

Date: April 6, 1998

To: John Pietro, President of RCCD. Faculty Senate
Senators, RCCD Faculty Senate

From: **Computer Technology and Equity (CTE) committee**
James M. Mehegan, Ph.D., Associate Professor, Geology
Mark Carpenter, Adjunct Instructor, Behavioral Sciences
Steven Day, Assistant Professor, Mathematics
Joseph G. Eckstein, Assistant Professor, Geography
Anita Kinser, Instructor, Nursing
Janice Kollitz, Ph.D., Associate Professor, English
Donald Perrin, Ph.D., Dean, Learning Technologies
David Waxman, Ed.D., Associate Professor, Physical Education

Re: **Report on Committee Activity and Review of RCCD Technology Plan**

Dear Faculty Senators, RCCD,

The CTE committee submits the attached report for your review. The findings of this report are based on the results of a faculty survey, meetings with Don Perrin (Dean of Learning Technologies), interviews with the Director of the Writing Center, and the committee members own interpretation of the state of RCC's technology. The final report, which committee members approved, was Dr. Mehegan's analysis of their comments. The committee unanimously approved, with minor revisions, the 'working' computer technology plan submitted by Dr. Don Perrin. Although, some committee members believe that the components of the plan that discuss Distance Learning and Teaching needs much more participation by members of the RCCD faculty. We compliment Dr. Perrin for developing a workable plan to move RCCD into the technical future.

The CTE committee report addresses the following issues:

- Development of technology plans by individual departments.
- Equity in the distribution of technology resources.
- Insure that adjunct faculty have the same needed teaching resources as tenure-track faculty.
- Training of the faculty in the use of modern technology.
- Plan for the College to help the faculty in the purchasing of personal computers.
- Student needs for access to computers, Internet, WWW, and E-mail.

Computer Technology and Equity Committee Report

1. Equity in the College-Wide distribution of computers for faculty use:

Under the current economic conditions of RCCD not the entire faculty could receive new or upgraded computer systems. Thus, as the district attempts to distribute new computers and upgrade the older systems, an equitable process must be in place that allows everyone to have the opportunity to get the necessary equipment. Currently, the system seems to reward the "squeaky wheel."

Recommendations: The faculty will funnel computer requests to their department technology committees and then departmental request will be forwarded to the Dean of Learning Technology. This plan requires that departments write both short-term and long-term technology plans that include the needs of the faculty to teach and the designs necessary to modernize classrooms. These committees, and plans, should represent entire departments. We should make the formats for these plans available to all the faculty. The appropriate administrative office should distribute the time lines for making equipment request.

2. Identification of department/classroom technology needs and the identification of classroom/lab space needs for students:

Not all departments are clearly articulating their departments future technology needs for classroom instructions.

Recommendations: Technology plans written by every department should demonstrate not only the reason for the technology, and how the technology will be used, but also specify what additional classroom space is needed to satisfy the requests. Those department technology plans that impact space should also be directed to the appropriate administrative office.

College needs to develop a system of determining how to prioritize open computer labs, subject specific labs, etc. Departmental technology plans should help the college identify those subjects that could share resources. The plans should also give the college a means to estimate the number of workstations in open labs.

3. Faculty training:

Many faculty need enhancement of both their computer skills and introductions to the new technology. One of the most effective methods of training faculty would be to put computers into the hands of every faculty.

Recommendation: RCCD should develop an interest free loan system for faculty to purchase new computer systems for at-home use. The college would purchase approved systems for faculty and the faculty would be obligated to reimburse the college for the cost of the systems. This purchasing program has been used at other community colleges and with some businesses.

Recommendation: RCCD has a very large population of adjunct faculty that lack home computers and have minimal access to computers at RCCD. To develop their courses these faculty need access to computers. The college needs to find mechanisms of giving these faculty members 24 hr/weekday and weekend access to on-campus computers. The college also should explore the mechanisms they use to dispose of "obsolete" computer systems - some of these systems might provide the adjunct faculty useful systems for at-home word processing, spread sheets, etc.

