College of Education and Human Service Professions  
(CEHSP)

TECHNOLOGY PLAN  
2007-2009

CEHSP Technology Vision: "To serve families and develop human potential"

CEHSP Technology Mission: Excellence in teaching and learning

Commitments: (identification of our core values)

CEHSP is committed to:
• a supportive learning environment for students of diverse ages, abilities, ethnicity interests, and backgrounds;
• a regional center for social and cultural interaction;
• high academic standards;
• student development and success;
• faculty and staff development;
• academic freedom and diversity of thought;
• modern learning facilities, equipment and technology;
• collaborative partnerships with higher education, secondary education, business industry and governmental agencies

Goals, Sub-goals Outline:

Goal I: CEHSP will model best practices in using technology as a tool to enhance teaching and learning.

A. CEHSP will provide training and ongoing support for the college community in emerging technology.
   1. Develop a Teaching, Learning, and Technology Center that will:
      a. Provide technology training and support
      b. Support technology use in research
      c. Make recommendations to administration
      d. Provide excellent service to its students (those in online and hybrid courses)
      e. Identify new technologies

B. CEHSP will develop collegiate policies for the use of technology.
   1. Policies for distance/online education
   2. Policies for classroom technology
C. CEHSP will develop a collegiate funding infrastructure.
   1. Funding infrastructure for distance/online education
   2. Funding infrastructure for classroom technology

D. CEHSP will increase online offerings
   1. Recommend that UMD seek accreditation of online undergraduate degrees
   2. Recommend that UMD continue to create online opportunities for students seeking graduate degrees
   3. CEHSP will partner with other colleges internally and externally to offer online undergraduate and graduate degrees
   4. Recommend system changes in student services that impact recruiting, advising, and support of online students

E. CEHSP will develop collaborative efforts with ITSS, IDS, and other units within UMD
   1. Work with other units and spearhead the development of a Teaching, Learning, Technology Center (formerly referred to as “faculty lab” or “center for excellence in teaching and learning”) (this will be located in the old SBE)
   2. Meet regularly with IDS staff to share information and cooperate on efforts
   3. Work with ITSS through committees such as Campus Web Committee and SITL
   4. Maintain contact with ITSS staff to share ideas and keep informed of one another’s plans

F. Improve communications and provide support for data/information storage and reporting: Web and other means (all audiences)
   1. Define a CEHSP Web coordinator/database administrator position and assign duties
   2. Develop other communications among UMD faculty and staff

G. CEHSP will implement a laptop requirement
   1. All CEHSP undergraduate students will be required to own laptop computers for classroom work effective fall, 2008.
   2. Exception: Laptops will not be required of seniors graduating in December 2008.
   3. Optional training of faculty will occur during the 2007-2008 academic year in how to integrate the use of student laptop computers for both in-class and out-of-class learning activities.
**Details:**

Goals, Sub-goals, Strategies (action steps), Measurements (objectives), Responsible Person(s)

Goal 1: CEHSP will model best practices in using technology as a tool to enhance teaching and learning.

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<th>Sub-goals</th>
<th>Strategies</th>
<th>Measurements</th>
<th>Responsible Person(s)</th>
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| **A. CEHSP will provide training and ongoing support for the college community in emerging technology.** | 1. Develop a Teaching, Learning, and Technology Center | a. Begin with an interim location in Bohannon Hall by September, 2007. Plan is in place to develop this center in the old SBE location during the 2008-2009 academic year.  
  b. Online Education Building Committee (of representatives from ITSS and CEHSP) will present plan to Chancellor during 2007 (no specific timetable at present) | Academic Technology Director, Online Education Building Committee, Dean (and deans of other colleges later – this will eventually become a University center) |
| **a. Provide technology training and support** | | a. Each semester sponsor at least two training sessions - one directly related to online technology and one related to technology in the classroom  
  b. Document assistance to faculty and staff by CEHSP technologists (continuous collaboration with ITSS and IDS)  
  c. Provide group training in instructional design (at least one half day per semester)  
  d. Provide one-on-one training in instructional design as needed (document all sessions) | Technology Director |
| **b. Support technology use in research** | | a. Provide tech support for research equipment  
  b. Purchase equipment for research | a. Technology Director  
  b. Technology Director, Dean |
| **c. Make recommendations to administration** | | a. Recommend UMD offer a completely online undergraduate degree by fall, 2008 to administration | Dean, Technology Director |
| **d. Provide excellent service to its students** | **a.** Provide extended hour tech support for students (at least 7 am to 9 pm)  
**b.** Provide area near Teaching, Learning, Technology Center that supports students’ technology needs and provides a test proctoring space  
**c.** Create online demonstration courses in each course management system by December 2007  
**d.** Advising, recruiting, and supporting online students | **b.** Recommend regular (monthly) meetings of all interested colleges and schools to plan for online programming  
**c.** Recommend balancing number of technology tools used for online delivery with students’ needs for simplicity and convenience in online programs (at faculty meetings, at administration meetings)  
**d.** Recommend a holistic approach to online learning that includes a model/infrastructure, vision and mission, and student support services components for offsite/online and non-traditional students  
**e.** Continue to plan and evolve graduate online programs |  
| **e. Identify new technologies** | **a.** Continuously research emerging technologies  
**b.** CEHSP will use a committee of faculty and staff to evaluate new technologies  
**c.** CEHSP will work with other UMD entities to identify and evaluate emerging technologies |  
| **B. CEHSP will develop collegiate policies for the use of technology.** | **1. Policies for distance/online education** | Recommend adoption of policies that assure online course quality (see attached documentation of guidelines developed winter 2005-2006) | **2. Policies for classroom technology** | **a.** Abide by UMD policies governing computer security, data privacy, and intellectual property  
**b.** Recommend policies governing computer security, data privacy, and | **Dean**  
**Technology Director** |
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<th><strong>C. CEHSP will develop a collegiate funding infrastructure.</strong></th>
<th>intellectual property that meet special needs or circumstances of CEHSP – work with ITSS</th>
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| 1. **Funding infrastructure for distance/online education:** CEHSP will seek additional institutional and grant funds for infrastructure for distance/online education | a. CEHSP will seek additional institutional funds.  
  b. CEHSP will seek grant funds |
| 2. **Funding infrastructure for classroom technology:** CEHSP will seek additional institutional funds for infrastructure for classroom technology | a. CEHSP will seek additional institutional funds.  
  b. CEHSP will seek grant funds |

