



2019/20 - 2023/24 Technology Master Plan

**TAFT COLLEGE**
West Kern Community College District

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Taft College Technology Master Plan 2019-24

A FIVE-YEAR MASTER PLAN FOR TECHNOLOGY

Introduction

The West Kern Community College District Technology Master Plan was developed through a collaborative process involving the District's Information Technology Committee, the Facilities Committee, and various campus departments including:

- Information Technology Services
- Financial Aid
- Counseling Services
- Distance Learning
- Student Services
- Maintenance and Operations
- Instructional Services
- Library

The plan is designed to provide background, current status, and recommended actions regarding the use of all types of technology on the campus. It is a framework for decision making regarding how to best design, implement, enhance and maintain the District's technology infrastructure over the next five years. The plan is a living document, reviewed regularly and updated every three years, and undergoes a comprehensive review every five years.

Technology is used in every imaginable way across the West Kern Community College District. From the design and delivery of instructional programs and educational content to the delivery of services to students, faculty and staff, to the effective administration of campus operations, to communications with potential students, the community and other educational partners, technology provides a critical framework for the effective and efficient functioning of the District. As we envision new programs and services to meet the increasingly diverse needs of our students and our community, technology must be a critical aspect of our analysis. This plan represents a continuation of the District's commitment to invest in technology wisely, to manage technology effectively, and to incorporate input from stakeholders across the District as we seek new technology solutions to meet the instructional and administrative needs of the college.

Integrated Institutional Planning

The college’s Mission, Vision, and Values are the starting point for integrated planning at Taft College. These statements provide the philosophic underpinning for all planning at the college. The Educational Master Plan reflects the data within its internal and external environmental scans and follows the Western Association of Schools and Colleges Commission’s standards. The plan identifies the needs of the college, students and community it serves and provides broad recommendations for the college through 2024. The Educational Master Plan, whose ultimate purpose is to improve student learning and success, is also the foundation for other long-range master plans, including the college's Facilities Master Plan and Technology Master Plan, and is the central reference point for program plans and reviews, student learning outcomes, and resource allocations. All college planning efforts are informed by, and link back to, the college’s Educational Master Plan (see “Figure 1: Taft College Integrated Planning Linkages” at right).

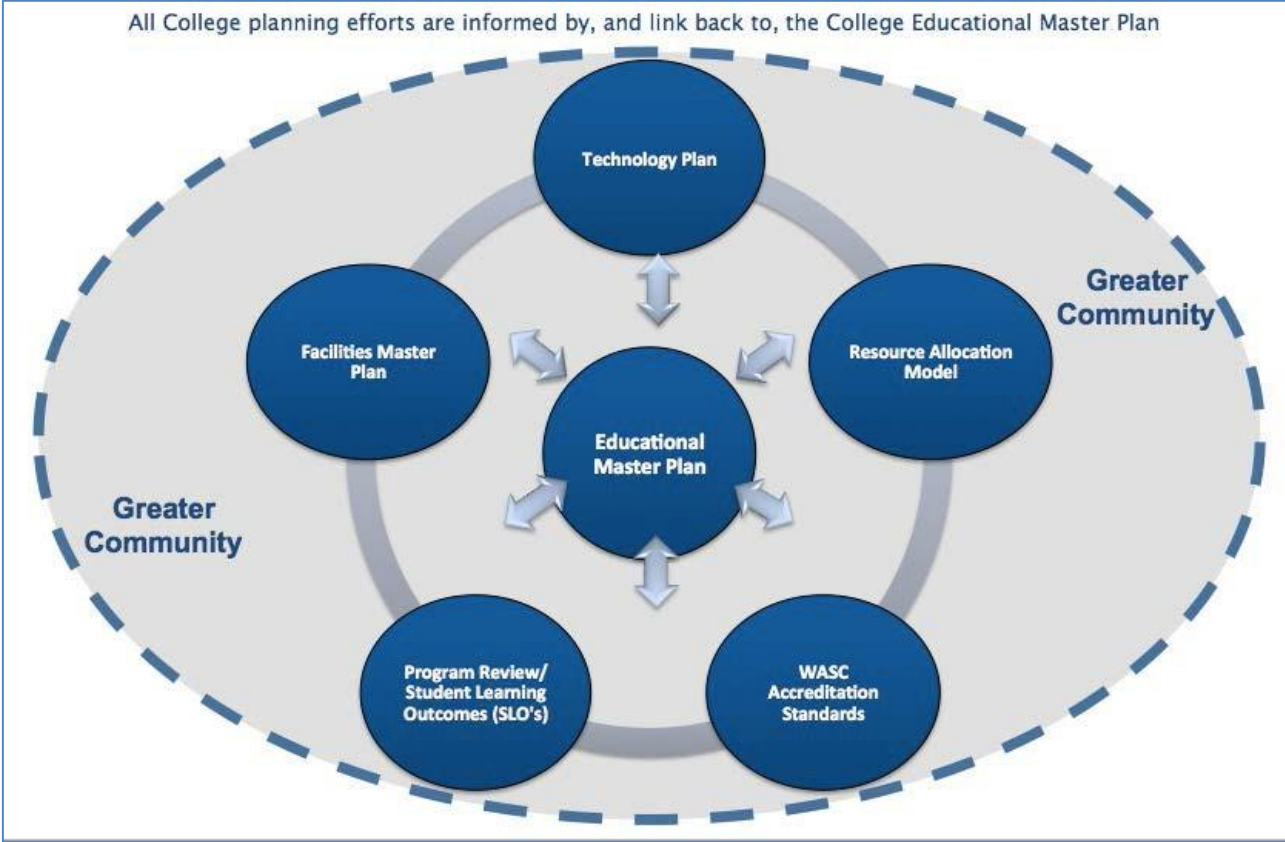


Figure 1: Taft College Integrated Planning Linkages

The college’s current Strategic Action Plan identifies goals for the college through 2021 and specific objectives to reach those goals. The Strategic Action Plan creates the context for individual program (and department) goals and plans. Each individual program bases its curriculum and plans on its student learning outcomes and reviews its progress toward stated goals and outcomes annually. Individual program plans also tie their goals to specific goals identified in the Strategic Plan.

Each program bases its requests for staffing and budgetary resources on its plans and student learning outcomes, developed within the context of the college’s Educational Master Plan and Strategic Action Plan. In turn the individual programs provide ideas and suggestions for the larger college plans in an ongoing cycle. All annual program plans, which are compiled in one document, are reviewed and updated each academic year. The integrated planning process is interactive, from the college as a whole to specific programs back to the college as a whole (see “Figure 2: Taft College Integrated Planning Flow” at right).

The flow is interactive, from the College as a whole to specific programs, back to the College

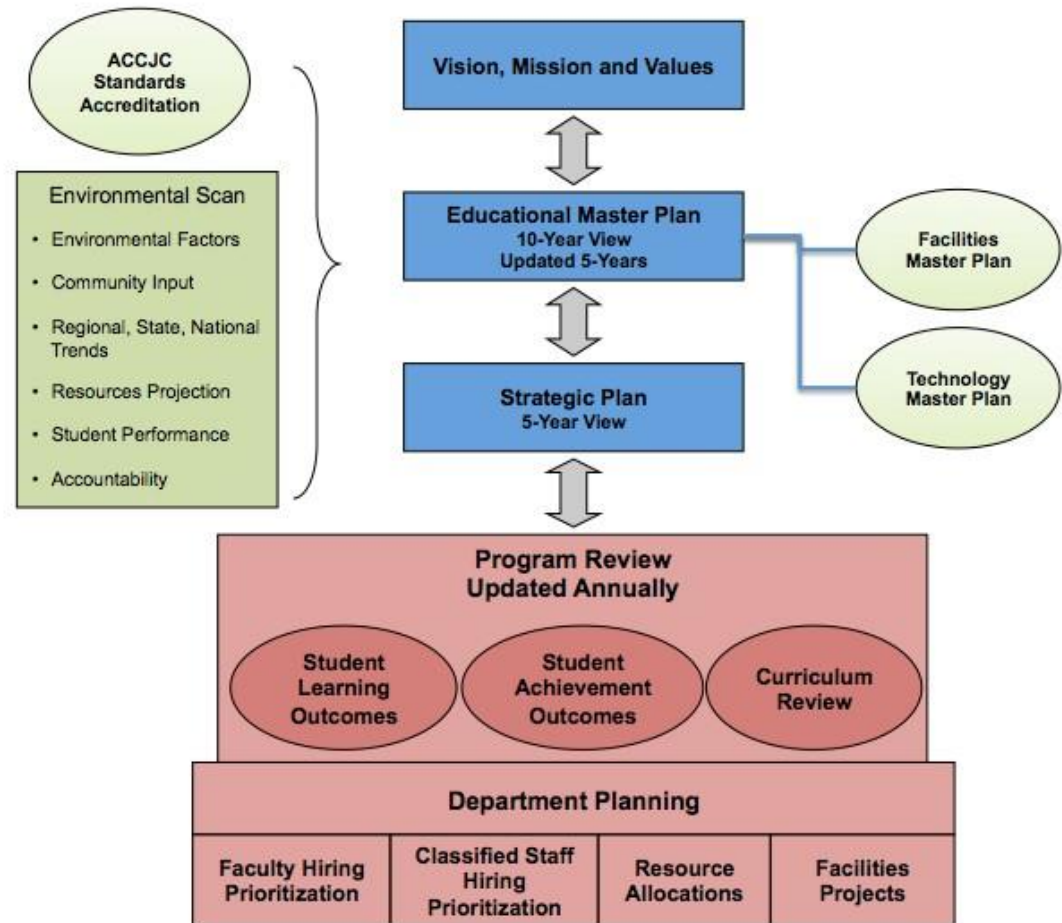


Figure 2: Taft College Integrated Planning Flow

Once resources are allocated, the college ensures that the overarching college plans and individual program plans are implemented. Plans and outcomes are regularly reviewed and evaluated for their ability to achieve outcomes, goals, objectives, and recommendations. These evaluations lead to revisions designed to strengthen planning at all levels, with the common goal of improving student learning and success within an effective institution. All planning is done in a cycle of Evaluate / Plan / Implement (see “Figure 3: Taft College Integrated Planning Cycle” below).