Recommendation: RCCD needs to simplify the administrative problems and technical problems that faculty encounter with being hooked to E-mail/Internet in their offices or work areas and at home.

Recommendation: RCCD needs to develop workshops that focus on the usage of computers in specific classroom/teaching settings, such as Internet usage for the Social Sciences, spreadsheets for classroom calculations, developing CD's for multimedia presentations, etc.

4. Campus-wide software site licenses:

Currently faculty are not clear on the method to acquire software from the campus.

Recommendation: Every department should be informed through a campus clearing house (Dean, Learning Technology) as to the software available from the campus. Campus should suggest standards for spreadsheet and word processing that departments should use for college business, such as curriculum, budget etc.

5. Infusing technology into curriculum:

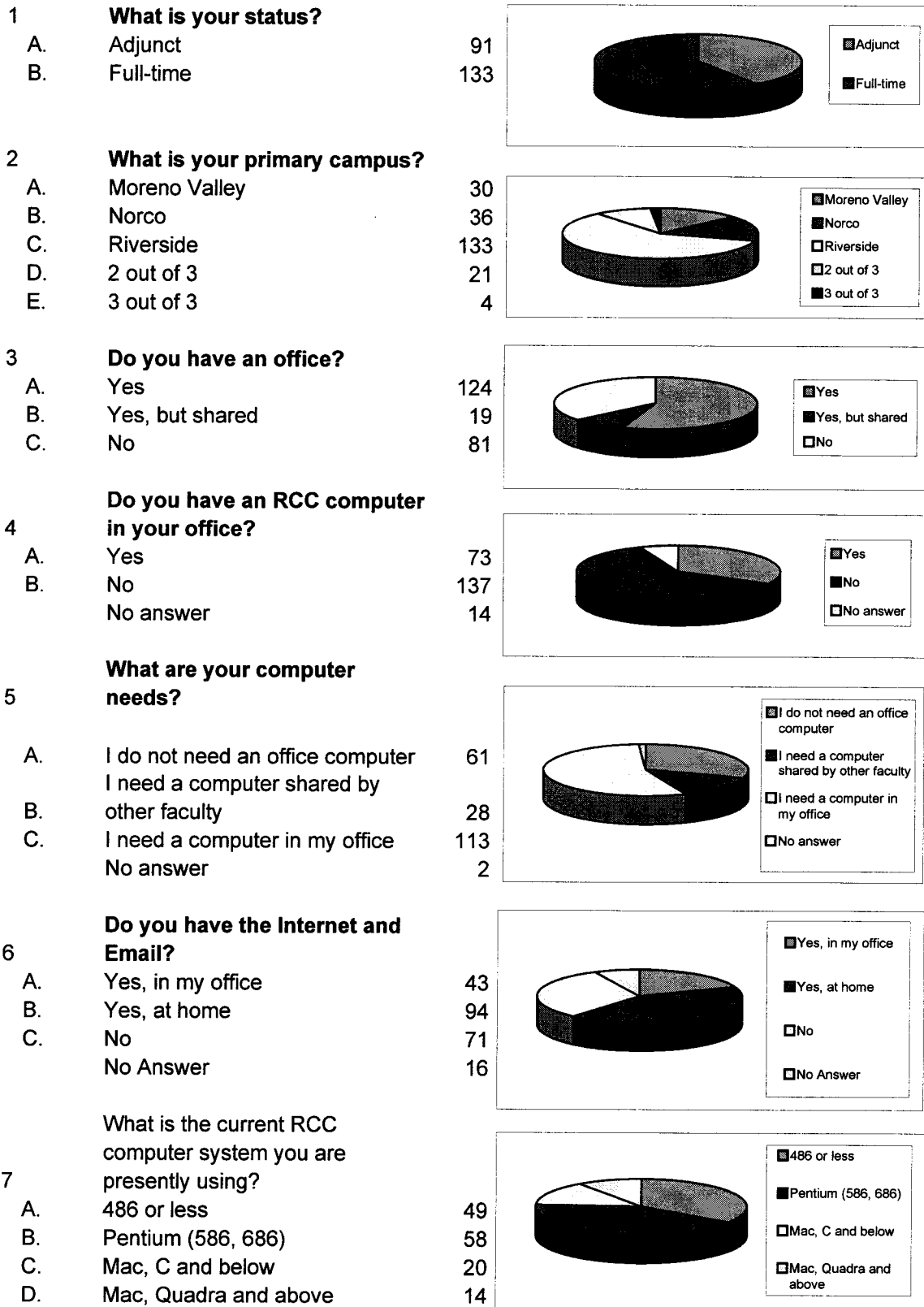
Recommendation: All three campuses need 24 hr technological faculty work areas with scanners, CD production systems, digitizer, quality color printers, copy machines, and computers for faculty to develop course materials. Campus needs digital cameras and digital projectors.

