



2014-15 Service Area Program Review

DEPARTMENT/PROGRAM	Enterprise Services
DESCRIPTION/PURPOSE	Provides students, faculty and staff with reliable and secure network connectivity, which in turn provides access to the internet and other necessary technology resources such as learning management systems, email, printing, cloud services. In addition we provide audio visual services which allow the faculty to use technology in their everyday activities.
SUBMITTED BY:	Jeffrey M. Enz
AREA DEAN/DIRECTOR	Jeffrey M. Enz
AREA VICE PRESIDENT	Todd Finnell

I. INSTITUTIONAL GOALS

INSTITUTIONAL GOAL 1	INSTITUTIONAL GOAL 2	INSTITUTIONAL GOAL 3	INSTITUTIONAL GOAL 4
<p>INSTITUTIONAL MISSION AND EFFECTIVENESS – The College will maintain programs and services that focus on the mission of the College supported by data-driven assessments to measure student learning and student success.</p> <p>1.1 Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.</p> <p>1.2 Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.</p> <p>1.3 Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness.</p> <p>1.4 Develop systems that are inclusive, cyclical, and understood by all stakeholders.</p>	<p>STUDENT LEARNING PROGRAMS AND SERVICES – The College will maintain instructional programs and services which support student success and the attainment of student educational goals.</p> <p>2.1 Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.</p> <p>2.2 Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.</p> <p>2.3 Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.</p> <p>2.4 Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, and annual Program Review.</p> <p>2.5 Ensure that the Library meets as closely as possible that “Standards of Practice for California Community College Library Faculty and Programs” of the Academic Senate for California Community Colleges.</p> <p>2.6 Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.</p>	<p>RESOURCES – The College will develop and manage human, technological, physical, and financial resources to effectively support the College mission and the campus learning environment.</p> <p>3.1 Develop and implement a resource allocation plan that leads to fiscal stability.</p> <p>3.2 Implement a robust technological infrastructure and the enterprise software to support the college process.</p> <p>3.3 Build new facilities and modernize existing ones as prioritized in the facility master plan.</p> <p>3.4 Design and commit to a long-term professional development plan.</p> <p>3.5 Raise the health awareness of faculty, staff, and students.</p>	<p>LEADERSHIP AND GOVERNANCE – The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.</p> <p>4.1 Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution.</p> <p>4.2 Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior.</p> <p>4.3 Ensure that the Board of Trustees is informed and involved in the accreditation process.</p> <p>4.4 Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized.</p> <p>4.5 Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process.</p>

II. PROGRAM GOALS

A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

1	PAST PROGRAM GOAL #1	INSTITUTIONAL GOAL(S) <small>(Select one primary goal.)</small>
<p>Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C): Improving service desk efficiencies is an on-going effort. See attached addenda showing service desk data</p>		<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4 <input type="checkbox"/> 2 Student Learning Outcomes <input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6 <input type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input checked="" type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3
<input type="checkbox"/> Met	<p>Describe how this program goal increased student achievement and/or program effectiveness in 2014-2015: A primary function of the Enterprise System is end user support of computers, wireless, labs, classroom technologies and other A.V. needs. The ability to meets the needs of the staff, faculty and students in a timely manner allows them to do their jobs in a productive manner. As such we have established a set of goals that we strive to achieve each month. The close we get to these goals increases the ability of faculty, staff and students to be more affective in their jobs. See attached excel spreadsheet with data.</p>	<input checked="" type="checkbox"/> Partially Met
	<input type="checkbox"/> Not Met	

2	PAST PROGRAM GOAL #2	INSTITUTIONAL GOAL(S) <small>(Select one primary goal.)</small>
Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C): The goal of providing ubiquitous wireless connectivity anywhere on campus has been met. We are working on the outreach efforts across campus		<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met		<input type="checkbox"/> 2 Student Learning Outcomes <input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6
Describe how this program goal increased student achievement and/or program effectiveness in 2014-2015: In today's 'connected' environment it is necessary to have ubiquitous wireless connectivity. Having ubiquitous wireless allows students to be able to access on-line classes or content anywhere on the campus. While this goal has been met we are working to provide greater outreach to the different groups on campus. We have met with students through the Student Technology Advisers group as well as working with ASG to get the message out to the various student groups. We will continue to reach out to student groups to help get the message out.		<input type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input checked="" type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3