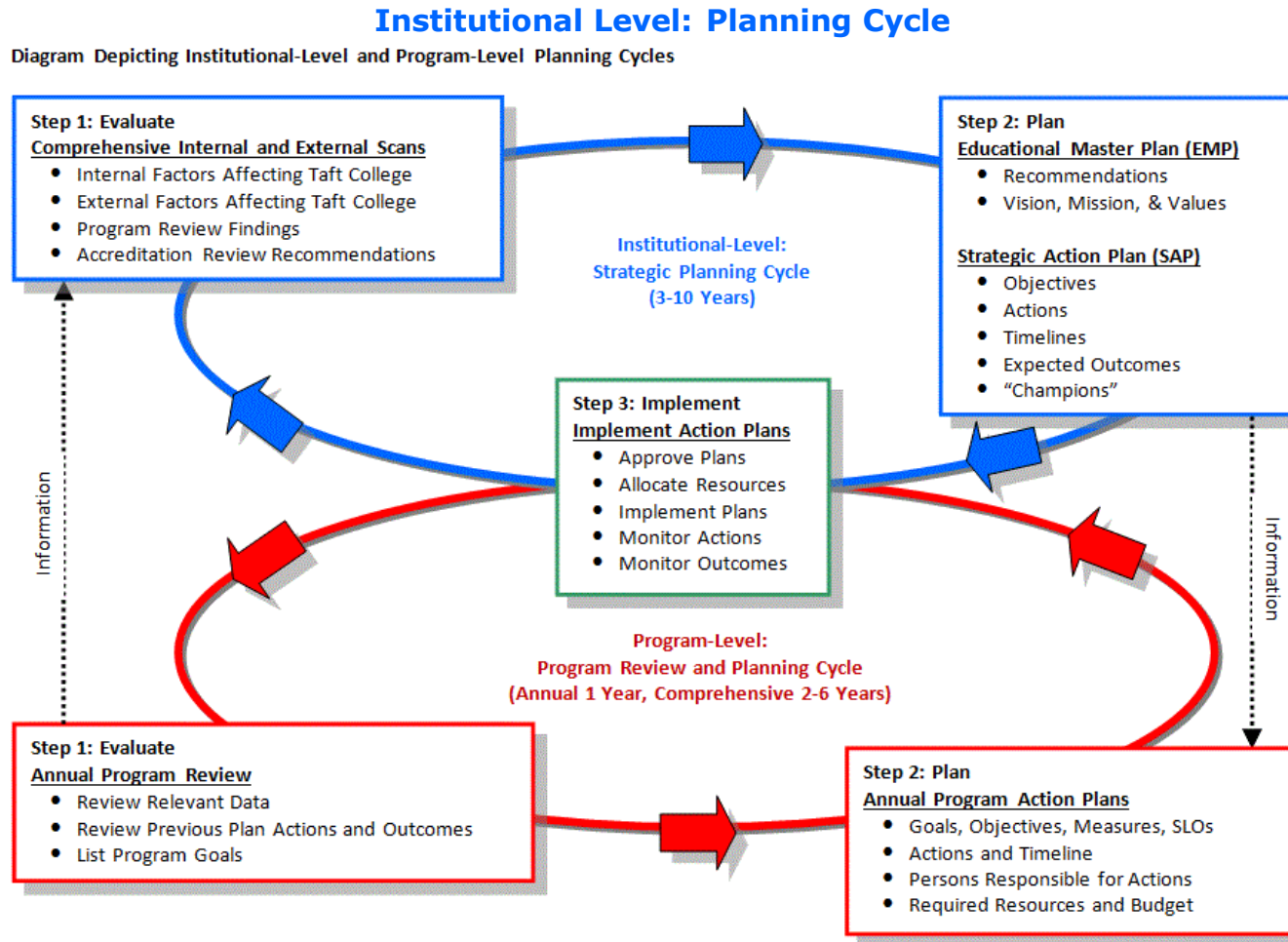


Figure 3: Taft College Integrated Planning Cycle

The college apprises all members of the college community of specifics of the planning process annually, so that each year it's clear what needs to be done in the planning cycle (see "Figure 4: Taft College Year-by-Year Integrated Planning Timeline" below). During the 2013-2014 academic years the college updated its Educational Master Plan, extending to 2024. During the 2014-2015 academic year, the college reviewed its mission, vision and values and revised its Strategic Action Plan. The current Technology Master Plan, developed in the 2018-2019 academic year, will undergo a comprehensive update every 5 years.

Integrated Planning Model Process 2014-15 to 2019-20		2014-15 Year 1	2015-16 Year 2	2016-17 Year 3	2017-18 Year 4	2018-19 Year 5	2019-20 Year 6
Integrated Cyclical Process	Educational Master Plan & Strategic Plan (10 Year)	Review Vision, Mission, and Goals; Strategic Plan	Collect & Monitor Outcome Data	Collect & Monitor Outcome Data	Collect & Monitor Outcome Data	Collect & Monitor Outcome Data	5 & 10 Year Review EMP, Mission & Strategic Plan
	Program Review (1 & 6 Year)	Annual Update	Comprehensive Review	Annual Update	Annual Update	Annual Update	Annual Update
	Course SLO & Program SLO Assessment (1 Year)	Annual Assessment	Annual Assessment	Annual Assessment	Annual Assessment	Annual Assessment	Annual Assessment
	Resource Allocation (1 Year)	Resource Allocation	Resource Allocation	Resource Allocation	Resource Allocation	Resource Allocation	Resource Allocation
	Institutional SLO Assessment (6 Year)	Phase I: Evaluate	Phase I: Global Awareness	Phase I: Critical Thinking	Phase I: Communication	Phase I: Quantitative Analysis	Phase I: Discipline Content
	Curriculum Review (5 Year)	5 Year Update	5 Year Update	5 Year Update	5 Year Update	5 Year Update	5 Year Update
	Accreditation (6 Year)	Self Evaluation 2 nd Year	Site Visit	Follow Up	Follow Up	Midterm Report	Self Evaluation 1 st Year

Figure 4: Taft College Year-by-Year Integrated Planning Timeline

Technology Master Planning Participants

The Information Technology Committee (ITC), made up of a cross section of faculty and staff, meets regularly to discuss and evaluate all forms of technology on campus. The ITC brings forward technology needs and ideas from across the campus, and relays information to staff and faculty of changes taking place on campus. As the West Kern Community College District has evolved, the Information Technology Committee has provided a wide spectrum of suggestions ranging from the use of technology in the classroom, to the email, telephone and other administrative systems currently used by Taft College.

Recommendations from the ITC are presented to the Superintendent/President who in turn works with the Governance Council to incorporate technology initiatives in the District's planning processes and planning documents.

The Technology Master Plan covers a five-year period from 2019 to 2024. It is organized to provide information on the background, current environment and recommendations originating from various members of the campus community. Working with the Governance Council, the Strategic Planning Committee and the Budget Committee, opportunities to introduce and enhance technology in the District will be developed as the campus grows and moves forward.

Background of Technology within the District

Instructional technology covers systems and services that support teaching, learning, and scholarly research. Students utilize technology to apply to the college, register for classes, pay their student fees, purchase textbooks, and complete their coursework. Technology enables students to communicate with their instructors, access educational content via Distance Education, and check on the status of their grades and coursework.

Administrative systems include applications that support core business services and operations of the college such as student registration, financial aid, payroll, budgeting and accounting.

Taft College relies on our email system to deliver information to faculty, staff and students. Broadcast communications are made possible via interactive email groups such as Taft College News and Human Resources News. All staff members use the email system and web site to disseminate and retrieve information. A wide range of information is created, accessed and retrieved using technology.

Common types of electronic communication on the Taft College campus includes email, Web-based submission forms, instant messaging systems, streaming video, Voice over Internet Protocol, Web pages, and voice mail.

