			Ex	PRESIDENT Peter R. MacDougall recutive Vice Preside Educational Programs Jack Friedlander Schwamm, Administrative S				Dian. 03/20/00
Cross Functional Team Leadership	Dean Educational Programs <i>Bill Cordero</i> (Cindy Salazar, Administrative Secretary) Division Operations: Budget, Facilities & Foundation Liaison	Dean Educational Programs Jane Craven Chair, Student Information System Implementation (Angie Esqueda, Senior Secretary)	Dean Educational Programs <i>Keith McLellan</i> Co-Chair, Student Success Co-Chair, Technology (Susan Brindle, Senior Secretary)	Dean Educational Programs Jack Ullom Co-Chair, Student Success Chair, Faculty Development (Jacqui Cain, Senior Secretary)	Dean Educational Programs Pablo Buckelew Co-Chair, Enrollment Management (Agnes Kalisher, Senior Secretary)	Dean Educational Programs <i>Gayle Baker</i> Chair, VocEd (Lisa Lopez, Senior Secretary)	Dean Educational Programs <i>Ramiro Sanchez</i> (Joyce Pugh, Senior Secretary)	Dean Ed Tech Chair, Online College Co-Chair, Technology (Jacqui Cain, Senior Secretary)
Responsibilities:	Financial Aid EOPS/CARE Housing Student Discipline Student Activities Honors Reception Student Grievances Alumni Student Employment Security Student Affirmative Action CalSOAP	Admissions Registration & Records SIS: OASIS Sexual & Racial Discrimination Sexual Harassment College Funding Report (320) Commencement Community Concerns Scholastic Standards College Calendar	Orientation Counseling Career Adv. Center Transfer Center Health & Wellness Veterans Support Prog. Athletics Academic Support Prog. Personal Development Curriculum Faculty Advising Transfer Center Articulation Matriculation Degree Certification/ Degree Audit Degree Award Probation/Disquali- fication	English Div. Fine Arts Div. Social Sc. Div. CAP MET Honors Program Readers Assessment Office	Gen. Work Exp. Study Abroad International Students Tech-Prep Dual Enrollment Program Pre-Ed. Major Advance Program Prof. Development Studies Dept Employee University DSPS Industry-Based Program Dev't Interdisciplinary Program Dev't Marketing & Enrollment Mgmt (Proposed New Position) Co- Chair, Enrollment Management (Angie Esqueda, Senior Secretary) Marketing School Relations Web-Based Marketing PIO Office Publications Office Scheduling Office (Beg. Fall 2001)	Business Div. Health & Human Services Div. Technology Div. RHORC VTEA VocEd Grants Occ. Ed. Advisory Committees Employer-Based Programs: Cottage Sansum/SBMFC Police Dept. Sheriff's Dept Assistant Dean Educational Programs (Proposed New Position)	Math Div. ESL/FL Div. Science Div. PE Div./Athletics Curriculum Coordination Scheduling Office: Class Schedule Catalog (to be moved under Director/ Coordinator of Enrollment Management	LSS Online College FRC Library Film Studies Graphics MAT Web-Based Curriculum Web-Based Instruction SCMEC IT Planning Liaison to Technology- Based Committees Assistant Dean Library David Kiley

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INFORMATION RESOURCES DIVISION REORGANIZATION

For:Board of TrusteesBy:William HamreDate:March 23, 2000 Board Meeting

The proposed reorganization of the Information Resources Division is driven by four essential considerations:

- 1) the need for adequate management and supervisory positions to support a diverse and growing technology support staff for college operations;
- the need to provide technology planning, coordination, support, and training with major areas of the College such as Academic Affairs, Student Services, Business Services, Human Resources, Continuing Education, and Research and Planning;
- 3) the need to provide more structured project planning and management to support the large number of technology initiatives that are proposed and undertaken each year; and
- 4) the need to ensure the cross training of knowledge, skills, and expertise needed by the institution in important areas such as systems management and database administration.

