ABC

Technology Plan 2021-22

ADULT SCHOOL
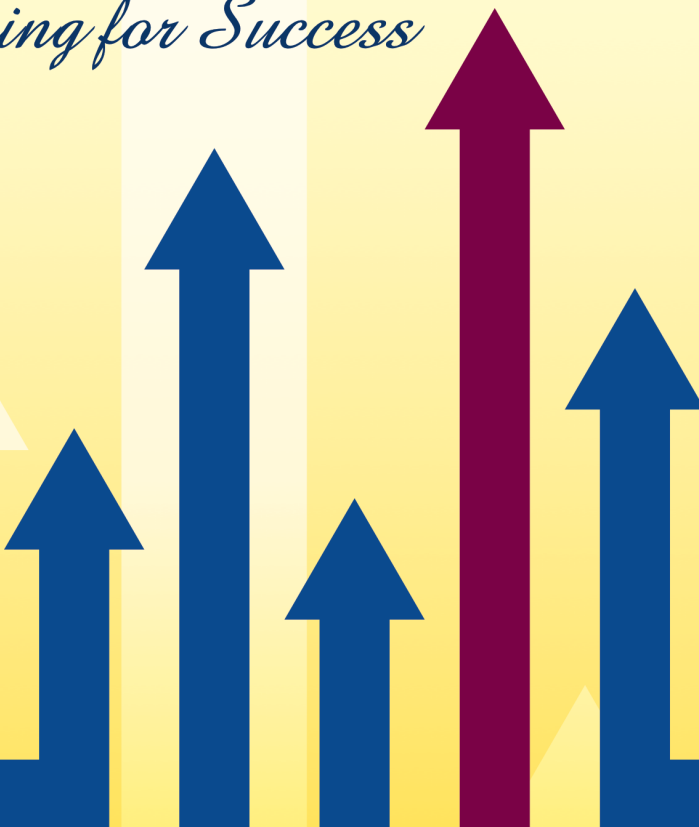*Learning for Success*

Council on Occupational Education

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ABC Adult School

CUESTA MAIN CAMPUS
12254 Cuesta Drive, Cerritos, CA 90703

CABRILLO LANE BRANCH CAMPUS
20122 Cabrillo Lane, Cerritos, CA 90703

ABC Unified School District

ABC Adult School Technology Plan: 2021 - 24

Goals, Objectives – Progress Report

	Area:	Goal:	Objectives:
1	Software	Update e-testing procedure if necessary.	1. Research e-test online requirements by June 2022. 2. Make decision about whether to convert from the current e-testing system by June 2022.
	Goal Completed: NO		
2	Software	Update Adobe Software in Labs	1. Decide on purchasing the entire suiote or moving to a monthly on line fee.
	Goal Completed: No	**Comments:** All decisions will be made by Summer 2022	
3	Professional Development	Train teachers to prepare students in the basic computer skills necessary for taking an e-test.	1. Develop a procedure for identifying students without basic computer skills by June 2022. 2. Develop a system for sending students with no computer skills to the Lab for basic training (using a mouse) by June 2022.
	Goal Completed: No	**Comments:** Classroom instruction time and coordination with instructors needs to be scheduled for this project. A reliable and consistent testing schedule also needs to be implemented and shared with the instructors so that students with no computer skills can be selected and given training before being exposed to e-testing.	

4	Train teachers to 1. Develop PowerPoint on Assessment Professional Development familiarize students with Assessment Center procedures.	Create an orientation video for the Assessment Center by June 2022.	
	Goal Completed: No	**Comments:**	
5	Professional Development	Train teachers in the e-test guidelines.	1.Conduct a training session that takes teachers through the e-test process by January 2022. 2. Provide teachers with a summary of the e-test guidelines by January 2022.
	Goal Completed: Yes		
6	Technical Support	Train paraeducators to assist with proctoring in the Assessment Center.	1. Write up instructions for assisting with e-testing by June 2022. 2. Conduct training session for paraeducators by June 2022.
	Goal Completed: Yes		
7	Hardware/Connectivity	Purchase flat-panel screens for All classrooms.	1. Evaluate space and research connectivity/electrical needs by April 2022. 2. Make purchase and install by June 2022.

	Goal Completed: Yes	Comments: Extra money was obtained and all work has been completed	
8	Hardware/Connectivity	Increase access to wireless for teachers and students.	1. Purchase 5 additional wireless access points by March 2022. 2. Determine locations and install by June 2022.
	Goal Completed: Yes		

9	Hardware/Connectivity	Improve sound systems in all classrooms.	1. Evaluate the sound needs of ESL classrooms by April 2022. 2. Purchase and install ceiling speakers as necessary by June 2022.
	Goal Completed: No	Comments: An audio solution and vendor have been chosen for this project. Preliminary site assessment and wiring evaluation has been started. All eleven classroom should have their audio system upgraded by the end of Q1 2023.	