The District's primary administrative information system is Banner, an enterprise resource planning (ERP) system from Ellucian. The Banner system, otherwise known as "Cougar Tracks" by many District users, is an essential component of the college's administrative information processing systems.

Most of the District's technology initiatives are championed by functional area managers and driven by department and division requirements. Functional area managers partner with the ITS Department to plan and implement technology initiatives and help define, implement and manage technology to meet their information needs and support administrative functions.

Technology-Related Committees

Information Technology Committee

The Information Technology Committee (ITC), originally called “The Technology Committee”, was formed in the 1990’s to support classroom audiovisual equipment needed for presentations. The committee provided input to the Planning Committee and the Superintendent-President to support the funding of technology in classrooms. In 2003, the ITC began evaluating email, dorm internet access, computer systems and other instructional technology initiatives. It is comprised of various members of the college community. The ITC’s charter is to investigate, discuss, and make recommendations to the Governance Council on technology solutions to support student success and college operations. The Information Technology Committee is co-chaired by the District’s Chief Information Services Officer (CISO) and Director of Distance Learning.

Information Technology Committee’s Desired Outcome:

Development of goals and recommendations to improve the use, deployment and support of technology for instructional programs and business operations at the college.

Information Technology Committee’s Areas of Focus:

- Instructional Technology (e.g. systems and services that support teaching, learning, and scholarly research)
- Administrative Information Systems (e.g. applications that support core business services and operations such as student registration, financial aid, payroll, budgeting, and accounting)

Information Technology Committee Membership:

Name	Title	Department
Andrew Prestage (co-chair)	Executive Director	Information Technology Services
Adam Bledsoe (co-chair)	Director	Distance Learning
David Mitchell	Professor of Mathematics	Faculty Member
Shelley Getty	Professor of Mathematics	Faculty Member
David Reynolds	Professor of Science	Faculty Member
James May	Professor of Science	Faculty Member
Terri Smith	Librarian	Faculty Member
John Dodson	TIL Coordinator	Transition to Independent Living
Gustavo Gonzalez	Network Administrator	Information Technology Services
Richard Hudson	Computer Support Technician I	Information Technology Services
Mark Gibson	Computer Support Technician II	Information Technology Services
Nicole Avina	Integrated Support Technician	Office of Instruction
Tiffany Rowden	HR Analyst/Technology Coordinator	Human Resources
Severo Balason	Vice President	Student Services
Dr. Leslie Minor	Vice President	Office of Instruction

Update 2019:

The Information Technology Committee created and presented to the Governance Council, a charter for the committee. A copy of the charter is attached in the appendix for your review. The charter provides the committee with structure and guidance in the review of the college's technology needs.

The ITC meets on the third Friday of the month to discuss technology items, classroom concerns and to review new forms of technology that may have a positive impact on the college. In the spring semester, the committee will hear of proposals for system upgrades to be accomplished during the summer. They will also be hearing of funding requests from the IT group for Instructional classroom equipment that meet their end-of-life span and are due to be replaced. IT, using the asset portion of the work order system, will disclose the classrooms with the oldest equipment and look for input from the committee regarding what types of technology would be most beneficial in our classrooms if funding becomes available.

Accessibility (508) Oversight Committee

Taft College has addressed the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973, section 504 and 508 by implemented safeguards to adhere to the state and federal mandates regarding accessibility. The Taft College website has been modernized and complies with accessibility standards dictated by the ADA and a Rehabilitation Act of 1973 and the Worldwide Web Consortium (W3C). This modernization was overdue and has effectively changed how people with disabilities interact with our digital presence. Also, we have adopted Board Policy (BP) 5145 and Administrative Procedure (AP) 5145 in 2016 to ensure that our internal policies and procedures regarding accessibility are clarified and implemented in alignment with industry standards. Furthermore, the institution has taken steps to purchase software such as Site Improve to help monitor the campus

website for accessibility concerns. The oversight committee was created to monitor and address concerns regarding compliance with sections 504 and 508 regarding the Rehabilitation Act of 1973, ensuring that faculty, administrators, staff and students will be able to interact with our forward-facing digital presence in a way that is respectful and compliant with user needs.

Accessibility Committee Membership:

Name	Title	Department
Amar Abbott (chair)	High Tech Access Specialist	DSPS
Severo Balason	Vice President	Student Services
Adam Bledsoe	Director	Distance Learning
Bill Norris	Bookstore Manager	Bookstore
Andrew Prestage	Executive Director	Information Technology Services
Terri Smith	Librarian	Faculty Member
Jason Zsiba	Web Coordinator	Information Technology Services
Kelly Kulzer	ESL Instructor	Faculty
Vicki Jacobi	SLO Coordinator	Faculty
Nicole Avina	Instructional Assistant	Distance Learning
Sylvia Reyes	Technician	DSPS
Emily Dunham	Assistant Technician	DSPS



Cougar Tracks Operation

The Cougar Tracks Operation (CTO) group is comprised of the various functional areas of the campus. The CTO is focused on keeping the Banner system on a progressive track for updates and adjustments needed to keep it ready for faculty, staff and students to use at peak times. The committee meets on the first Thursday of the month to review changes and updates and create a plan for maintenance work to be done with the least impact to users.

CTO Members	Area	Position
Andrew Prestage (Co-Chair)	ITS	Executive Director of ITS
Amanda Bauer (Co-Chair)	Fiscal Services	Executive Director
Barbara Amerio	Financial Aid	Director Financial Aid
Harold Russell	Admissions and Records	Director of Admissions
Windy Martinez	Student Success	Dean of Student Success
Danielle Vohnout	Instruction	Assistant to VP of Instruction
Tiffany Rowden	Human Resources	HR Analyst/Technology Coordinator
Nicole Avina	Distance Learning	Integrated Tech Support Technician
Olga Newlove	ITS	Data Base Administrator
Kevin Kasper	ITS	Programmer/Analyst
Alvin Bunk	ITS	Programmer/Analyst
Sherry Anderson	ITS	MIS/User Support
Dana Hicks	ITS	Secretary



Campus Safety and Security

Background:

With the creation of a Director of Campus Safety and Security position in 2018, some of the responsibilities associated with security and formerly performed by ITS staff members have been transferred to the new Director of Campus Safety and Security. For example, responsibility for monitoring security camera content now resides with the Campus Safety and Security Department. The security cameras serve preventive and investigative purposes by providing the ability to capture, monitor and review video data. These duties and functions are more closely aligned with safety and security and as such, ITS staff members no longer have access to view security camera content. The ITS Department continues to provide assistance upon request from the Campus Safety and Security Department when occasional problems with the security cameras occur.

Another function that has been transferred from ITS to the new Campus Safety and Security Department is that of maintaining the campus door lock schedule. Most exterior doors on campus are equipped with state-of-the-art electronic door locks. The “lock/unlock” schedule for these doors is centrally managed, and maintaining an accurate schedule is crucial to ensuring smooth operations on campus. This function now resides with the Campus Safety and Security Department.

Funding for Classroom Equipment – 2017

Funding for classroom replacement equipment became available in 2017. A summary of how the funding was used is presented in the table below.

Description	Amount
2017-18 Lenel SUSP Renewal	\$3547
2017-18 NetSupport Renewal	\$1,159
Audiovisual Equipment in ETEC 02 Classroom	\$605
Pole Vault System repair in Science 02 Classroom	\$725
Teacher Workstation for T13 Classroom	\$1,146
PortalGuard Single Sign On (SSO) Year 1 License	\$5,000
PortalGuard SSO Year 1 Tech Support & Maintenance	\$5,000
Uninterruptable Power Supply Refresh for G9, Science, Tech Arts, CDC1, CDC2 and STEM Lab	\$15,219
Network Switch and Wireless Equipment Refresh (Child Development Center)	\$11,256
Network Switch and Wireless Equipment Refresh (Science Building)	\$15,899
Network Switch and Wireless Equipment Refresh (Chevron STEM Lab)	\$6,059
New Projector Screens for G3, G6, G7, G8, G9, STEM, S2, S3, S6 (2), S7 (2) Classrooms New NEC Projectors for G6 and G9 Classrooms New Teacher Workstations for T5, T12, T14 and T15 Classrooms	\$9,129
New 21.5-inch iMac Teacher Workstations for T9 and T10 Classrooms	\$3,272
Teacher Workstation Spares (HP EliteOne 800 All-In-One, Apple iMac All-In-One)	\$2,433
Total	\$80,499

Funding for Network Equipment and Classroom Updates – 2018

In 2018, funding for the refresh of network and classroom equipment became available. After researching network equipment pricing and functionality options, the ITS Department settled on Meraki (Cisco) gear for the upgrades. Some of the devices being replaced had been in service well-beyond their expected life. New UPS devices were placed in the G9, Science, Tech Arts, Child Development and Chevron STEM lab areas. Network switches and wireless access points were upgraded in the Child Development Center, Science and Chevron STEM lab areas. New projector screens were purchased for classrooms across the campus including G3, G6, G7, G8, G9, STEM, S2, S3, S6 and S7. New NEC projectors were purchased for the G6, G9, T5, T12, T14 and T15 classrooms. New iMac teacher workstations were purchased for the T9 and T10 classrooms.