3	PAST PROGRAM GOAL #3	INSTITUTIONAL GOAL(S) <small>(Select one primary goal.)</small>
Identify Program Goal and Budget request, if any, from the Program Review completed in 2013-2014 (Section II C): All classrooms on campus are now equipped with the equipment necessary to provide modern classroom instruction.		<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
<input checked="" type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met		<input type="checkbox"/> 2 Student Learning Outcomes
Describe how this program goal increased student achievement and/or program effectiveness in 2014-2015: The ability for faculty to have a connected modern classroom is essential in today's instruction. By placing fully enabled lecterns and new projectors in all classrooms it allows the faculty to reach their students in an effective way.		<input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6 <input type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input checked="" type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3

B. PRESENT – DATA ANALYSIS AND PROGRAM HEALTH – ACCREDITATION

1. Use data pertinent to your program/department. Include qualitative and quantitative data. Use survey-evaluation results and other relevant data to assess program/department effectiveness. Evaluate the strengths, weaknesses, challenges and opportunities, providing thorough interpretation of data. Narrative only. **Attach electronic excel file with graphs or trend data, do not include them in the narrative below.**

a. Strengths

Discuss what you do well in your program/department.

The tech support staff has continued to show some improvement in many areas of support based on the metrics, though we have had some bad months. Additionally, in College Council, Academic Senate and other similar meetings when support services are discussed the tone has been positive.

The enterprise support staff, in addition to helping with tech staff with tickets, has done a good job of completing the projects assigned to them. Among other things they have worked to upgrade the core network equipment, updated and improved imaging services, created a software depository that can be offered out by Microsoft System Center for people to install on their computers, and replaced the equipment, including computers, in the music lab moving us to current technologies.

The audio visual support staff has completed the installation of ‘smart’ lecterns into those classrooms that have not been modernized, approximately 40 classrooms. Additionally, he has worked with construction to bring equipment in the new buildings into classroom use.

b. Weaknesses

Discuss areas in your program/department that need improvement.

Regardless of the group we need to improve our ability to provide support for all of the hours of operation of the college. Currently we provide coverage from 8 – 5 Monday through Friday. For the Spring of 2014 semester, we adjusted the tech support staff schedule to provide coverage from 7 am to 7 pm. This allowed us to provide some coverage for the early classes and the evening/night classes. We found that we averaged around 3 tech calls per week from 5 to 7 in the evening. While this is minimal and might not justify the expense from a business perspective, but as a teaching institution any assistance we can provide to a faculty is valuable.

The Technology field is always changing. To keep up with it and also to help with the implementation of new technologies, training is valuable. Historically we have not put a lot of time and money into training. This is due to a couple of reasons, one is finding a good training program, that the staff will use, and the other is being able to support the work while a staff member is at training.

c. Opportunities

Discuss opportunities for program improvement.

While our support metrics have improved, we still have many areas which we can be improved further. We need to look for opportunities to improve on the support metrics. Working with the support staff we are setting new metric goals and looking for ways to meet these goals.

In enterprise services we have an opportunity to fully implement projects. Over the last few years we have been implementing a number of new services. This typically means that the service is rolled out to a level of functional, but not completely. With a smaller number of new services coming on line it is possible to circle back and make sure we are getting the most out of the services that are already being used.

d. Challenges

Discuss obstacles/barriers that may influence program improvement.

As discussed under weaknesses it would be beneficial to provide support staff at a minimum of 7 am to 7 pm with no effect on support during the busiest hours of 8 am to 5 pm daily. I hesitate to call it a staff limitation as we are able to keep up with the support requests, but by moving a technician to a 10 am to 7 pm schedule to meet the evening needs we only have 1 technician available between 8 am and 10 am, which is one of the busiest times on campus.

Within the enterprise area a challenge is dealing with unmet needs, primarily within the area of funding. Over the last 4 to 7 years many of the projects have been funded by one time funds, but those opportunities are coming to an end and there is the need to continue to fund the yearly maintenance for these items. Additionally, there are a few projects still needing to be completed, but with the one-time funding sources coming to an end, finding a way to fund these projects

e. Program changes

What program changes, if any, do you expect to have a positive effect on students?

At this time we do not have any specific changes in mind as IT typically is one of those functions that isn't seen or thought of unless it is now working. With that said we are looking for was for greater reliability and uptime. This will allow faculty and students greater access to the technology resources they need to complete their assignments.

2. Summarize revisions, additions, deletions, and alternate delivery methods to your program based on the last program review. Because this year's program review is being done much earlier than previous years, and so only a few months since the last one was completed, it is very similar to the last one, but updated.

C. FUTURE – LIST OF “SMART” (SPECIFIC MEASURABLE ATTAINABLE RELEVANT TIME-LIMITED) PROGRAM OBJECTIVES FOR NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. ALL PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.

FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.) You are not required to list 3 goals. Only list/identify goals that are viable in one year’s time or can be carried over a number of program cycles. Objectives should either: 1. Increase work efficiency; 2. Reduce costs; or 3. Contribute to student enrollment and/or success.		INSTITUTIONAL GOAL(S) (Select one primary institutional goal)
1	2015-2016 PROGRAM GOAL #1 Budget Priority #1	INSTITUTIONAL GOAL(S)
Identify Future Global Goal: One of the primary function of all IT staff’s is tech support. We will work with staff to set goals based on the support metrics that will continue to the improvements of the last two years.		<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4
Objective: Tech Support Goals		<input type="checkbox"/> 2 Student Learning Outcomes <input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6
RESOURCE PLAN (Check all that apply.)		<input type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input checked="" type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3
Task(s)		<input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3
A. Describe task and select the resource committee that will review your enhanced budget request (if applicable) <ul style="list-style-type: none"> • Meet with staff to determine metric goals • Work with staff to find ways to meet goals • Continue to monitor metrics 		
<input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing		
Timeline: On-going		
Expense Type	Funding Type	Budget Request

<input type="checkbox"/> One-Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____						
<p>B. Describe task and select the resource committee that will review your enhanced budget request (if applicable)</p> <p> <input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing </p>								
<p>Timeline:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Expense Type</th> <th style="width: 33%;">Funding Type</th> <th style="width: 33%;">Budget Request</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> One-Time <input type="checkbox"/> Recurring </td> <td> <input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify) </td> <td> \$ _____ </td> </tr> </tbody> </table>			Expense Type	Funding Type	Budget Request	<input type="checkbox"/> One-Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____
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Expense Type	Funding Type	Budget Request						
<input type="checkbox"/> One-Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____						
<p>How will this objective be measured? Via support metrics</p>								
<p>How will the completion of tasks identified improve work efficiency, reduce costs, or improve student success? The goal is to improve efficiency, which in turn should improve student success due to less downtime.</p>								
<p>Who are the responsible party(ies) and assigned user(s)? Enterprise Services is responsible for the work.</p>								

FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.) You are not required to list 3 goals. Only list/identify goals that are viable in one year's time or can be carried over a number of program cycles.		INSTITUTIONAL GOAL(S) (Select one primary institutional goal)
2	2015-2016 PROGRAM GOAL #2 Budget Priority #1	INSTITUTIONAL GOAL(S)
<p>Identify Future Global Goal: Pillar Two of the Technology Plan calls for "Technology Renewal and Replacement on Predictable Cycles." Evaluate and make improvements to the network design and architecture, and thoroughly document network. As with the computer inventory, the network infrastructure needs to be refreshed on an on-going basis to remain capable of meeting the constantly changing demands of technology. Network technology needs to be refreshed on a 5 -7 year schedule, we are looking at a 7 year schedule.</p>		<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4 <input type="checkbox"/> 2 Student Learning Outcomes <input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6 <input type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input checked="" type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3
<p>Objective: Enterprise Refresh on a Predictable Cycle</p>		
RESOURCE PLAN (Check all that apply.)		
<input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing		
Task(s)		
<p>A. Describe task and select the resource committee that will review your enhanced budget request (if applicable)</p> <ul style="list-style-type: none"> • Complete spreadsheet with all data, both one time and on-going, around refreshing all IT equipment on a regular, reoccurring basis. • Create implementation plan • Work on finding funding sources • Implement plan 		
<input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing		
Timeline: On-going		
Expense Type	Funding Type	Budget Request

<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Recurring	<input checked="" type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ <u>60,000</u>						
<p>B. Describe task and select the resource committee that will review your enhanced budget request (if applicable)</p> <p> <input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing </p> <p>Timeline:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Expense Type</th> <th style="width: 33%;">Funding Type</th> <th style="width: 33%;">Budget Request</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> One-Time <input type="checkbox"/> Recurring </td> <td> <input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify) </td> <td> \$ _____ </td> </tr> </tbody> </table>			Expense Type	Funding Type	Budget Request	<input type="checkbox"/> One-Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____
Expense Type	Funding Type	Budget Request						
<input type="checkbox"/> One-Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____						
<p>C. Describe task and select the resource committee that will review your enhanced budget request (if applicable)</p> <p> <input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing </p> <p>Timeline:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Expense Type</th> <th style="width: 33%;">Funding Type</th> <th style="width: 33%;">Budget Request</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> One-Time <input type="checkbox"/> Recurring </td> <td> <input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify) </td> <td> \$ _____ </td> </tr> </tbody> </table>			Expense Type	Funding Type	Budget Request	<input type="checkbox"/> One-Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____
Expense Type	Funding Type	Budget Request						
<input type="checkbox"/> One-Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$ _____						
<p>How will this objective be measured? The objective will be measured by:</p> <ul style="list-style-type: none"> • Completion of the Multi-year projection spreadsheet • Creation of the implementation plan • Securing the funding sources for the on-going costs • Implementation of the plan 								
<p>How will the completion of tasks identified improve work efficiency, reduce costs, or improve student success? Completion of the tasks above have the ability to improve work efficiency and student success by providing a more robust and reliable network to use for both instruction and research/learning.</p>								