Recommendation: Many, if not most, classrooms need Internet access with portable computers and digital video projectors. Some rooms will need even more technology as specified within departmental technology plans.

6. Student needs: Classes need student access to word processing programs, spread sheet programs, Internet, and E-mail for class assignments, tutorial programs, student research, etc.

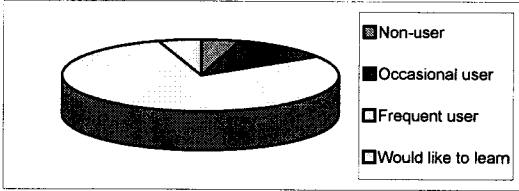
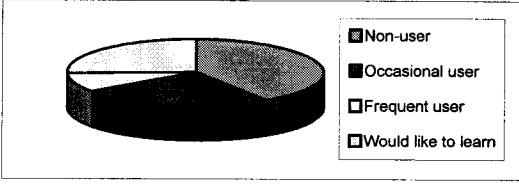
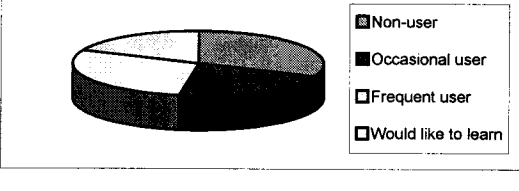
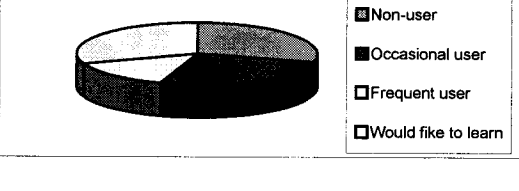
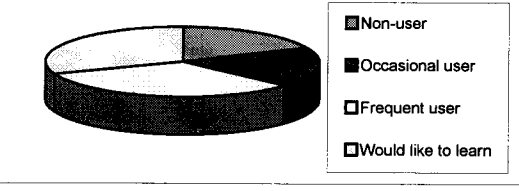
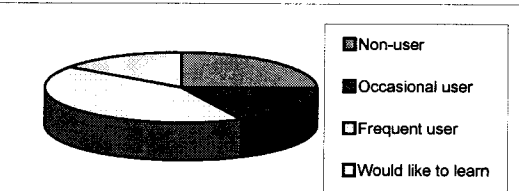
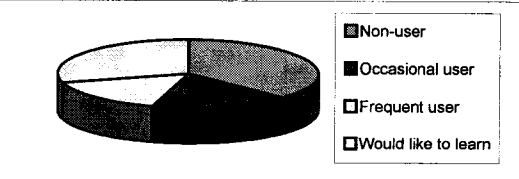
Recommendation: If the campus is truly preparing RCC students for the 21st Century we must develop E-mail and Internet access for our students.

