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COMPLETE

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Page 1: For Annual Planning/Program Review Requests AND Off-Cycle Requests

Q1**2022-2023**

Technology Plan Year

Q2

Title of Request

HYFLEX Technology

Q3

Location of Request

G-310

Q4

Department

CalWORKs/EOPS Program

Q5

Contact Person

Name

Asma Yassi

Email Address

asma.yassi@gcccd.edu**Q6**

DescriptionPlease provide a brief description of the technology/software or technology project and its core goal(s).

The CalWORKs program would like to enable one workroom in the new Student Services Building G-300. We would like to conduct staff/ and faculty meetings in a hybrid format. CalWORKs have the budget to pay for any technology items needed.

Page 2: Proposal Justification

Q7

Increase hiring and retention of diverse employees to reflect the students and communities we serve

Please explain how the technology or enhancement supports the strategic plan and impacts students, employees, the college, and/or the district. Which Strategic Plan priority (or priorities) are supported by this request? To access the Strategic Plan, please click [here](#).

Q8

How does the request support the above priorities?

Having hyflex will allow staff especially part time counseling faculty to join regular meetings conducted for CalWORKs. Our adjuncts work in multiple campuses and now that we want to conduct meetings back in person, we don't want some of our faculty to miss on any discussions or updates and can join through this hybrid format we are seeking. This will increase retention of our employees and help us hire a diverse group of staff and faculty.

Q9

Employees

Who would this impact? Please select all that apply.

Q10

What is the number of students or employees impacted per semester?

9

Q11

How would this impact the above group(s)?

Employees can be more present during staff meetings and regular discussion. They will feel they are part of the decision making and included in critical conversations. It will allow those who prefer to conduct meetings in person to do so as well. Having hyflex will give employees the flexibility to attend meetings whether they are working in person or remotely that day.

Q12

No

Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

Q13

If yes, please explain how the technology supports a state-wide initiative or is it a legal mandate or in support of a legal mandate?

N/A

Q14

Please be aware that projects, once approved, are typically scheduled 6 months to a year in advance. Consider the consequences if the technology/software is not implemented, upgraded or renewed. What are the consequences if the technology/software is not implemented/upgraded, or renewed? Examples: Security concerns, loss of FTES, mandates, accreditation, etc.

None

Q15

What is your preferred time for implementation?

As soon as approved.

Q16

Tell us how the data you have supports the implementation of the technology. This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

Since the start of the Pandemic, we were not able to find a time that works for everyone in my department to conduct a retreat or a staff meeting. We would like to give employees the option to attend online or in person our upcoming meetings and events. Our budget can support any purchasing needed for this process.

Q17

0

How critical is this need in terms of supporting curriculum and services?

Q18

Respondent skipped this question

Please attach any supporting data/documentation using the "Upload" button below.

Page 3: COST ANALYSIS**Q19**

Hardware

Is the request for hardware or software?

Q20

New (new to the campus)

Is the request for new or an upgrade to existing technology?

Q21

Total initial cost of request: This includes hardware and software maintenance, licence, taxes, fees, shipping, storage, etc. Contact Bryan Cooper for assistance.

HYFLEX Modality Cost.

Q22

Funding Source:

Other (please specify):
CalWORKs Budget

Q23

Respondent skipped this question

Please attach quote using the "Upload" button below.

Page 4: Grant Funding Source

Q24

Respondent skipped this question

Please specify the grant that will fund the technology you are requesting.

Page 5: Evaluation Plan

Q25

Evaluationi. How do you plan to evaluate the technology after implementation?

We will know when we start our meetings and seeing number of employee attendance.

Page 6: Type of Request

Q26

No

Is this an Off-Cycle Request (e.g., not part of the annual planning/program review process)?

Page 7: Off-Cycle Requests Only

Q27

Respondent skipped this question

What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-cycle consideration? Please explain why this request cannot wait until the next annual planning cycle.

Page 8: Technology Request Process

Q28

Respondent skipped this question

How can the Technology Request process be improved for next year?

Page 9: Ready to Submit

Q29

Yes

Are you ready to submit your technology request?