These directions respond to central concerns noted by the *Collegis* consulting firm in their assessment of the information technology function at SBCC completed in Summer 1999. These initiatives reflect the growth in the technology infrastructure of the college in the last five years, the comprehensive nature of technology's impact on the operational units of the college, and the increasingly rapid pace of change in technology products and solutions.

Specific actions taken to date to implement the reorganization include:

- 1) creation of a new Dean, Educational Technology (funded from Partnership for Excellence) to manage the instructional computing environment on campus, and to coordinate the planning and implementation of new educational technology initiatives with Information Resources Division;
- 2) creation of a Web Developer position (funded from Partnership for Excellence) to support the College Webmaster in the design and development of the college's web-based services; and
- 3) restructure of the roles of College Cabinet, College Planning Council, District Technology Committee, and the Change Management Technical team in the planning, prioritization, funding and implementation of new technology initiatives.

Actions yet to be taken to implement the reorganization include:

- restructure duties and responsibilities of the current Director of Institutional Technology position into Director of Networks and Telecommunications, including planning for the technical infrastructure to support college telephone, voice mail, FAX, printing, and duplicating services;
- restructure duties and responsibilities of the current Information Systems Analyst I position to an Information Systems Analyst II position with responsibility for systems and database administration;
- restructure duties and responsibilities of the current Associate Vice President, Information Resources to Vice President, Information Resources with responsibility for college-wide technology architecture, planning, resource allocation, project management, and policy development;
- 4) restructure duties and responsibilities of the current User Support Specialist II position to a lead position with responsibility for user support, helpdesk, and operations;
- 5) restructure duties and responsibilities of the current User Support Specialist II position to a lead position with responsibility for technology training and staff development in coordination with Human Resources and the Faculty Resource Center;
- 6) create a new Director of Applications and Support to manage and supervise all college application development, web development, and applications support and training;
- 7) create a Project Management Administrative Assistant position, reporting to the Vice President, for tracking the planning, development, testing, and implementation of all new technology initiatives;
- 8) create a new Network Security Specialist position to be responsible for development and management of the campus network and telecommunications security systems;
- 9) create a Database Administrator position to be responsible for the design, development, implementation, and management of the all of the district's data storage structures; and
- 10) create a Technical Training Coordinator position to design, build, and support individual and departmental technical training plans to help ensure college faculty and staff have the technical skills to complete their jobs effectively.

Items one through five can be undertaken within the existing Information Resources Division budget, by converting hourly. Items six through ten will require new resources from Partnership For Excellence, other new funding sources, or redirection of existing resources.

This proposed IRD reorganization was reviewed with the Board of Trustees in the February Study Session, and will be presented for action at the March meeting of the Board. New job descriptions will be developed and presented to the Board of Trustees as each of these new or restructured positions are put in place.

Information Systems Division Reorganization Draft - For Discussion Only - March 2000



Denotes restructuring of duties and responsibilities.
 * Denotes new position.
 PFE = Partnership For Excellence