Finally, PortalGuard single sign-on (SSO) authentication software was implemented in 2018. SSO authentication software is a prerequisite for participation in the California Virtual Campus – Online Education Initiative (OEI), a collaborative effort among California Community Colleges (CCCs) to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high-quality online courses. Integrated

with our existing Microsoft Active Directory service, PortalGuard offers comprehensive single sign-on, self-service password reset, two-factor authentication, cybersecurity controls, and further improves our security over data and internal resources. Whereas users have traditionally relied upon the ITS helpdesk for password support, PortalGuard self-service features now allow our users to independently perform any of the following tasks:

- Account Unlock
- Account Management
- Password Reset
- Password Recovery
- Forgot Username
- Self-registration

Funding for Network Equipment and Classroom Updates – 2019

In 2019, funding for the refresh of audiovisual equipment became available. Existing end-of-life PoleVault systems, based on analog technologies, were replaced with new high definition Crestron control systems in classrooms S2, S3, S6 and S7. The new systems support up to 3 high-definition multimedia interface (HDMI) outputs and 4 HDMI inputs. The Crestron systems deliver HDMI output to all TV's and projectors in a mirroring fashion and are controlled through a Media Presentation Controller at the teacher's desk.

5-Year Proposal for Equipment Purchases and Upgrades

Campus Refresh Schedule, with Estimated Costs			Annual Totals
2018-19 Science	\$38,000	S2, S3, S6, S7 Audiovisual Equipment Upgrades	\$38,000
2019-20 Data Center	\$25,000 \$150,000 \$100,000 \$80,000 \$80,000 \$50,000 \$30,000	Voice Gateway Network Core Hyper-V Storage Area Network (SAN) Banner Servers Server Switches Faculty Computers	\$515,000
2020-21 G Bldings	\$250,000 \$140,490 \$12,500 \$20,000 \$30,000	Classrooms G3, G4, G5, G6, G7, G8, G9, G10 Computer Upgrades G3, G4, G5, G6, G7, G8, G9, G10 Audiovisual Equipment Refresh Gym Network Switch and WiFi Refresh G Buildings Network Switch and WiFi Refresh Faculty Computers	\$452,990
2021-22 Tech Arts	\$221,250 \$110,462 \$35,000 \$30,000	T5, T10, T12, T13, T14, T15 Computer Upgrades T5, T10, T12, T13, T14, T15 Audiovisual Equipment Refresh Tech Arts Network Switch and WiFi Refresh Faculty Computers	\$396,712
2022-23 Science, STEM and ETech	\$213,600 \$36,750 \$43,750 \$43,750 \$31,500 \$12,500 \$30,000	Chevron/STEM, S1, S4 MacBook Computer Upgrades Chevron/STEM, S1, S3 iPad Computer Upgrades ETech All-in-One Computer Upgrades ETech Laptop Computer Upgrades S1, S4, S11 Audiovisual Equipment Refresh ETech Network Switch and WiFi Refresh Faculty Computers	\$411,850
2023-24 Library, CIL, DH, M&O	\$80,000 \$53,750 \$43,750 \$31,250 \$55,500 \$51,500 \$30,000	Library 311, Circulation Desk Laptop Computer Upgrades CIL 723, Dental Hygiene All-in-One Computer Upgrades CIL 731 Laptop Computer Upgrades Westec All-in-One Computer Upgrades CIL 723, 730, 731 Audiovisual Equipment Refresh CIL, Dental Hygiene, Ash Street Dorms and M&O Network Switch and WiFi Refresh Faculty Computers	\$425,750
	\$2,240,302	5-year Estimated Total	

Proposal Equipment Purchases and Upgrades for 2018-19 through 2023-24

2018-19 Science	\$38,000 S2, S3, S6, S7 Audiovisual Equipment Upgrades ¹
	¹ The new systems support up to 3 high-definition multimedia interface (HDMI) outputs and 4 HDMI inputs. The Crestron systems deliver HDMI output to all TV's and projectors in a mirroring fashion and are controlled through a Media Presentation Controller at the teacher's desk.
2019-20 Data Center	\$25,000 Voice Gateway ¹
	\$150,000 Network Core ²
	\$100,000 Hyper-V ³
	\$80,000 Storage Area Network (SAN) ⁴
	\$80,000 Banner Servers ⁵
	\$50,000 Server Switches ⁶
	\$30,000 Faculty computers. ⁷
	\$515,000 2019-20 Total Estimated Cost
¹ The voice gateway is a digital-to-analog converter for all incoming and outgoing telephone calls. It serves as the central point through which all District telephone calls, in-and-out, are routed. This device is 13 years old and is no longer supported by the manufacturer. ² The network core is the central telecommunications and network aggregation point for all District buildings. All data and telecommunications are routed through the core. ³ The Hyper-V infrastructure is the virtual machine infrastructure for the District. It is comprised of 48 individual virtual servers, encompassing most of the District's server infrastructure. These systems are 6 years old and are no longer supported by the manufacturer. An extended warranty is needed and the operating system needs to be upgraded to make them last another 4 years. ⁴ The Storage Area Network (SAN) is where the District's data is stored, ranging from Banner data to data associated with the Hyper-V infrastructure. An extended warranty is needed to make this system last another 4 years. ⁵ The Banner servers are comprised of 4 Banner servers: 1) primary database; 2) self-service Banner (SSB) application; 3) Banner 9 access server, and; 4) Internet Native Banner (INB). ⁶ The server switches enable communications among-and-between all servers (virtual and physical) located in the data center. ⁷ Faculty equipment refresh.	

2020-21 G Buildings	\$250,000	Classrooms G3, G4, G5, G6, G7, G8, G9, G10 Computer Upgrades ¹
	\$140,490	G3, G4, G5, G6, G7, G8, G9, G10 Audiovisual Equipment Refresh ²
	\$12,500	Gym Network Switch and WiFi Refresh ³
	\$20,000	G Buildings Network Switch and WiFi Refresh ⁴
	\$30,000	Faculty computers. ⁵
	<u>\$452,990</u>	2020-21 Total Estimated Cost
<p>¹ G3=25, G4=25, G5=25, G6=25, G7=25, G8=25, G9=25, G10=25 All-in-One computers. The computers in these classrooms are hand-me-downs from other areas of the campus and average 10 years old.</p> <p>² The new systems support up to 3 high-definition multimedia interface (HDMI) outputs and 4 HDMI inputs. The Crestron systems deliver HDMI output to all TV's and projectors in a mirroring fashion and are controlled through a Media Presentation Controller at the teacher's desk. The AV in the G buildings is not up to the same standard as AV in other areas of the campus.</p> <p>³ The network switch and WiFi refresh will enable 10Gig throughput on the network backbone.</p> <p>⁴ The network switch and WiFi refresh will enable 10Gig throughput on the network backbone.</p> <p>⁵ Faculty equipment refresh.</p>		

2021-22 Tech Arts	\$221,250	T5, T10, T12, T13, T14, T15 Computer Upgrades ¹
	\$110,462	T5, T10, T12, T13, T14, T15 Audiovisual Equipment Refresh ²
	\$35,000	Tech Arts Network Switch and WiFi Refresh ³
	\$30,000	Faculty computers. ⁴
	<u>\$396,712</u>	2021-22 Total Estimated Cost
	<p>¹ T5=35, T10=35, T12=1, T13=1, T14=35, T15=35. The computers in these classrooms are on average 7 years old.</p> <p>² The new systems support up to 3 high-definition multimedia interface (HDMI) outputs and 4 HDMI inputs. The Crestron systems deliver HDMI output to all TV's and projectors in a mirroring fashion and are controlled through a Media Presentation Controller at the teacher's desk.</p> <p>³ The network switch and WiFi refresh will enable 10Gig throughput on the network backbone.</p> <p>⁴ Faculty equipment refresh.</p>	

2022-23 Science, STEM and ETech	\$213,600	Chevron/STEM, S1, S4 MacBook Computer Upgrades ¹
	\$36,750	Chevron/STEM, S1, S3 iPad Computer Upgrades ²
	\$43,750	ETech All-in-One Computer Upgrades ³
	\$43,750	ETech Laptop Computer Upgrades ⁴
	\$31,500	S1, S4, S11 Audiovisual Equipment Refresh ⁵
	\$12,500	ETech Network Switch and WiFi Refresh ⁶
	\$30,000	Faculty computers. ⁷
	\$411,850	2022-23 Total Estimated Cost
¹ Chevron/STEM=30, S1=35, S4=24 MacBook computers – 10 years old (on average). ² Chevron/STEM=35, S1=35, S3=35 iPad computers. ³ ETech=35 All-in-One computers. ⁴ ETech=35 Laptop computers. ⁵ The new systems support up to 3 high-definition multimedia interface (HDMI) outputs and 4 HDMI inputs. The Crestron systems deliver HDMI output to all TV's and projectors in a mirroring fashion and are controlled through a Media Presentation Controller at the teacher's desk. The AV in these rooms is not at the same standard as the other classrooms in the Science building. ⁶ The network switch and WiFi refresh will enable 10Gig throughput on the network backbone. ⁷ Faculty equipment refresh.		

