

TECHNOLOGY UTILIZATION COMMITTEE FY07

ACCOMPLISHMENTS

INFRASTRUCTURE	
1.	Renewed all Annual Software Contracts
2.	Purchase TRF Employee Server (possibly dividing it up into 2 servers - 1 file & 1 GW)
3.	Purchase TRF Student Server (paid for out of Student Tech fee)
4.	Purchased Cisco switches for the Swenson House and Aviation Campus
5.	3 year employee recycling plan
6.	Purchased new core switch for the TRF main campus
7.	EGF wired 421 A & B, 411 upstairs offices, 508 new classroom
9.	QOS – Berbee’s assistance in on-site troubleshooting and configuration and training
10.	Installation of Data rack enclosure & patch panel at the Swenson House (Garden Valley)
11.	Purchased wiring supplies to move switch out of the 226 office to either the main server room or bookstore wiring closet
Classroom	
1.	EGF -5 Classroom projectors, 3 with complete sound systems, DVD/VHS (\$16,556.00) – Proj. Farm Op & 238 – all 310, 508, 308
2.	EGF - 20 - 8 ft. screens
3.	4 Interwrite School Pads (2 – EGF & 2 – TRF)
4.	EGF - Projector Station with speakers for 315 (have all equipment – will install end of May)
5.	PRS System (50 units for campus checkout – to be divided into 2 groups of 25)
6.	TRF - DVD Duplicator for TRF – recycled their old CD Duplicator to EGF
7.	TRF - Replaced classroom instructor stations – recycle from Employee replacement pool
8.	EGF - 50 projector adapters for classrooms
9.	EGF - 10 replacement DVD/VHS units for classrooms
10.	EGF - Projector cables to replace damaged cords \$1,000.00
11.	EGF - Remote point navigator for Library checkout
Professional Development	
1.	Conducted training on the Universal Send Feature on the new Canon copiers, Both individual and group.
2.	Created Universal Send instruction for al Canon copiers
3.	Technology in the Know newsletters
4.	Continued the employee training incentives
5.	Continued to update Training site with training session documents.
6.	Conducted monthly Byte of Technology employee training session.

7. School pad demo and hands-on training sessions.
8. One-to-one employee training (mostly regarding D2L)
9. Started working with webmaster and EGF network admin on implementing podcasting at the college.

STUDENT TECHNOLOGY COMMITTEE FY07 ACCOMPLISHMENTS

Date: 5/03/07

Replaced 3 computer labs in TRF (605, 263, & 706). Recycled computers to various labs.
Replaced 8 cyber zone computers on the EGF campus.
3 Temp positions to cover falls startup – Worked VERY well! Laptop configures were in and out within a day or two.
2 work-study positions on each campus to cover extended and weekend hours in TRF and various projects and IT support in EGF.
1 ITS full-time position in the EGF library, covered ITV, multi-media, support for 60+ computers in library, etc.
Provided Symantec Antivirus for all EGF students – Virus infected laptops brought in to ITS was down.
Increased use in Student Virtual Office.
Purchased 5 new laptop rentals for EGF students.
Purchased 4 Vista ready computers for both campuses. (2 – EGF, 2 – TRF)
Purchased a student server for the TRF Campus.
Purchased Aviation Switches for TRF Campus.
Purchased 4 new printers for EGF campus. (331 hallway, Commons, 219, & 508)
Purchased PCounter, a print management software.
Put 12 additional network ports in the commons on the EGF campus.
Lan Party on the TRF Campus. Had a great turnout.

Desire2Learn FY07 ACCOMPLISHMENTS

Promote utilization of D2L as a learning tool.

1. Security Awareness Training – all employees used D2L to complete the MnSCU Security Awareness Training course Public Jobs - Private Date

2. Several forms of D2L training sessions were offered to faculty:
- Monthly - One hour training session focusing on the various D2L tools and/or online pedagogy.
 - Weekly - D2L/online education 1 hour open lab sessions. D2L trainers work with faculty in a “hands-on” training session where instructors bring in material or problems of their choosing to get assistance.
 - Individually - D2L trainers, Site Admin, and Tech Support meet with instructors individually or by department when requested.
 - Faculty Showcasing - 1 hour meeting where faculty demonstrate which D2L tools have worked well in their course.
 - Faculty Support Center – faculty have access to a wealth of resources and instructional material which is continually updated by the faculty trainers, site admin, and tech support.
 - Online Teaching 101 – an online training course designed for faculty who are considering developing or teaching online courses.

Enhance student learning opportunities by utilizing D2L as a course management tool.

1. Course Evaluations – All course evaluation surveys will be conducted in D2L instead of using the old paper/pencil scantron method.
2. ORI 1001 D2L Orientation Course was developed in D2L allowing any student to log into the course via a generic username (NCTC_Stucent) and password (12345678). Information regarding this courses is posted on the NCTC websites D2L login page.
3. Training sessions were offered before the semester starts and the 1st two weeks of semester.

Promote a team approach by integrating the talents and skills of ITS and faculty trainers to maximize D2L support.