FACULTY SURVEY OF COMPUTER USE



Software Use

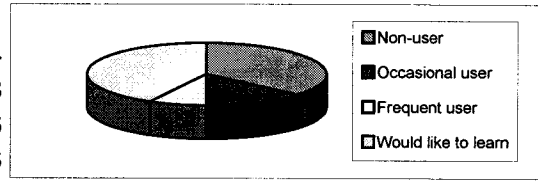
Note: 73 faculty claim to have an RCC computer in their offices (Q4). 141 Faculty answered question 7 describing the RCC computer they use. The difference might reflect those that use shared/department

8	Word Processing (Word, Word Perfect)	10	
A.	Non-user	25	
B.	Occasional user	175	
C.	Frequent user	11	
D.	Would like to learn		
9	Database (dBASE, Access)	90	
A.	Non-user	53	
B.	Occasional user	21	
C.	Frequent user	56	
D.	Would like to learn		
10	Spreadsheet (Excel, Lotus 123)	69	
A.	Non-user	46	
B.	Occasional user	63	
C.	Frequent user	41	
D.	Would like to learn		
11	Presentation (PowerPoint)	64	
A.	Non-user	57	
B.	Occasional user	32	
C.	Frequent user	67	
D.	Would like to learn		
12	Interactive Multimedia (Netscape)	40	
A.	Non-user	41	
B.	Occasional user	72	
C.	Frequent user	68	
D.	Would like to learn		
13	Microsoft Office or Equivalent	54	
A.	Non-user	38	
B.	Occasional user	90	
C.	Frequent user	33	
D.	Would like to learn		
14	Scanning (character reader & graphics)	79	
A.	Non-user	37	
B.	Occasional user	34	
C.	Frequent user	63	
D.	Would like to learn		

15	Teaching with e-mail	113	
A	Non-user	29	<ul style="list-style-type: none"> Non-user Occasional user Frequent user Would like to learn
B.	Occasional user	11	
C.	Frequent user	59	
D.	Would like to learn		
16	Teaching with listservs, chats, forums	143	
A	Non-user	6	<ul style="list-style-type: none"> Non-user Occasional user Frequent user Would like to learn
B.	Occasional user	5	
C.	Frequent user	58	
D.	Would like to learn		
17	Teaching with Multimedia	78	
A	Non-user	33	<ul style="list-style-type: none"> Non-user Occasional user Frequent user Would like to learn
B.	Occasional user	28	
C.	Frequent user	75	
D.	Would like to learn		
18	Teaching with WorldWideWeb	93	
A	Non-user	24	<ul style="list-style-type: none"> Non-user Occasional user Frequent user Would like to learn
B.	Occasional user	14	
C.	Frequent user	83	
D.	Would like to learn		
19	Locating resource materials	44	
A	Non-user	43	<ul style="list-style-type: none"> Non-user Occasional user Frequent user Would like to learn
B.	Occasional user	69	
C.	Frequent user	58	
D.	Would like to learn		
20	Creating graphics.	65	
A	Non-user	39	<ul style="list-style-type: none"> Non-user Occasional user Frequent user Would like to learn
B.	Occasional user	44	
C.	Frequent user	65	
D,	Would like to learn		
21	Creating publications.	71	
A	Non-user	34	<ul style="list-style-type: none"> Non-user Occasional user Frequent user Would like to learn
B.	Occasional user	46	
C.	Frequent user	60	
D.	Would like to learn		
22	Creating presentations.	53	
A	Non-user	44	<ul style="list-style-type: none"> Non-user Occasional user Frequent user Would like to learn
B.	Occasional user	45	
C.	Frequent user	70	
D.	Would like to learn		

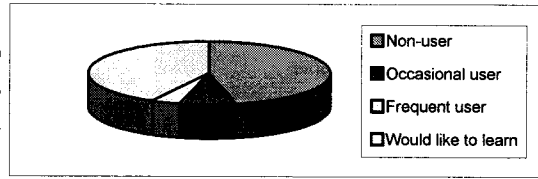
- 23 Creating multimedia.
 A. Non-user
 B. Occasional user
 C. Frequent user
 D. Would like to learn