2023-24 Library, CIL, Dental Hygiene, M&O	\$160,000	Library 311, Circulation Desk and Commons Laptop Computer Upgrades ¹
	\$53,750	CIL 723, Dental Hygiene All-in-One Computer Upgrades ²
	\$43,750	CIL 731 Laptop Computer Upgrades ³
	\$31,250	Westec All-in-One Computer Upgrades ⁴
	\$55,500	CIL 723, 730, 731 Audiovisual Equipment Refresh ⁵
	\$39,000	CIL, Dental Hygiene, and M&O Network Switch and WiFi Refresh ⁶
	\$30,000	Faculty computers. ⁷
	\$425,750	2023-24 Total Estimated Cost
¹ Library 311=25, Circulation Desk=29, Commons=52 computers (laptops, iMacs, All-in-Ones and thin clients). These Commons computers are on average 10 years old.		
² CIL 723=35, Dental Hygiene=8 All-in-One computers. The computers in the Dental Clinic are on average 8 years old. The computers in CIL 723 are on average 5 years old.		
³ CIL 731=35 laptop computers.		
⁴ Westec=25 All-in-One computers. The computers at Westec are on average 6 years old.		
⁵ The new systems support up to 3 high-definition multimedia interface (HDMI) outputs and 4 HDMI inputs. The Crestron systems deliver HDMI output to all TV's and projectors in a mirroring fashion and are controlled through a Media Presentation Controller at the teacher's desk. The AV equipment in these rooms is not at the same standard as AV throughout the rest of the campus.		
⁶ The network switch and WiFi refresh will enable 10Gig throughput on the network backbone.		
⁷ Faculty equipment refresh.		

Update 2019:

The information below provides an overview of new and exciting resources that were introduced in 2019.



Four math and science classrooms have been updated with new audiovisual equipment, allowing up to 4 inputs and delivering mirrored HDMI output to all TV's and projectors. Here's more info about Taft College's [Math and Science Program](#).



[Dentrix](#) is a practice management software used by more than 35,000 dental offices. Taft's dental hygiene students will now be learning how to integrate patient care services with Dentrix as they prepare for employment. Here's more info about Taft College's [Dental Hygiene Program](#).



[MindView](#) is a comprehensive visual organizational tool that is based on mind mapping strategies. MindView software is a creative and collaborative tool which can be useful to faculty, administrators, staff and students.



The library's new collaboration group study room, #320, offers wireless connection to a monitor that allows up to 4 different devices to simultaneously share the screen and collaborate on a variety of projects. Students and faculty can request this study room up to two weeks in advance from the [library's homepage](#).



[CampusLogic](#) simplifies the financial aid process for schools and students by moving the financial aid process online, eliminating all the paper, and creating a mobile experience for students. Here's more info about Taft College [Financial Aid](#) resources.



New wireless access in the gym allows the sports teams to do real time statistics during games and upload those statistics afterward. It also allows teams to livestream games so that those who couldn't attend can still watch from their own homes. Here's more info about [Taft College Athletics](#).



Taft College is now part of the [California Virtual Campus Online Education Initiative](#). The goal of the CVC-OEI is to give students access to required courses online through other colleges when those courses are full or unavailable at their local campus. Here's more info about Taft College's [Distance Education Program](#).



Physical keys are so 20th century! All G building classrooms and the Student Union are now equipped with state-of-the-art, electronic door locks. The [Campus Safety and Security](#) page has more info about how Taft College maintains a safe and welcoming environment.

Information Technology Services Department

Background:

Compared with other district departments, the Taft College ITS Department is a relative newcomer to the nearly 100-year-old campus. Other functional areas of the District such as administration, library services, grounds, maintenance and operations, and student services have been in existence from the College's first days. Comparatively, and organizationally, the technology department is simply the "new kid on the block." When viewed through this lens, it becomes apparent that the technology services functional area has not had as much time to develop and mature as some of the other functional areas of District operations. In addition, the complexity and rapid pace of change in the technology field also contributes to a situation where technology departments are constantly evolving to meet the needs of users. Taken together, these factors contribute to a situation where providing effective technology leadership is a moving target.



The roots of the Taft College ITS Department can be traced back to the 1970's. At that time, the technology needs of the District were met by two distinctly separate departments: Audiovisual Services (comprised of 2 staff members) and Information Services (comprised of 4 staff members). These two departments were merged into a single department titled Information Technology Services in 2004. The consolidation brought all aspects of administrative and instructional technology leadership under a single director-level position. Following the retirement of the longtime director of ITS in June 2017, the position was upgraded to executive director and made a cabinet-level position reporting directly to the Superintendent/President.

ITS Mission Statement:

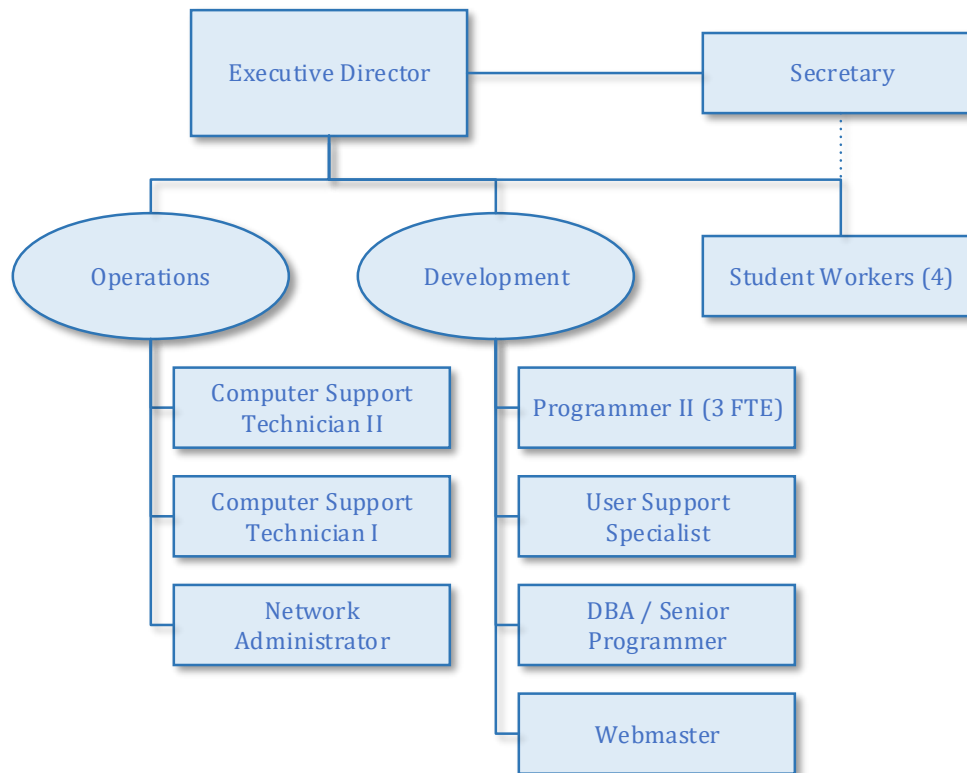
The mission of the Information Technology Services Department is to recommend, coordinate and guide technology that supports and enhances student success and student learning outcomes by working with faculty, staff and students. The Information Technology Services Department is involved in every aspect of the teaching, learning and operational functions of the District.

To meet our mission we will:

- Have a strong commitment to support and promote the productive use of technology
- Deliver technology solutions that will be secure, reliable and meet the college's needs
- Provide information and technology that meet integrity, quality and economic standards
- Develop positive relationships and service with all members of the college community
- Promote policies and standards that protect the District

In its present configuration, the ITS Department is comprised of 11 full time staff members and 4 part time student workers. The department's current structure is depicted within the overall college organizational chart depicted in Figure 1 below.

ITS Department Organizational Structure



Update 2019:

The Information Technology Services Department has adjusted its hours of operation to be able to respond to requests for assistance or ordering of supplies. During the evening hours, the office which normally closed at 5 pm daily, now stays open Monday through Thursday until 7:00 p.m. in support of night classes and off hour equipment repair. Many of the college classrooms are in operation from 8 am until 9:00 p.m. with back-to-back classes. ITS support is available to faculty throughout the day and early evening to ensure that classroom technologies operate smoothly and properly.

