

# **Cuyamaca College**

## **Technology Processes Defined**

Various processes are available for obtaining technology at the college. Each process is described in detail below. Contact the co-chairs of the College Technology Committee with any questions.

### **What type of technology, support or training do you need?**

1. Employee Computers and Printers
  - a. Follow Process 1
2. Software or Hardware (computers labs, smart classrooms, etc.)
  - a. Follow Process 2 if within annual planning cycle timeframe.
  - b. Follow Process 3 if outside annual cycle (off-cycle) or if non-standard (not currently supported on campus).
3. Building Remodel or New Construction
  - a. Follow Process 4 (under development)
4. New Administrative Systems or Enhancement to Existing Systems – (Portfolium, EvaluationKit, Ed Planning Software, or updates to SARS, WebAdvisor)
  - a. Follow Process 3

### **Process Descriptions**

#### **Process 1 – Employee Computers and Printers**

1. End User to work with Chair/Supervisor/Dean to identify need. Complete Space Request Form (located on Cuyamaca College Forms Depot under “S”. Indicate on form what technology is required.
2. Submit Space Request form as directed. The Campus and/or District Technology Contact will contact you to help identify technology that is supported by the campus and/or district.
3. Order technology (this assumes funding is available) and work with Campus /or District Technology Contact for installation location and timeline.

#### **Process 2 – Annual Tech Request for New or Replacement of Existing Software or Hardware**

This is part of the Annual Update / Program Review process.

Examples: Computer labs, classroom technology, renewal of software that is already installed on campus, new software, mobile devices used in transfer center or career center, etc.

1. End user to work with Chair/Supervisor/Dean to submit tech request through annual update / program review process. The form is located on the [Instructional Computer Facilities website](#).

2. Requests are reviewed by the College Technology Committee (CTC) and recommendations for prioritization (using the Pilot Technology Projects Prioritization Rubric) are given to Cuyamaca College Council (CCC) for consideration and funding allocation. Some requests may require a Statement of Work (SOW) Analysis to determine the feasibility of the project. CTC **determines** which requests may require the SOW Analysis and sets timeline for analysis completion. If SOW Analysis is required, CTC to review this before moving recommendations forward to CCC.
3. CCC reviews request and SOW Analysis and recommends funding allocations and prioritization to President's Cabinet. Prioritization is based on the rubric.
4. If approved and funding is identified, President's Cabinet notifies LTR Dean / Senior Director of IS of funding allocations and prioritization.
  - a. LTR dean / Senior Director of IS works with departments on ordering technology and an implementation plan, which is based on a variety of factors including purchasing, storage, staffing, availability of classroom, etc.
  - b. Accessibility concerns are addressed prior to purchasing.

### **Process 3 - Off Cycle Request for standard or non-standard Software or Hardware**

Examples: Kiosks, Automotive Distance Education classroom, replacement of a computer lab off-cycle, unexpectedly failing technology, etc.

1. End user to work with Chair/Supervisor/Dean to submit Off-Cycle Technology Project Request form (different form than for process 1 and 2) to the College Technology Committee (CTC).
2. Requests are reviewed by the College Technology Committee (CTC) (using the Pilot Technology Projects Prioritization Rubric) and recommendations for prioritization are given to Cuyamaca College Council (CCC) for consideration and funding allocation. Some requests may require a Statement of Work (SOW) Analysis to determine the feasibility of the project. CTC **determines** which requests may require the SOW Analysis and sets timeline for analysis completion. If SOW Analysis is required, CTC to review this before moving recommendations forward to CCC. CTC also to make recommendation to CCC on whether the request should be considered for off-cycle or wait for the next annual update/program review cycle.
3. CCC reviews request and SOW Analysis and recommends to President's Cabinet whether the request should be considered for off-cycle or wait for the next annual update/program review cycle. CCC also recommends funding allocations and prioritization to President's Cabinet. Prioritization is based on the rubric.
4. **If District IS is not involved in the work**, President's Cabinet determines course of action. If approved and funding is identified, President's Cabinet notifies LTR Dean of funding allocations and prioritization.
  - a. LTR dean works with departments on ordering technology and an implementation plan, which is based on a variety of factors including purchasing, storage, staffing, availability of classroom, etc.
  - b. Accessibility concerns are addressed prior to purchasing.
5. **If District IS is involved in the work**, the request goes to ITAC/ATAC for further review and recommendation to the Technology Coordinating Council (TCC).
6. TCC ranks the request (use draft rubric) and determines funding allocations and prioritization.
7. TCC notifies District IS of prioritization and updates District IS Prioritization Matrix.

- a. Senior Director of IS works with departments on ordering technology and an implementation plan, which is based on a variety of factors including purchasing, storage, staffing, availability of classroom, etc.
- b. Accessibility concerns are addressed prior to purchasing.

#### **Process 4 – Remodel and/or New Construction**

This process is under development.

- District Facilities and Gafcon to include IS and/or ICS early in the planning process.