1. D2L meetings were scheduled once a month and the minutes posted in Virtual Office.
2. In August 2006, the faculty trainers, site admin, and tech support all attended the annual conference held in Guelph, Ontario. Everyone gained knowledge for all sessions attended. The conference also provided great opportunities for networking and best practices among colleagues.

Increase the number experienced D2L faculty to provide peer support.

1. The beginning of semester and end of semester checklists were created to assist faculty with all the details of getting their course ready each semester.
2. As of spring 2007, approximately 114 faculty currently use D2L and the chart below identifies the growth in number of courses using D2L.:

Year	Summer		Fall		Spring	
	Campus	Dist Ed	Campus	Dist Ed	Campus	Dist Ed
2004 - 05	16	19	150	29	175	36
2005 - 06	26	31	201	47	243	61
2006 - 07	34	38	330	64	400	68

FY07 Action Plan Accomplishments

Web Committee

Goal #1 Website will enhance college-wide services through the use of technology.

Accomplishments:

1. Complete redesign of entire NCTC website.
2. Academic program pages have been redesigned and include more content; including new areas for video and pictures.
3. Online apparel vendor was chosen. Links added throughout the site to the online store. Promoted launch on website. Continue to promote on bookstore website with easy access to online store.
4. Added applications for admissions on new admissions website. Broke down online admission process into 4 sections. (new student, returning student, transfer student, international student)
5. Worked with Brenda Dale and turned around the financial aid website. Easier access to all types of online forms for students.
6. Created eServices for students. An online environment for the different types of online services our site has to offer including, but not limited to; apply for financial aid, check course availability, FACTS tuition payment, transcript request, username lookup, pay tuitions online.
7. Our FAQ section received an overhaul. Will continue to work with Marketing to make this more comprehensive and interactive.
8. Developed new A to Z site index. Listing of all sites on the NCTC website.
9. Events calendar now more visible on new home page. More admin users have been trained and have access to add events. Researching a more advanced/interactive calendar system.
10. Content update procedure was sent out 3 times.
11. More departments purchased Contribute, were trained, and now maintain the content on their sites.
12. Online budget request form. Allows NCTC faculty/staff to make budget requests online. Stored in database with ability to run quick reports.
13. Human Resources Training Matrix website.

Goal #2 Website will enhance instruction through the use of technology.

Accomplishments:

1. Faculty resource site developed. Included links to eFolio. (Free online portfolio service through MnSCU). Resource site includes online form to submit their eFolio site to webmaster to include the link in the faculty member's directory page.
2. More links in more prominent spots for easier access to (D2L, Virtual Office, email) See eServices.
3. Brand new library website. First department to really introduce the one-college under one umbrella look and feel.
4. Numerous online surveys created.
5. Library Proxy Servers: Ability for students to view library databases off-campus with use of log in using barcode and last name. On -campus students need not log in.
6. Individual online Academic Program surveys developed (Survey Select) and links provided for instructors to give to their students. Liberal Arts graduation surveys also develop to gather information regarding student satisfaction.
7. Roseau satellite classes added to main class schedules table.
8. Completely new design layout for both Student and Employee eService portals. Backend developed by MnSCU.

Goal #3 Website will serve as a powerful tool for college marketing and public relations.

Accomplishments:

1. Academic program videos placed online. Next step to convert to Flash format for higher quality.
2. Downloadable PDF files of the View Book, Catalog, & Handbook. Looking into online versions of each.
3. Flash animated promotional pieces on NCTC home page and Technology home page.
4. Picture marketing with slogans. "Eye catching" marketing. Featured on Admissions & Academics front pages.

5. News stories include photos. More users have access to upload news items using an online form. Option for departments to list news items on just their sites. (Pioneer 90.1 site first to incorporate this feature. Athletics and COI to follow FY08)
6. Interactive online college maps. Also added driving directions form which allows users to get directions to EGF, TRF, Airport, Roseau, & Swenson House from their home.
7. Google analytics code runs in background of numerous pages monitoring including but not limited to; where viewers are from, what pages they visit, what computer hardware/software they are using, how many visits we receive in any given time, etc.
8. Web and Marketing departments collaborating much more together to maintain a more consistent look and feel between web & marketing promotions (billboards, TV ads, print, etc)

Goal #4 Website will serve as a resource of internal and external communication.

Accomplishments:

1. Online class cancellation. Displays link on NCTC home and majority of second layer pages alerting students of any cancellations.
2. More admin users have access to upload news and events to college website. See above.
3. Virtual office continues to host all committee related items. Have begun planning new layout and ways of making this more dynamic.
4. Speakers Bureau website

Goal #5 Website will provide a sense of student community to minimize isolation and to increase retention and satisfaction.

Accomplishments:

1. New Student Life website developed including new clubs website listing all college-wide clubs NCTC offers. Students started developing own unique clubs websites. Contribute purchased and housed on

computer in Student Senate (EGF) for students to maintain club information on sites.

2. Job openings site received upgrades. Online form to submit new postings.
3. Student work study site developed. Dynamically enter work study positions on website through Financial Aid.