West Kern Community College District Hardware Inventory

- 300 VoIP Phones
- 96 IP Security Cameras
- 95 Wireless Access Points
- 1,800 Data Ports
- 54 Network Switches
- 62 Analog Devices (Faxes, Code Blue Stations, Fire Alarms, Doors)
- Approximately 600 IP's on the Staff Wireless Services (smartphones, tablets, laptops)
- Approximately 1,000 IP's on Student Wireless Services
- Approximately 1,000 Desktop and Laptop Computers (Classroom, Faculty, Staff, Administration)

West Kern Community College District Classroom Computer Inventory

Building	Classroom	Computer Equipment	Install Date
Administration Building	High Technology Lab	All-in-One (8 for student use) iMacs (1 for student use) iPad's (10 Air2 for student check out)	December 2013 July 2014 October 2014
Center for Independent Living	CIL-723 CIL-730 CIL-731	All-In-One (1 instructor station) RDP Clients (32 for student use) All-In-One (1 instructor station) Windows Laptops (33 for student use) All-In-One (1 instructor station)	March 2013 August 2013 March 2013 May 2013 March 2013
Dental Hygiene	Dental Hygiene Lab Student Lounge	All-In-One (1 instructor station) RDP Clients (2 for student use)	November 2013 May 2017
ETech	ETech-01 ETech-02	All-In-One (24 for student use) All-In-One (1 instructor station) All-In-One (1 instructor station) Windows Laptops (20 for student use)	April 2015 April 2015 April 2015 December 2017
G-Buildings	G-3 G-4 G-5 G-6 G-7 G-8 G-9 G-10	All-In-One (1 instructor station) RDP Client (32 for student use) All-In-One (1 instructor station) RDP Client (32 for student use) All-In-One (1 instructor station) Windows Laptops (29 for student use) All-In-One (1 instructor station) All-In-One (1 instructor station) Apple iMac (1 instructor station) Windows Laptops (35 for student use) All-In-One (1 instructor station) RDP Client (24 for student use) Windows Laptop (1 instructor station) RDP Client (24 for student use)	March 2013 December 2016 November 2013 December 2016 March 2013 Mixed Dates (2007, 2011, 2013) March 2013 March 2013 September 2018 January 2013 March 2013 December 2016 January 2010 January 2016
Gym	Typing Lab	All-In-One (3 for student use)	December 2015
Library	Commons Area	RDP Client (20 for student use) iMacs (7 for student use) All-In-One (3 for student use) Desktop (4 for student use – DSPS)	January 2016 Mixed Dates (2009, 2010) September 2010 March 2009

	Library 311 Math Lab Writing Lab	Windows Laptops (18 for student use) All-In-One (1 instructor station) Windows Laptops (35 for student use) Desktop (10 for student use) iMac (3 for student use) Windows Laptops (7 for student use) Desktop (8 for student use)	January 2013 May 2012 January 2011 May 2012 2011 (1); 2018 (2) 2013 (5); 2010 (2) January 2009
Science	Chevron lab S-1 S-2 S-3 S-4 S-6 S-7	Windows Laptops (1 instructor station) MacBooks (25 for student use) Connection for Instructor Laptop MacBooks (20 for student use) Connection for Instructor Laptop MacBooks (20 for student use) iPads (24 for student use) Windows Tablets (30 for student use) Windows Tablets (30 for student use)	December 2007 June 2012 June 2009 June 2015 March 2017 January 2007 – December 2011 January 2007 – December 2011
Tech Arts	T-5 T-9 T-10 T-12 T-13 T-14 T-15	All-In-One (1 instructor station) RDP Clients (35 for student use) Apple iMac (1 instructor station) Apple iMac (1 instructor station) Apple iMac (35 for student use) All-In-One (1 instructor station) All-In-One (1 instructor station) All-In-One (1 instructor station) All-In-One (35 for student use) All-In-One (1 instructor station) All-In-One (35 for student use)	January 2018 December 2014 June 2018 June 2019 June 2011 January 2018 January 2018 January 2018 September 2013 January 2018 January 2013
Welding Shop	Classroom	Windows Laptop (1 instructor station)	September 2008

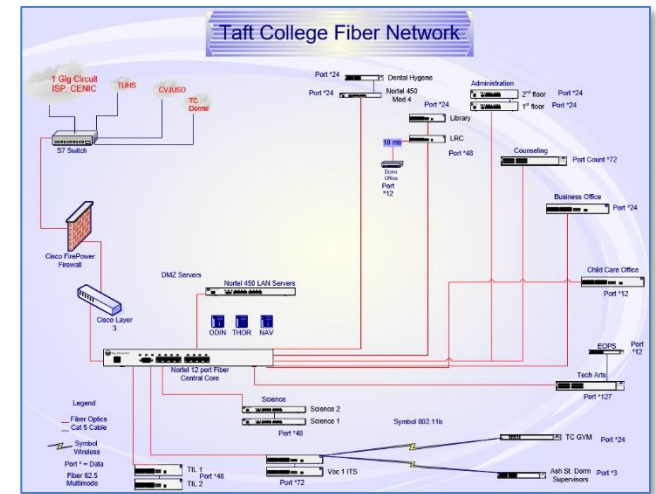
Network

A telecommunication infrastructure is a combination of physical connections, hardware, and software that provide for the transmission and reception of voice, data, and video information and services. Planning for expansion of the telecommunication network is critical if the District continues to grow in both technology and facilities. A strong telecommunications infrastructure is essential to ensure that students, staff, and faculty have access to the best technology available for teaching, learning, and overall productivity.

Current Environment:

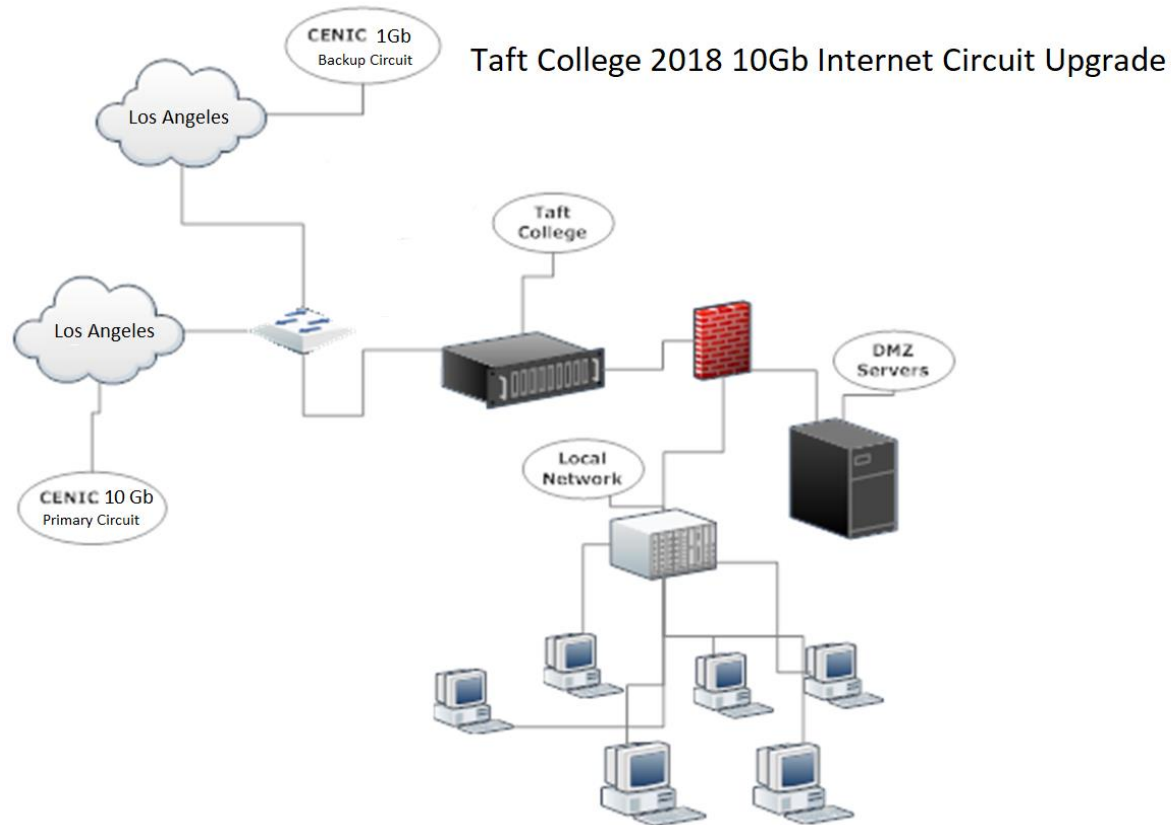
The Taft College data center is configured with Cisco Gigabyte Core and Voice over Internet Protocol (VoIP) technologies. The District utilizes a CISCO network with wireless access points connecting to the network backbone. With the reconstruction of existing buildings and installation of new buildings, the college network backbone has been gradually upgraded from copper-based Category 5 cable to newer and faster fiber optic cable and Category 6 standards. The college has benefitted from the expansion of our primary circuit from a 1 Gigabit per second (Gbps) to a ten-times faster 10 Gigabit system. The new circuit opens the door to new technologies and opportunities for Taft College, including:

- Software-as-a-Service (SaaS) and Cloud-hosted applications
- Bookstore e-Commerce
- Faster Internet browsing
- Business-class VoIP
- Improved Web Conferencing
- Data Center Applications
- Improved Disaster Recovery and Business Continuity



Update 2019:

Taft College has been steadily expanding Internet access in the classroom and wireless environments throughout the campus. Our previous 1Gb CENIC Internet connection was being overwhelmed on a daily basis, causing faculty and students to complain about slow file downloads and choppy video downloads. With most of the campus network infrastructure capable of 10Gb throughput, the 1Gb circuit effectively served as a bottleneck. This problem was resolved in 2018 when the 1Gb primary circuit connecting Taft College to the outside world was upgraded to a 10Gb circuit. As a result, network throughput and performance have improved dramatically. The former 1Gb circuit will remain available in the data center as a failover (redundant) circuit, should communications on the primary circuit be disrupted for any reason. These circuits are continuously monitored, making it possible to automatically failover to the backup circuit in the event of problems with the primary circuit.