Who are the responsible party(ies) and assigned user(s)? Enterprise Systems are responsible for this goal.		
FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.) You are not required to list 3 goals. Only list/identify goals that are viable in one year's time or can be carried over a number of program cycles.		INSTITUTIONAL GOAL(S) (Select one primary institutional goal)
3	2015-2016 PROGRAM GOAL #3 Budget Priority #1	INSTITUTIONAL GOAL(S)
<p>Identify Future Global Goal: Security of Network Resources and user access to enterprise resources. Pillar one of the Technology plan calls for Robust, Reliable Network Architecture. This can be accomplished with training on and improvements to the current policies and procedures around data access and security and the implementation of appliances that can help with these areas. The appliances would consist of a Network Access Control, which manages access to either the wired or wireless network and at the same time secures what is happening on the network. The other appliance works to provide secure authentication, authorization and provisioning of user rights on data folders. It would provide greater security and auditing of important data stores.</p> <p>Objective: Security of Network Resources and user access to enterprise resources.</p>		<input type="checkbox"/> 1 Mission & Effectiveness <input type="checkbox"/> 1.1 <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.2 <input type="checkbox"/> 1.4 <input type="checkbox"/> 2 Student Learning Outcomes <input type="checkbox"/> 2.1 <input type="checkbox"/> 2.4 <input type="checkbox"/> 2.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 2.3 <input type="checkbox"/> 2.6 <input type="checkbox"/> 3 Resources <input type="checkbox"/> 3.1 <input type="checkbox"/> 3.4 <input checked="" type="checkbox"/> 3.2 <input type="checkbox"/> 3.5 <input type="checkbox"/> 3.3 <input type="checkbox"/> 4 Leadership & Governance <input type="checkbox"/> 4.1 <input type="checkbox"/> 4.4 <input type="checkbox"/> 4.2 <input type="checkbox"/> 4.5 <input type="checkbox"/> 4.3
RESOURCE PLAN (Check all that apply.)		
<input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing		
Task(s)		
<p>A. Describe task and select the resource committee that will review your enhanced budget request (if applicable)</p> <ul style="list-style-type: none"> • Find Best NAC solution for IVC • Implement NAC solution 		
<input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing		
Timeline: 1 year		

Expense Type	Funding Type	Budget Request
<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Recurring	<input checked="" type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$4,000 for yearly maintenance__
<p>B. Describe task and select the resource committee that will review your enhanced budget request (if applicable)</p> <ul style="list-style-type: none"> Find Best Data Protection solution for IVC Implement Security and Auditing solution <p> <input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing </p> <p>Timeline: 1 Year</p>		
Expense Type	Funding Type	Budget Request
<input checked="" type="checkbox"/> One-Time <input checked="" type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$20,000 one-time / \$2,000 recurring for maintenance
<p>C. Describe task and select the resource committee that will review your enhanced budget request (if applicable)</p> <ul style="list-style-type: none"> Review Policies and Procedures around secure data Audit secure data locations to determine if they are meeting Policies and Procedures Provide training on best practices on securing data <p> <input type="checkbox"/> Facilities <input type="checkbox"/> Marketing <input type="checkbox"/> Technology <input type="checkbox"/> Professional Development <input type="checkbox"/> Staffing </p> <p>Timeline: On-going</p>		
Expense Type	Funding Type	Budget Request
<input type="checkbox"/> One-Time <input type="checkbox"/> Recurring	<input type="checkbox"/> General District <input type="checkbox"/> Categorical (Specify)	\$_____
<p>How will this objective be measured? Review of important files and folders to verify who has access. Review of policies and procedures and verification that they are being followed. Training of the necessary staff to make sure they understand the reason for the security and how to follow the policy.</p>		

How will the completion of tasks identified improve work efficiency, reduce costs, or improve student success? Completion of this task will not necessarily improve work efficiency, reduce costs, or improve student success; however, the cost of data breaches or the mis-use of sensitive or classified data can be exorbitant from both a dollar stand point and a reputation standpoint.

Who are the responsible party(ies) and assigned user(s)? The Enterprise department is responsible.