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COMPLETE

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Page 1: For Annual Planning/Program Review Requests AND Off-Cycle Requests

Q1 **2023-24**

Technology Plan Year

Q2

Title of Request

Computers for General Counseling & Transfer Center

Q3

Location of Request

Counseling & Transfer Center G-200

Q4

Department

Counseling and Transfer Center

Q5

Contact Person

Name	My-Linh Nguyen
Email Address	my-linh.nguyen@gcccd.edu

Q6

Description Please provide a brief description of the technology/software or technology project and its core goal(s).

Replace outdated computer towers for all desktops in Counseling and Transfer Center.

Page 2: Proposal Justification

Q7

Please explain how the technology or enhancement supports the strategic plan and impacts students, employees, the college, and/or the district. Which Strategic Plan priority (or priorities) are supported by this request? To access the Strategic Plan, please click [here](#).

Eliminate equity gaps in course success (passing grade in class)

Increase persistence eliminate equity gaps (re-enrolling the subsequent semester or year)

Increase completion and eliminate equity gaps (graduating with a degree/certificate, or transferring)

Q8

How does the request support the above priorities?

- Eliminate equity gaps in course success: Counseling courses are taught by our faculty and we are currently revising our curriculum in preparation for CalGETC. All of our COUN 120, 110, and 150 courses utilize OER materials. We offer courses largely online with some in-person and are currently planning for Umoja and Puente learning communities in 25-26.

- Increase persistence: This request most supports this priority because counseling has a large role in increasing student persistence. We also work heavily with instruction to collaborate in Guided Pathways (Academic and Career Pathways), and connect with students. So much of our counseling work utilizes our computer technology. We must access up-to-date information for our students, develop education plans, and meanwhile offer an array of online counseling services that have increased student access to our services.

- Increase completion: Our Transfer Center is an integral part of establishing a culture of completion. With ADTs being the highest form of completion in the funding formula, the work that both Counseling and the Transfer Center do to support students towards that is vital to assuring students not only complete their goals within their set timeframes, but also apply for applicable degrees that they have earned.

Q9

Who would this impact? Please select all that apply.

Students,
Employees

Q10

What is the number of students or employees impacted per semester?

3000

Q11

How would this impact the above group(s)?

Counselors rely heavily on our computers to do our job. We utilize and access it daily to serve students both in-person and online. It is critical that we have up-to-date technology hardware that can handle the necessary software for us to do our jobs. We are expecting an increased number of students to be served in the upcoming years and currently some of our devices have been impacted by software incompatible with outdated hardware.

Q12

Yes

Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

Q13

If yes, please explain how the technology supports a state-wide initiative or is it a legal mandate or in support of a legal mandate?

AB928 includes mandatory ADT Placement for all student who want to obtain an associate degree and transfer with us. Under AB928 - it requires that these students also have a comprehensive education plan by the time they complete 15 units. In addition to AB928, we have had to implement some changes to our business processes with A&R and Financial Aid, such as requiring all students to meet with a counselor if they are requesting a Change of Major. We have always encouraged students to come see a counselor and WANT all students to meet with a counselor for education planning - with these items previously mentioned, we are expecting many students to start coming to us (YAY!), so it will be critical that we have up-to-date technology hardware that can handle the necessary software for us to do our jobs.

Q14

Please be aware that projects, once approved, are typically scheduled 6 months to a year in advance. Consider the consequences if the technology/software is not implemented, upgraded or renewed. What are the consequences if the technology/software is not implemented/upgraded, or renewed? Examples: Security concerns, loss of FTES, mandates, accreditation, etc.

It is critical that we have up-to-date technology hardware that can handle the necessary software for us to do our jobs. We are expecting an increased number of students to be served in the upcoming years and currently some of our devices have been impacted by software incompatible with outdated hardware. Recently we have had complications with Adobe and Outlook (two very heavily used software applications) that were not able to update due to our outdated computers. We are requesting for the new computers now, to be in line with the typical replacement cycle (in 2022 we received used replacements - unknown how old they were to begin with). We would like new devices to use for an entire typical device lifespan.

Q15

What is your preferred time for implementation?

ASAP - Regardless of peak times in Counseling, we anticipate implementation would not take long.

Q16

Tell us how the data you have supports the implementation of the technology. This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

General Counseling alone served over 3600 students and Transfer Center served 614 in the 23-24 year. This does not include the additional followup contacts that often take place numerous times after a student has built rapport with their counselor. 1240 students enrolled in counseling courses during that same 23-24 year.

Q17

5

How critical is this need in terms of supporting curriculum and services?

Q18

Please attach any supporting data/documentation using the "Upload" button below.

[cuyamaca-general-counseling-access-persistence-course-enrollment-report-2023-2024-20240813-final.pdf \(172.9KB\)](#)

Page 3: COST ANALYSIS

Q19

Hardware

Is the request for hardware, software, or both?

Q20

Upgrade (replacing outdated technology)

Is the request for new or an upgrade to existing technology?

Q21

Total initial cost of request: This includes hardware and software maintenance, licence, taxes, fees, shipping, storage, etc. Contact Bryan Cooper for assistance.

\$41,849.47

Q22

General Fund

Funding Source:

Q23

Please attach quote using the "Upload" button below.

[2024.11.19_29%20desktops_Erin%20Coffey.pdf \(81.8KB\)](#)

Page 4: Grant Funding Source

Q24

Respondent skipped this question

Please specify the grant that will fund the technology you are requesting.

Page 5: Evaluation Plan

Q25

Evaluation. How do you plan to evaluate the technology after implementation?

We evaluate our student services data annually. With AB928 and other changes that should bring an increased number of students through Counseling, we anticipate that our data in terms of the number of students served will increase, thus increasing the number of students with higher persistence outcomes. We feel that so long as we continue to see more students, then we know our technology is being used effectively.

Page 6: Type of Request

Q26

No

Is this an Off-Cycle Request (e.g., not part of the annual planning/program review process)?

Page 7: Off-Cycle Requests Only

Q27

Respondent skipped this question

What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-cycle consideration? Please explain why this request cannot wait until the next annual planning cycle.

Page 8: Technology Request Process

Q28

Respondent skipped this question

How can the Technology Request process be improved for next year?

Page 9: Ready to Submit

Q29

Yes

Are you ready to submit your technology request?