Microsoft Office 365 is used by all students, faculty and staff for e-mail services. The system uses an Online Archive model where email is retained for 7 years following the date of creation.

Most of the District’s network was purchased and implemented with Measure A funds as college buildings were being built. Most of this infrastructure remains in place and has not been upgraded since it was installed. Similar to a typical computer refresh plan, network equipment must also be updated occasionally. A network refresh plan for the replacement of college network switches, wireless access points, analog gateways, call manager, E-911 and Informacast systems will be created in 2019. The plan will be created with the assistance and oversight of the ITC committee.

Network infrastructure devices are typically more robust than typical user-level technologies, easily lasting for 7 or more years. Many of the devices in our network infrastructure have reached or exceeded this service life, making it important to plan for updates that will keep our data safe and equipment compatible across all systems.

Taft College Network Refresh Cycle					
2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
DC Science SW, AP	Admin - 4 SW	ETECH 1 SW, AP	DH 1 SW, AP	Data Core 1 SW	Gateway
Childcare Center SW, AP	Café - 2 SW	G Area 6 SW, AP	Gym 1 SW, AP	IT 1 SW	Informacast
Chevron STEM SW, AP	CIL - 5 SW	Tech Arts 4 SW, AP	M&O 1 SW, AP	CIL 1 SW, AP	ACS, WCS

DC = Data Center; CDC = Child Dev Center; DH - Dental Hygiene; IT - Information Tech Office; Gym = Cougar Sports Center
 IR = Institutional Research Office; CIL = Center for Independent Living; M&O = Maintenance and Operations Office;
 CIL = Center for Independent Living; AP = Wireless Access Point; WCS = Wireless Control System; ACS = Access Controller System

Admissions and Records

Admissions & Records has continued to expand its automated offerings to assist students in completing their varied transactions online. New for 2019 is an thoroughly updated application for school system called OpenCCC Apply. This is a state sponsored system for all California students to apply to California community colleges and is managed by the California Community College Chancellor’s office. All students apply for admission online using the CCCApply application with the exception of students who are under the age of 18 or who are still enrolled in high school. These students must apply using a waiver from their local high school. The updated system smooths out the application process and captures additional information that will transition the student into their chosen educational pathway.

Students also have the ability to request enrollment verifications, official transcripts and electronic transcripts, and degree verifications as the Office of Admissions has added National Student Clearing House services. Students can print and fill out online verification forms and submit request forms to the Records Department for processing. These services decrease the amount of time it takes to research and distribute this type of information by Records staff as well as decrease the amount of money spent on postage, envelopes and paper for printed transcripts.

Users in the Student Services division continue to use Degree Works to conduct degree audits for students. Student coursework is integrated into Degree Works from Banner to issue an audit report of a student's progress towards degree completion. The degree audit report provides students with information that indicates classes they have completed at TC towards their chosen academic program. Degree Works provides the student course information and their progress here at Taft College, along with transfer course work taken at other colleges that applies to their educational goal. The report also shows students what courses they still need to complete in order to obtain their Associate degree or certificate. The system also allows students to check other degree or certificate programs they are interested in and view what courses are still needed towards that academic option. Counselors create an educational plan in the system that helps the student stay on track throughout their educational journey and provides a completed degree audit when the student petitions for graduation.

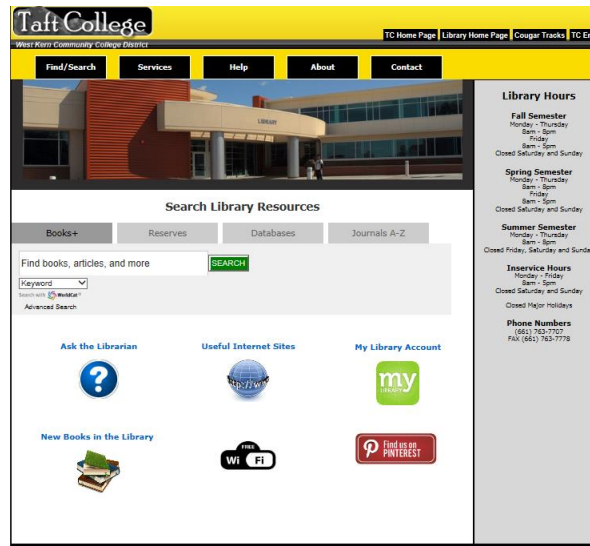
Library

Taft College Library continues to update and upgrade the services and resources made available to students. Approximately 40% of Taft College students are online, obtaining all of their research resources online through eBooks and library databases. The computers in the library open computer commons area are the most used computers in the library. Students use the computers to access Canvas, Etudes, Moodle, and art students have the option of accessing iMacs. The library also provides computers with High Tech Center software for students with learning disabilities. EZProxy, the library's authentication system for access to all databases and eBooks is being replaced in 2019.

The library's smart study room, or collaboration station, allows students to work on projects using multiple devices simultaneously. The wireless system allows up to four devices to project images, documents, or webpages onto a monitor that can be edited in real-time, enabling students to create dynamic presentations using multimedia applications.

The Library utilizes the EquiTrac print management system for printing from desktop computers. Students manage their print account at a credit card kiosk that accepts cash or credit. The ability to print from personal devices is under development. The library 311 classroom is equipped with 35 laptops, and an additional 29 laptops are available for check out from the circulation desk. These laptops are in constant use by students and will need to be updated/upgraded to keep up with educational and connectivity demands.

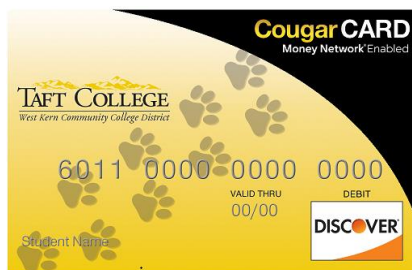
The resources on the library's webpage provide students with 24/7 access to academic resources, help guides, instructions and assistance from library faculty and staff. The library strives to ensure that our webpages and electronic resources are ADA compliant.



Financial Aid

Staff members from the Financial Aid Department have found that Banner system performance continues to keep pace with peak processing periods such as during student registration. Reliable system performance has permitted financial aid staff to implement other technologies in an effort to serve students more efficiently. For example, the *Blackboard Pay* system was replaced with BankMobile in 2018. This product was implemented in just 8 weeks and provides electronic options for student receiving federal financial aid. The system enables the college to get valuable financial aid funds in to the hands of students quicker and with greater convenience. *CampusLogic*, another system introduced in the financial aid area, simplifies the financial aid process for schools and students by moving the financial aid process online, eliminating all the paper, and creating a mobile experience for students.

Finally, the National Student Clearing House online transcript system allows students to electronically submit their requests for transcripts for purposes of applying to another school or for job applications without having to wait in line at a window.



Website Access and Development

Background:

In the summer of 2007, the main Taft College website had a yellow background with a green mountain logo as the template for most web pages. Since then the main college template has undergone several redesigns.

Update 2015:

The Public Information Committee has been reviewing the navigation of the current website and has made recommendations for improvement. The committee has also recommended that an outside vendor be hired to revamp the college website in order to make it more attractive, user friendly, engaging and standardized for all users. Another recommendation from the committee is to create a web and logo standard that will provide the District documentation and branding that can be marketed and established. The website and logo project started this spring and will continue into the summer.

Maintenance and Operations

Background:

The Taft College Maintenance and Operations (M&O) Department is responsible for maintaining the college's buildings and grounds.

Update 2019

Two major green initiatives that the M&O Department began working on in 2018 are updating the campus with energy efficient lighting and installing solar panels in the campus parking lots. Equipped with motion sensors, the new environment-friendly lighting systems are projected to reduce power consumption and heat generation. The solar panel project will usher in banks of solar panels to campus parking lots. The solar panels will help Taft College offset rising energy costs, provide shaded during hot summer months, and will be equipped with lighting for students, faculty and staff who are on campus at night.

Finally, the much-anticipated Student Services project hit roadblocks in 2018. When construction resumes, the ITS Department will be available to oversee the installation of computer equipment and network infrastructure such as switches, wireless access points, audiovisual equipment and cable plant.

Conclusion

Individually, the college's Strategic Plan, Educational Master Plan, Facilities Master Plan and Technology Master Plans contain information unique to each area and define the goals and initiatives that will help Taft College continue to meet the needs of students and improve student success. Taken together, these plans contribute to the framework of campus and curriculum initiatives that will ensure a vibrant, challenging and rewarding educational experience for future students.

