the survey results are gathered and final recommendations are made. (Goal attainment in progress.) This goal will

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	<p>time annually when faculty and staff technology plans will be reviewed by Professional Development Team members.</p> <ul style="list-style-type: none"> • Present this request to the faculty and staff for discussion and endorsement. • Work closely with Academic Computing to develop technology training programs and share university training programs with the SOE faculty and staff. 		<p>staff</p> <ul style="list-style-type: none"> • Faculty and staff would be informed that it will be a requirement for them to participate in technology training each year 		<p>be pursued once the survey results are gathered and final recommendations are made. (Goal attainment in progress.)</p>

Technology Initiative (Year-End Report, 2004-05)

Technology Committee – John Shinsky

Committee Members: Russ Barneveld, Judy Donovan, Glenda Eikenberry, Rick Geisel, Pat Fox, Kim Kenward, Tom Kruithoff, Walt Marston, Tom Owens, Maggie VandeVelde

Priority	Action Steps	Timeline	Indicator that goal is Achieved	Status of Goal Attained
1. To provide a comprehensive technology training program to the COE faculty and staff that focuses on the areas highlighted in the technology survey from spring 2004.	<ol style="list-style-type: none"> 1. Offer numerous technology training programs during the fall of 2004. 2. Analyze the current training program participation and evaluation information to determine the best training options for the COE faculty and staff. 3. Experiment with the implementation of various technology training options for the purpose of expanding faculty and staff participation. (i.e., Technology bytes, Mentors, Online, Breakout sessions) 	<p>Fall 2004</p> <p>December 2004</p> <p>Fall 2004 and winter 2005</p>	<p>The technology training programs are offered.</p> <p>There is a summary of data collected regarding training participation and evaluation feedback.</p> <p>Technology training options are established and available to faculty and staff.</p>	<p>Goal Attained. There have been eight custom designed technology training programs set up for the college of Education faculty and staff during the fall semester 2004. Participation has not been at the level we hoped for. Therefore, we are establishing alternative technology support programs.</p>
2. To conduct a post-technology survey with the COE faculty and staff to determine progress as a result of training provided during the 2004-2005 academic year.	<ol style="list-style-type: none"> 1. Prepare the COE post-technology survey for the spring of 2005. 2. Conduct and analyze the COE technology survey results. 	<p>Spring 2005</p> <p>Spring 2005</p>	<p>The post-technology survey is completed by the COE faculty and staff and the results are tabulated and analyzed by the technology committee.</p>	<p>Goal Attained. The pre and post College of Education surveys were gathered and analyzed. The results of the surveys are being used for ongoing professional development and self-governance efforts.</p>
3. To encourage the COE faculty and staff to use various types of technology and software to enhance teaching,	<ol style="list-style-type: none"> 1. Provide field staff with Palm Pilots to use as part of their observations and evaluations of student teachers and student assisting. 	<p>Fall 2004</p> <p>Fall 2004 and Winter 2005</p>	<p>Field staff were provided with Palm Pilots.</p> <p>Dates and times of training</p>	<p>Goal Partially Attained. Palm Pilots have been provided to field staff. However, the use of Palm Pilots in the field with the appropriate software is still a challenge. That is, we are exploring software options</p>

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learning, and organizational management.	2. Provide ongoing training to field staff using the Palm Pilots focusing on Go-Observe software for observing and evaluating students.		opportunities for Field staff are documented.	that would best fit the needs of the field staff when observing students and documenting performance.

Technology Initiative (Mid-Year Report, 2005-2006)

Priority (Specific Goals)	Action Steps (Specific steps to achieve goal)	Timeline (Short and long)	Indicator that the goal is Achieved	Status of Goal Attainment
<p>1. To improve the use of technology for students and instructors in all classes in the College of Education with a major focus on student-centered instruction.</p>	<ol style="list-style-type: none"> 1. Identify learning objectives and assignments in all classes, which are linked to the NCATE Technology Theme. 2. Provide faculty with a “TechByte” for use in the classroom that focuses on all students obtaining a username and password to have access to the GVSU network. 3. Provide faculty with technology resources that can be used to enhance assignments and the attainment of learning objectives. Examples include: DVD Textbook resources, Blackboard tools – Discussion board grader, Journaling tool, Class Blog, Teams can make their web pages, other emerging technologies they need. 	<p>Fall 2005</p> <p>Winter 2006 – Spring/Summer 2006</p> <p>Fall 2005 – Spring/Summer 2006</p>	<p>All learning objectives have been gathered from the syllabi of Tenure and tenure-track faculty.</p> <p>Faculty will have received TechByte resources and the number of GVSU students using Blackboard will significantly increase.</p> <p>Faculty will receive and use technology resources in classes they teach.</p>	
<p>2. To promote technology fluency in students and staff at all levels of the curriculum.</p>	<ol style="list-style-type: none"> 1. Provide professors with the resources and support to model effective use of technology in all aspects of teaching, learning, research, service, and administrative activities. Examples include: Personal support, software training, peer sharing, etc. 	<p>Fall 2005 – Spring/Summer 2006</p>	<p>Professors will be modeling the use of technology in all aspects of teaching, research, service, and administrative activities.</p>	
<p>3. To encourage the COE field staff to use various types of technology and software to enhance teaching, learning, and organizational</p>	<ol style="list-style-type: none"> 1. Provide field staff with Palm Pilots to use as part of their observations and evaluations of student teachers and student assisting. 2. Provide ongoing training to field staff using the Palm Pilots focusing on software 	<p>Fall 2005 – Spring/Summer 2006</p> <p>Winter –</p>	<p>Field staff were provided with Palm Pilots.</p> <p>Dates and times of</p>	

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management.	for observing and evaluating students.	Spring/Summer 2006	training opportunities for Field staff are documented.	
4. To conduct an analysis of online evaluations in the College of Education.	<ol style="list-style-type: none"> 1. Establish an online evaluation committee to gather research and develop the assessment tool for the online evaluation. 2. Review the online evaluation process with faculty and staff for input and endorsement. 3. To complete the evaluation during first semester 2005. 	Fall 2005 – Spring/Summer 2006	The online evaluation assessment tool and process will be completed.	