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<th><strong>D. CEHSP will increase online offerings</strong></th>
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| 1. Recommend that UMD seek accreditation of online undergraduate degrees and continue to offer additional graduate degrees online | a. If approved, provide at least one online undergraduate degree option by fall, 2008  
  b. If not approved, increase number of CEHSP online courses by 10% per year  
  c. Continue M.Ed., Ed.D degrees and provide fully online options for graduate degrees  
  d. Recommend consideration of other online graduate degrees  
  e. Continue to seek meetings with CEHSP administration, VCAA, and others to make certain that system changes happen as quickly as possible (we will know we are successful when online students have the same services as onsite students or when they are treated the same with no additional requirements, no extra steps, and no unnecessary delays) |
| 2. Recommend that UMD continue to create new online opportunities for students seeking graduate degrees | 
| 3. CEHSP will partner with other colleges internally and externally to offer online undergraduate and graduate degrees | 
| 4. Recommend system changes in student services that impact recruiting, | 

| a. Dean and Technology Director  
  b. Technology Director (all CEHSP faculty/staff encouraged to participate) |
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  b. Technology Director (all CEHSP faculty/staff encouraged to participate) |
| Dean, Associate Deans, Technology Director |

| IMPORTANT: We must seek Higher Learning Commission accreditation for online degrees by fall 2009 at the very latest. |
| E. CEHSP will develop collaborative efforts with ITSS, IDS, and other units within UMD | 1. Work with other units and spearhead the development of a Teaching, Learning, and Technology Center  
2. Meet regularly with IDS staff to share information and cooperate on efforts  
3. Work with ITSS through committees such as Campus Web Committee and SITL (Subcommittee on IT and Library)  
4. Maintain contact with ITSS staff to share ideas and keep informed of one another’s plans | a. Set up a monthly meeting with IDS staff to discuss joint efforts for CEHSP training  
b. Attend all regularly scheduled UMD committee meetings (Campus Web Committee, SITL, Faculty Technology Committee, Academic Technologists Group)  
c. Contact Bruce Reeves or Shelly McCauley-Jugovich at least weekly to discuss training and support issues. | a. Technology Director  
b. Technology Director  
c. Technology Director, Academic Technologists |
| --- | --- | --- | --- |
| F. Improve communications and provide support for data / information storage and reporting: Web and other means (all audiences) | 1. Define a CEHSP Web coordinator / database administrator position and assign duties  
2. Develop other communications among UMD faculty and staff | a. Hire full-time Web coordinator/database administrator for CEHSP  
b. Create a system for maintaining up-to-date information on CEHSP Web pages by scheduling individuals for sections of Web site on a calendar basis  
c. Use faculty meetings and other opportunities for communicating technology issues to everyone in CEHSP and as many as possible outside of college but within UMD. Obtain assistance from dean and associate deans. | Technology Director, Academic Technologists, Dean |
| G. CEHSP will implement a laptop requirement | 1. All CEHSP undergraduate students will be required to own laptop computers for classroom work effective fall, 2008 | a. Announcements begin in May 2007 | a. Dean, Associate Deans, Technology Director |
2. Exception: Laptops will not be required of seniors graduating December 2008

3. Optional training opportunities for faculty will occur during the 2007-2008 academic year in methods that utilize student laptop computers

b. Training scheduled and announcements to faculty of training opportunities prior to beginning of fall term 2007

b. Technology Director