NF = Need Funding

Student Learning Work Group P4E

		Amount		24		ET.			学校で		1.3.2.3	
R	Ongoing Funding Request	Requested	#1	#2	#3	#4	#5	#6	#7	#8	#9	Points
1	17. Lab Coord. For Journalism Dept.	\$15,921	1	3	4	1	7	1	2	2	7	28
	30. Adjunct Counselor, Career		4									
2	Advancement Center	\$32,362	6	1	6	3	1	2	6	3	2	30
	(WILL BE REWRITTEN)											
1.1	18. Faculty Advising for Student Success -											
3	General, ESL, Nursing, Transfer	\$37,271	2	4	7	2	4	4	5	5	4	37
	34. Math Center - \$6,750 One Time and											
4	\$11,989 Ongoing	\$18,739	3	5	1	4	5	3	_1	6	9	37
		\$20,000	-		0		0	0				10
5	11. Augmentation of General Tutorial Fund	\$30,000	5	6	3	8	9	6	4	1	6	48
6	32. Clerical support for Counseling	\$19,748	7	2	8	7	3	7	9	4	3	50
	27. English Dept. Roundtable	\$7,064	4	8	2	5	6	8	3	7	8	51
8	38. Adjunct Online Advising Counselor	\$31,233	8	7	9	6	2	5	8	8	1	54
	5. ESL/FL Computer Lab - FT Classified											
	LTA	\$49,521	9	9	5	9	8	9	7	9	5	70
10	28. Funding for Mentoring Program	\$12,000	11	26	10	13	20	15	10	16	22	143
11	31. Student Success SPA	\$48,660	13	10	24	25	10	16	23	12	10	143
	9. Learning Support Services											
	Onetime:\$3,500 and \$1,000 ongoing	\$4,500	10	16	23	19	11	19	19	20	15	152
13	29. Tutor/Mentor Program	\$10,000	12	27	11	17	21	14	11	17	23	153
	25. Augmentation to College Reader			1								
	Allocation	\$20,000	15	18	12	16	19	12	25	26	19	162
15	10. Cosmetology - FT Department Aide	\$39,283	21	15	21	12	14	31	16	11	24	165
	14. Digital Arts Center's Help Desk											
	Coordinator	\$42,413	22	13	29	11	12	10	27	31	12	167
	4. Staff Communication Lab w/ Perm. FT											
	Class. Personnel	\$19,898	26	12	14	10	23	25	17	29	13	169
	12. Revision of Academic Skills Classes	\$30,000	17	14	30	20	15	23	18	10	29	176
19	19. Faculty Advising for Majors Program	\$30,818	27	11	28	21	16	22	26	14	11	176

-	107 Tan (40) Oursessful Transfer	1	1	1		1		1	1	r –	<u> </u>	
	37. Ten (10) Successful Transfer	to coo		0	40		47		0	1 40	10	100
20	Strategies of TAP Students	\$2,600	14	22	16	26	17	28	30	18	18	189
	24. Augmentation of Travel & Conference	005.000			0.5					0.5		100
	Funding	\$25,000	29						_			192
22	26. Learning Development Fund	\$30,000	30	25	22	24	26	13	13	15	25	193
	21. Hourly Special Program Advisor -											
and the second s	Financial Aid	\$10,470	32	-		22	13	29				198
24	8. Faculty Speakers - Student Panel	\$800	16	30	18	18	25	18	32	13	30	200
	13. Purchase Instructional Software,											
25	Licenses & Serve. Contract	\$30,000	23	21	13	15	32	24	21	21	31	201
	23. First Generation College-Goers						1					
26	Curriculum Video Series	\$2,578	18	24	27	30	18	20	24	24	21	206
	1. Augment Supplies, Printing &											
	Duplication	\$20,000	25					17	20	22		208
	22. Students in Transition	\$7,550	28	1		29	22	26		23		211
	7. Five (5) Students General Assistants	\$20,000	20	28	20	28	24	21	28	30	28	227
	 Comm. & Campus Cultural Arts 											
	Resources Prog. Coord	\$17,000	31			31	30	27	12	32		235
	2. Library Instructional Videos	\$15,450	19	17	31	27	29	30	31	27	27	238
	3. Two-Semester Biological Sciences											
32	Transfer Curriculum	\$86,555	24	31	32	32	28	32	_22	28	14	243
	LIST OF ALL PROPOSALS R	EQUESTIN	GΟ	NG	OIN	١G						
	FUNDING TO ACHIEVE THE	GOALS AN	DO	BJE	ECT		ES			e#		
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	Student Learning Work Group	II.										I
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				-07	100	500	100	TOF	202		107	
			3504	507	499	503	499	505	501	507	497	
	TOTAL FUNDS 1-8	\$192,338										
	TOTAL FUNDS 1-9	\$241,859										
	TOTAL FUNDS 1-10	\$253,859										