Appendices
Taft College 2015 Campus Map



Equipment Replacement Plan

The Information Technology Committee recommends the following minimum replacement schedule:

Equipment	Minimum Replacement Cycle
Classroom Desktop Computers	4 Years
Classroom Carts (laptops, iPads, Tablets)	4 Years
Faculty/Staff Desktop Computers	5 Years
Servers/Blades	4 Years
Mouse/Keyboard	As Needed
Monitors	4 Years
Printers	7 Years
Copiers	5 Years
Classroom Audiovisual Systems	7 Years

NAME OF COMMITTEE: *Information Technology Committee*

ROLE OF THE INFORMATION TECHNOLOGY COMMITTEE:

The Information Technology Committee serves as the central focal point to examine technology planning and operations at Taft College. The Committee provides a forum for input from all campus constituents and acts as a resource with regard to technology planning and operational effectiveness. The Committee receives input, recommends areas of interest, analyzes technology effectiveness, and makes recommendations regarding technology-related matters including campus technology training needs. The Committee leads the development of the Technology Master Plan and provides annual updates to the plan.

SPECIFIC RESPONSIBILITIES:

1. Coordinates technology plans and technology related operational issues.
2. Leads the development of the Technology Master Plan.
3. Reviews technology-related policies and procedures and serve as a communication link to campus constituents regarding campus technology.
4. Gathers data, deliberate and make recommendations including new or revised policies and procedures to address technology use on campus.
5. Assesses the need for technology training and make recommendations to the Staff Development Committee.
6. Evaluates, discusses and recommends technology solutions to support student success and college operations.
7. Serves as a point of contact for members of the campus community who wish to provide input on technology applications and infrastructure on the campus.
8. Advises the Superintendent/President and other college committees regarding issues relating to campus technology.

MEMBERSHIP REPRESENTATION:

The Information Technology Committee consists of:

- Executive Director, Information Technology Services (Co-Chair)
- Director, Distance Education (Co-Chair)
- VP Instruction
- VP Student Services
- Human Resources Representative
- Library Representative
- Information Services Representative (minimum of 2)
- TIL Representative
- CTE Representative
- Information Technologist
- Faculty (minimum of 2)

Total: 12

MEMBERSHIP AND MEETING POLICIES:

The Executive Director of Information Technology Services and the Director of Distance Learning co-chair this committee. The Information Technology Services Department Secretary communicates the dates, times and meeting locations for the committee, and is responsible for taking and distributing minutes.

MEETING SCHEDULING

The Committee shall meet on a monthly basis.

Guiding Principles for all Governance Council Committees:

The Committee Leaders Promise to:

- Be Ethical in all of their actions
- Have Integrity
- Be Enthusiastic in matters pertaining to the Committee
- Be Knowledgeable about the issues pertaining to the Committee
- Lead by example
- Encourage others

The Committee Members Promise to:

- Know the Committee procedures
- Know the expectations being placed upon them
- Know the mandates pertaining to the Committee's charge
- Take individual responsibility
- Be committed to doing the very best they can do

All of the Committees will:

- Evaluate their performance at the end of each academic year
- Review the Committee Charter at the beginning of each academic year

The Guiding Principles are evaluated annually at the same time as the Committee Charter

Date Reviewed by the Governance Council

November 9, 2018

Reference:

17 U.S. Code Sections 101 et seq.;
Penal Code Section 502, Cal. Const., Art. 1 Section 1;
Government Code Section 3543.1 (b)
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

1. Computer and Network Use Procedure

- I. Introduction
- II. Definitions
- III. Scope
- IV. Rights and Responsibilities
- V. Appropriate Use/Guidelines
- VI. Inappropriate Use
- VII. Privacy
- VIII. Enforcement
- IX. Indemnification/Liability Statement

I. Introduction

The District is committed to providing access to computing resources to all current employees. In order to comply with federal and state regulations, laws and harassment mitigation policies, the District is establishing these procedures for the appropriate use of District Systems.

II. Definitions

- A. “District Systems” means all District owned and maintained electronic technology including, but not limited to, computer hardware and software, electronic devices such as tablet computers, smart phones and cell phones, telephone and data networks (including intranet and Internet access), e-mail systems, and electronically stored data. The definition of District Systems expressly includes access to District data networks, including intranet and Internet access, and District e-mail systems, from devices owned by a User or the District, whether on or off District property.
- B. “System Administrator” means staff employed by the District whose responsibilities include system, site, or network administration and staff employed by the District departments whose duties include system, site or network administration. System Administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping District Systems operational.
- C. “User” means someone who does not have System Administrator responsibilities for District Systems.
- D. “User Account” means the combination of a user number, user name, or user ID and a password that allows an individual User access to District Systems.

III. Scope

This policy applies to any employee who uses the District Systems. This policy applies to all use of and access to District Systems from off campus and on campus, as well as access to District Systems from privately owned computers and electronic devices.

IV. Rights and Responsibilities

Use of District Systems is a privilege governed by certain regulations and restrictions as defined by the District as well as all applicable federal, state and local laws.

This administrative procedure will govern use of the District System by District employees as indicated in Board Policy 3720. The User agrees to abide by the regulations set forth in this policy. This means that the User agrees to behave responsibly according to the standards established by the District and this document while using District Systems. Conduct that violates this policy is listed in Section VI. Inappropriate Use.

V. Appropriate Use/Guidelines.

Activities deemed to be appropriate uses of District Systems include the following:

- A. Instructional use:
 - 1. Use in classroom instruction.
 - 2. Development of instructional materials.
 - 3. Research connected to academic and instructional concerns and interests.
 - 4. Communication with colleagues, students and professional organizations and institutions if such communications are related to the business of the District.
- B. Administrative Use:
 - 1. District administrative and business communications and transactions.
 - 2. Communication with colleagues, students and professional organizations and institutions if such communications are related to the business of the District.
 - 3. Research tied to District concerns and interests.

VI. Inappropriate Use.

District Systems are shared and limited resources. All users have an obligation to use these resources responsibly. Certain activities are prohibited, including but not limited to:

- A. Unauthorized use of a User Account.
- B. Using District Systems to gain or attempt to gain unauthorized access to any computer systems, or gaining or attempting to gain unauthorized access to District Systems themselves.
- C. Connecting unauthorized equipment to the District Systems.

- D. Unauthorized attempts to circumvent data protection schemes or uncover security loopholes in within or outside of District Systems. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- E. Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, whether within or outside of District Systems (e.g., deleting programs or changing icon names).
- F. Knowingly or carelessly running or installing on any District systems, or giving to another user or using District Systems to transmit, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- G. Deliberately wasting/overloading computing resources on District Systems, such as printing too many copies of a document.
- H. Violating terms of applicable software licensing agreements or copyright laws on District Systems.
- I. Violating copyright laws and their fair use provisions using District Systems through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- J. Using District Resources for commercial activity, such as creating products or services for sale.
- K. Using electronic mail via District Systems to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- L. Initiating or propagating electronic chain letters via District Systems.
- M. Inappropriate mass mailing via District Systems. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- N. Forging the identity of a user or machine in an electronic communication via District Systems.
- O. Transmitting or reproducing materials that are slanderous or defamatory in nature or that other-wise violate existing laws or college regulations via District Systems.
- P. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software via District Systems without the explicit agreement of the owner.
- Q. Transmitting pornographic material via District Systems.
- R. Pirating of computer software via District Systems.

VII. Privacy

Users of the District Systems, including the Internet and email, should not expect, nor does the District guarantee, privacy for email or any use of the District Systems. The District reserves the right to access and view any material accessed or stored on District Systems or any material used in conjunction with its District Systems even if that material is stored on a device that is not owned by the District. Employees are also reminded that electronically generated content produced by District employees may also be subject to the California Public Records Act, and may be subject to public disclosure.

The District does not routinely engage in active key work monitoring or search of emails and contents submitted, however, the District reserves the right to monitor the usage of all District Systems to ensure compliance with this policy, college policy, and federal, state and local laws. User files and information on District Systems may be subject to search by law enforcement agencies under court order if such files contain information which may be used as evidence in a court of law.

District Users are expected to comply with copyright and intellectual property laws.

Users who become aware of any violation of this policy should notify the proper authorities. These authorities include the appropriate administrator, the Office of the Superintendent/President, and/or the local police.

VIII. Enforcement

Violations of this policy will be reported to the appropriate administrator and, if warranted, the appropriate civil authorities. Non-compliance with this policy may also result in cancellation of a User Account and loss of access to District Systems, adverse employment actions, and legal action.

IX. Indemnification/Liability Statement

The District makes absolutely no warranties of any kinds, either express or implied, for the District Systems it provides. The District will not be responsible for any damages suffered by Users, including, but not limited to, any loss of data resulting from delays, non-deliveries, user errors, hardware or software failures, or service interruptions caused by the District's Systems. The District does not service personal computers nor provide technical support for personal devices.

Use of any information obtained via the District's Systems is at the User's own risk.

The District is not responsible for any damage to your personal electronic devices due to any power problem while on campus, or interaction with the District Systems. Further, the District is not responsible for damage or theft of electronic devices under your control.

The User agrees to indemnify and hold harmless the District, the Board of Directors, and District employees from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the District Systems. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.