
Prepared by Todd Coston

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Student Success

- Participation and planning with the Student Success Stewardship Team.
  - Identifying areas where technology can contribute to student success.
- Development of an online orientation as an alternative orientation opportunity.
  - Basic orientation
  - Orientation specifically for online students
  - Orientation for other areas (i.e. nursing, athletics, international, etc.)

Facilities and Infrastructure

- Strategically plan, budget and implement for increased wireless coverage on campus.
  - Work with Technology Committee (ISIT).
- Update of technology hardware replacement plan in coordination with Technology Committee (ISIT).
- Facilities Committee participation and working on the committee goals.
  - New construction.
  - Summer Projects.

Integration:

- Administrative Co-chair Staff Development Committee and Technology Committee (ISIT).
- Member of Accreditation & Institutional Quality Committee, Facilities Committee, Co-Chairs Committee, District-wide IT Managers Committee, President’s Cabinet, Admin Council and Student Success Stewardship Team.
- Grant support – technology support for various grants (i.e. STEM, C6, BSI, VTEA, etc.)
- Review and prioritize with the Technology Committee the technology requests from the Annual Program Review.
  - Partner with Technology Committee (ISIT).

Communication

- Update Committees site for Staff Development and Technology Committee (ISIT).
  - Minutes, Agenda’s and supporting documentation.
- Committee participation.
  - Update committees on technology issues and solicit feedback on various technology issues.
Develop Staff Development portion of BC web site.
  o Promote staff development events.
  o Document and archive ongoing staff development events.
• Development of mid-term and annual Closing of the Loop document for technology.

Oversight and accountability
• Development of computer allocation model with sub-committee of the Technology Committee (ISIT).
• Assessment of new technology on campus.
  o Coordinate with Technology Committee (ISIT).
• Assessment of staff development opportunities.
  o Coordinate with Staff Development Committee.

Professional Development
• Lead management professional development Reading Group discussions throughout the year.
• Co-chair Staff Development Committee and implement the work plan from that committee.
• Identify and utilize professional development opportunities for Technology Support staff.
• Identify technology related training that can be useful to all employees.