74
28
16
86



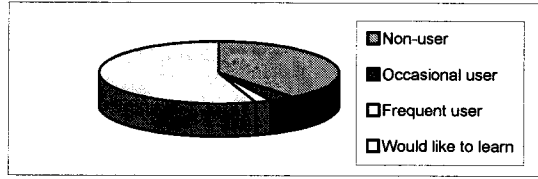
- 24 Creating Web pages.
 A. Non-user
 B. Occasional user
 C. Frequent user
 D. Would like to learn

99
16
8
90



- 25 Creating interactive lessons
 A. Non-user
 B. Occasional user
 C. Frequent user
 D. Would like to learn

73
6
4
102



FACULTY USE OF COMPUTERS SURVEY

Comments

This survey is of NO value unless the results are published to the repondents. Obviously, an indicator of a badly written questionnaire.

Terrific job with survey & follow-up.

In the Huntley Gym band office we have yet to enter the 90's! No E-mail, No Internet. Our printer got rained on because the roof leaks! Help!

Software -
1. ScientificWork place
2. WordPerfect

I would appreciate all the help you can give. Having secretaries for so long has allowed me to remain computer illiterate.

I would use a computer constantly if I had access to one equipped with e-mail. I share ideas with colleagues (here and at other institutions) via e-mail when I have access, and I am enthusiastic about developing e-mail (and other) interactive formats to use with my composition students.

I would like to find a good program for figuring out student grades. Doing it maanually is far too tedious due to the fact that my courses are set up in such a way that points are accumulated on a daily basis in 6 different categories, help!

In house creation of instructional CD's or DVD's would be a major move - the wave of the future.

I don't have a computer & without one the possibility that I will learn to use one is remote. I do believe that there are plenty of opportunities to use computers in teaching Art History - starting with putting slide reviews on computer for student use. Also, the Internet should be great for research in art.

Please consider making E-mail available to students vis computer lab.

It would be good to have different types of inservice. Also, a computer being available to adjunct faculty so they can work or prep while on campus would be helpful.

I have a Power Mac at home on which I do my RCC work. I would love to have a Powerbook so I could do work at work or my own computer in my office.

FACULTY USE OF COMPUTERS SURVEY

COMMENTS	
At the point of #3 – no office – survey is immaterial	There are many ways we can update the paralegal program's computer use for a low outlay of funds.
Would like to use computer in classroom for multimedia and /or interactive presentations for medical terminology and medical transcription	Our department would like to develop curricula using probes that interface with computers and use these when they can be purchased. My needs can best be met by an open access computer lab where my students can process and analyze data and run tutorial programs.
I also find parscore very beneficial	Thanks for the survey!
As adjunct it's just easier to use my home computer	████ – This is great and long over due █████
Thank you for giving attention to these issues. Don't forget to explore these applications as they relate to distance education. I am currently studying interactive multimedia a UC Irvine. I'm excited and anxious to use what I learn for instructional applications.	I have an older IBM computer at home that is not hooked up to the internet. I am interested in becoming more about computers and how they can be used. I use mine for word processing only.
I do a considerable amount of lecture and exam writing/development on a computer, but need to learn to develop data bases to teach student projects/progression. I would also like to learn how to develop presentations using graphic technology. I really do not know enough to know what I could use or how to apply it.	I would like very much to learn how to use all the resources, teach my students how to research on the internet and learn how to use the resources available in a classroom like 123 – E-mail and access to a computer on a regular basis in a convenient place on campus is essential. (Working on getting internet at home, but would prefer to have it at work)
Computing Services has really been bad in regards to speedy repair and service for math lab MacIntosh computers.	I would like to use the computer for presentations/graphics but confess I am ignorant
Don't forget we need a printer to go with the computer (s).	Several in 15-25 sound interesting, but I'm so uninformed that I'm not certain what they are
All computers should be replaced every three to five years. LCD panels, instructors' computers and internet should be in every classroom. More computer labs – including some reserved for instruction – are essential. Norco and Moreno Valley are light years ahead of Riverside. All students should have e-mail, internet	This survey does not account for the computers needs of adjunct faculty. It is also written for computer literate faculty, not those of us who have not had the familiarized with how all these things work.
I have my <i>own</i> computer in my office hooked up to RCC email	Please! Get us out of the <i>Stone Age</i> and get us computers and <u>worthwhile</u> training