Evaluation – Progress Report

	Timeline:	Action:	Person Responsible:
1	Conduct a staff needs assessment at the beginning of the school year. Assess how needs are being met on an ongoing basis at staff meetings throughout the year.	Survey teachers regarding training and technology needs.	Technology committee member.
	Goal Completed: No		
2	Three times a year.	Meetings during implementation process to review goals and objectives	Technology committee chairperson
	Goal Completed:		

	Yes		
3	Yearly, in October.	Annual Update to Plan	Technology committee chairperson
	Goal Completed: Yes		

The scope of your plan: This plan is for the ESL department of ABC Adult School.

Technology Planning Team

Team Leader: Pao-Ling Guo

Position: Principal

Team Members:

	Name	Position	Representing
1	Kerri Murray	Network Analyst II	Information Systems
2	Pao-Ling Guo	Principal	Administration
3	Colin Sprigg	Colin Sprigg	District Information & Technology
4	Bob Takar	IT Instructor	Instructors
5	Rachelle Shultz	TOSA	Instructors
6	Georgia Grissom	Medical Instructor	Instructors
7	Lorena Mares	Office Instructor	Instructors
8	Rudy Hernandez	Technology Assistant	Information Systems

Vision Statement

ABC Adult students will be technologically-literate, self-directed, life-long learners. They will skillfully use technology to access and interpret information to enhance learning at school, work, and in the community.

Existing Technology Survey

Part 1: General Information

What is the scope of this technology plan? Program

Part 2: Computer Usage

Total number of computers owned: 145

Number of computers used by admin, support staff and teachers ONLY: 26

Number of computers used by students: 119

How are you connected to the Internet? LAN

Part 3: Other Technologies

Technologies used now:
Overhead Projector
LCD projector for computer
Audio cassette recorder/player
Magnetic card reader (Language Master)
Scanner (not Scantron)
Video recorder/player
Video Camcorder
Digital video camera
Digital camera
Interactive Whiteboards (Smart Board, Clickers, etc.)
Wireless Computer Connections
CD Player/Burner
DVD Player/Burner
Document Camera (Displays hard copies of documents with the assistance of a projector and a screen.)
Mp3 Player (iPod, etc)
Cellular Phone
Digital voice recorder

Technologies we plan to use in the future:
Computer Tablet

Instructor Skills Assessment

Total number of respondents = 12

The graph indicates the percentage of respondents who feel competent

BASIC COMPUTER OPERATION		
Basic computer functions	75	
Student computer operations		67
Fix common computer problems		67
PRODUCTIVITY SOFTWARE		
Use word processing	75	
Classroom word processing		58
Use presentation software		25

Presentation software in classroom	17
Use spreadsheets	25
Spreadsheets in classroom	17
Manipulate graphics	50
Graphics activities in classroom	17

INSTRUCTIONAL SOFTWARE	
Instructional Software 42	
Student tracking software	42

ASSISTIVE TECHNOLOGY	
Make computers accessible 50	
Locate assistive devices and software	25

USING THE INTERNET	
Use internet 92	
Internet in classroom	58
Evaluate Web sites	75
Class Web site	17

VIRTUAL COMMUNICATION AND COLLABORATION	
Use email 92	
Email for students	33
Web communication (blog,etc.)	33
Web communication in classroom	17
Support students online learning	25

VIDEO TECHNOLOGIES	
Use video camera 42	
Use videos in classroom	67
Student video projects	25

EVALUATING AND INCOPORATING NEW TECHNOLOGIES	
Use new technologies 50	
Stay current with new technology	25
Use new technology in classroom	25
Use features of mobile phones	58
Use mobile phones in classroom	50

MANAGING THE TECHNOLOGY-ENHANCED CLASSROOM	
Select the technology for teaching 33	
Try new things with technology	58
Tech-based classroom projects	17
Tolerate "controlled chaos"	75
Accept not being an expert	92

ASSESSMENT	
Use online assessments ▭ 42	
Create quizzes online	▭ 58
Use tech in performance assessments	▭ 8

PROFESSIONAL DEVELOPMENT	
Professional development online ▭ 17	
Take an online course	▭ 33
Use listservs, wikis for prof. dev.	▭ 25
Participate in an Electronic Professional Learning Community	▭ 25

SOCIAL, LEGAL AND HEALTH ISSUES	
Acceptable use policies ▭ 42	
Copyright laws	▭ 50
Ergonomics	▭ 42
Roles of tech in society	▭ 75