FACULTY USE OF COMPUTERS SURVEY

<p>I have 286 computer in my office and it is totally inadequate for my purpose of preparing teaching materials, evaluations, researching and locating resources. My work also involves communicating with researchers in my field here in the USA and abroad. So I need a pentium with modem, cd rom and internet facilities. I also need a laser printer.</p>	<p>My computer needs have a very low priority. Our communication center does all my word processing. I will volunteer to be <u>one of the last</u> instructors to have a school computer installed in my office. Other instructors can make much better use of the devise.</p>
<p>I would love to be able to incorporated internet & e-mail into teaching. We need a lab w/student access to those services.</p>	<p>Would like to learn about all the instructional use of computers (15-25)</p>
<p>A major hurdle for most folk is the lack of time to master the technique/technology needed. Some times more can be done with less (from a student or instructor perspective)</p>	<p>I am a new hire this year. I am the Director of the speed and debate team. I was promised a computer with net access. It has not yet been delivered.</p>
<p>I don't have an computer but the department specialist does. I answered this for me and only me.</p>	<p>I personally appreciate your fine interest in this very important area of computer use. I for one am ready and willing to learn. Your efforts are appreciated.</p>
<p>The English Department gave me one of the ancient MAC computer for the MUSE (college literary magazine) but we still need a copy of ADOBE printshop and photoshop as well as a basic WP program to meet our needs. So far, we've never been able to use the computer. Presently, we're using the MAC computer lab in Tech, but we've been told we won't have that option next semester. We're desperately seeking a MAC that has the capability to meet our needs.</p>	<p>The following is available at local high schools, but not RCC. My <u>students</u> must have access to the internet at RCC. They must be able to research and produce business reports. This includes word processing, editing, graphics and presentation. Students in the International Business courses need access to The National Trade Data Bank.</p>
<p>I have a computer in my office because I'm Dept. Chair. It doesn't have internet or email</p>	<p>We need scanners for faculty use and student use! We need internet access for students badly!</p>
<p>Computer has been in my office since 1988 and it is useless. Would like the www to have students use for research.</p>	<p>I am very interested in learning teaching methods & developing curriculum for/with multimedia & internet classrooms.</p>
<p>I don't have time at school to work on the computer. We have one in the office with two faculty and two work students. I do my work at home on a MAC and can't transfer it! We would like to get the program & computers to use for choreography.</p>	<p>I <u>need</u> a computer in my home – would like information as to kind that fit my needs. To let you know how far <u>behind</u> I am, I purchased the 1st Apple 2E (Dinosaur) that's as far as I ever got.</p>
<p></p>	<p></p>

FACULTY USE OF COMPUTERS SURVEY

<p>Currently, I have to get my students who have internet access to utilize graphics, search tools and access textbook home- This is not a success. Only 415/30 students have the hardware to do this. We do not have the resources to offer this in our dept. yet. We keep asking!!!</p>	<p>I answered non-user for 15 & 16. Occasional use – for communicating with students, e.g. answer questions & send files. No Direct teaching, but would like to!</p>
<p>I use my computer at home for word processing & graphics. I make transparencies here only because I do not have the transparencies at home for my use. I use duplication for hand-outs and tests. I would like access to a computer here with word and transparency capabilities.</p>	<p>Students & Faculty need internet & email access. Classrooms need internet connections. Classrooms need digital projectors. Faculty lab needs high-quality scanners, printers & software packages. <u>As we near the 21st century, we need to get into at least the 20th century.</u></p>
<p>It would be nice to have an RCC computer in my office, but I would rather use my own Mac at home.</p>	<p>Thanks to Dick Tworek for really supporting the needs & ideas of faculty that are anxious & willing to demonstrate computer usage.</p>
<p>Would instruction on PAR score</p>	<p>Re: questions 5 & 6 – answered for my office at other school where I do my primary teaching/research</p>
<p>Part-Time faculty NEED offices.</p>	<p>Could not answer #7 because I use my own 386 PC in my faculty office.</p>
<p>I have taken a UCLA extension course – Online Teaching – and I'm eager to implement an Art Appreciation Art 6 class online. It could use the WEB & email – I have a class plan already! I use the internet on the shared faculty office computer and at home but would like to be able to rely on it for the classroom. There are tons of things for the art classes</p>	<p>The old Mac LCII I have in my office hardly meets the need I have to prepare materials for my classes in Spanish. I need CD-ROM/Internet to work on existing programs. We are behind other colleges in this area. I have CD-ROM computer in my classroom & we are using contemporary technology but we need the proper tools to do our job developing & evaluating materials</p>
<p>When you ask a question with a possible “NO” answer (like #4), you should not follow it with a question (like #5) that can not be answered by those who answered “NO”. (Another example is #6 & 7)</p>	<p>We have a very old MacIntosh & need to set a new one! We also have a Gateway I share with in office with students, so I don't actually have one in my office.</p>
<p>Do not have the classroom technical support to use Powerpoint, etc in classroom</p>	<p>Before questions 15-15 remind us we can choose “d – Would like to learn”</p>
<p>It is very difficult to determine how to answer some of these questions. No place to indicate doesn't apply.</p>	<p>The more elaborate forms of use – multimedia in class, etc – would be great in my field – Arch. & Anth. Are very visual.- oriented. Without technology (have only 486) it isn't possible to even get started</p>

FACULTY USE OF COMPUTERS SURVEY

<p>I do all my work at home on my computer. It would be wonderful to have safe (w/o viruses) computer access at work to complete my work. I tire of hauling my work from home to school on a regular basis</p>	<p>All local health care agencies use computerized records (to varying extents). I would like to create a computer lab simulation for students which would enable them to practice in college lab what they will encounter in the real world..</p>
<p>I definitely need a computer in my office that is capable of accessing the net. I have been told neither my poworkbook nor the older computers in the math dept. are capable of such access. Additionally, the math dept is desperately in need of updated computers and access to other hardware such as an LCD projector</p>	<p>I would appreciate all the help you can give. Having secretaries for so long has allowed me to remain mostly computer illiterate.</p>
<p>Most of 15-23 I would like to do with my class but don't have the opportunity. I am hoping to have chem 1A here at Norco in the Fall. So at least my class has access to computers. I can not use RCC email because Bell (David) decided he won't support Macs even though every other school I know supports them. But if someone will buy me a PC I'll be glad to use it. I would like to let my student's email me.</p>	<p>I know that there are some computers available for faculty, but I don't know what is available to me. It would be great to know if I could have e-mail and/or internet access and also how to use it. Also, being a math teacher, the equation editor available through MS office is great, I use it at home. When making tests. Is that available on the faculty computers here?</p>
<p>I would like to learn how to create animated text (with special effects) for math classroom presentations. I would also like to learn how to incorporate that into video. (helpful to my sabbatical project)</p>	<p>Departments need laptops or portable PC's plus projectors to be able to use presentation software. One projector to 14 FT faculty and only a "loaner" laptop doesn't encourage faculty learning how to change.</p>
<p>1) I think I'm going to get in trouble here, but I think part of the problem is how we utilize and distribute resources. I see people getting equipment who (a) don't use it (b) won't use it (c) don't care to use it (d) weren't consulted on their needs (e) are even strongly against using it. Meanwhile others who have need/go(desire) without.</p>	