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Area	Cost	Proposal	ВН	BF	SE	BB	P	ВВ	GS	MF	SW	۲V	μĦ	AS	Ч	Ϋ́	<u>в</u> ,	Voting Points	Accum ulated Cost	Ran
AA	\$50,626	Web-Based Instructional Support Specialist	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	14	\$50,626	1
AA	\$30,000	Off-Campus Server Hosting for Online Resources	1	0	1	1	1	1	1	1	1	1	1	0	1	1	0	12	\$80,626	2
AA	\$20,000	Added Online Instructional Aides	0	0	0	0	1	1	1	1	1	1	1	0	1	1	1	10	\$100,626	3
AA/FRC	\$25,000	FRC Faculty Training	0	0	0	0	0	1	1	1	1	1	1	1	0	1	1	9	\$125,626	4
AA	\$54,958	ICLC Coordinator For Multidisciplinary Labs	1	0	0	0	0	1	1	0	0	1	0	1	1	1	1	8	\$180,584	5
IR	\$50,000	Replacement Funding for New Technology Initiatives	1	1	0	0	0	1	1	1	0	1	0	0	0	0	1	7	\$230,584	6
AA	\$30,000	Ongoing Online Course Expansion	0	0	0	0	0	0	1	1	1	1	0	1	0	0	1	6	\$260,584	7
AS	\$13,350	New Faculty Training	0	0	1	1	0	0	0	0	1	0	1	0	1	1	0	6	\$273,934	7
IR	\$98,850	Director of Applications Development and Support	1	1	0	0	1	1	0	0	0	0	0	1	0	1	0	6	\$372,784	7
BS	\$62,500	College-wide Infrastructure Requirements	1	1	0	0	1	0	Ū	0	0	0	0	11	0	0	1		\$435,284	10
FRC	\$4,839	Upgrade Existing Full-time Position	0	0	1	1	0	0	0	0	1	0	0	0	0	0	1	4	\$440,123	11
IR	\$52,850	Project Management Adminitrative Support	1	1	0	0	1	0	0	0	0	0	0	0	1	0	0	4	\$492,973	11
IR	\$31,141	Staff Resource Center	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	3	\$524,114	13
AS	\$24,000	Faculty Enrichment Committee	0	0	0	0	0	0	0	1	0	0	0	1	1	0	0	3	\$548,114	13
IR	\$62,267	Network Security Specialist	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	3	\$610,381	13
AA	\$20,000	Library Homepage Redesign	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	3	\$630,381	13
HR/FIN/IR	\$45,280	Oracle HR and Finance Training And Documentation	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2	\$675,661	17
HR/IR	\$70,210	Training Coordinator	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	\$745,871	17
IR	\$70,210	Database Administrator	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	2	\$816,081	17
SS	\$11,750	Computers for Career Center	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2	\$827,831	17
SS/AA/IR	\$45,790	Oracle SIS Training and Documentation	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	\$873,621	21
AS	\$7,650	Department Chair Training	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	\$881,271	21
HR	\$3,500	Employee Satisfaction Survey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$884,771	23
AS	\$11,650	Academic Senate Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$896,421	23

Total \$896,421

INC--- UTIONAL SUPPORT/REVITALIZATION

roup #1 STUDENT OUTREACH and Rear ONSIVENESS TO THE COMMUNITY

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Are	Cost	Proposal	РВ	BC	MO	Ц	GS	PK	ЪС	WW	ТР					Voting Points	Aceu ulate Cost	Rank
AA	\$15,000	Assistant Dean/Occupational Ed. & Econ Dev't													1.41	14	\$15,000	1
AA	\$4,000	SBCC/SBHS Eng. & Eng. Skills Collaboration														15	\$19,000	2
SS	\$25,241	Computerized Assessment														21	\$44,241	3
AA	\$42,462	ADVANCE Program for Working Adult					1									32	\$86,703	4
AA	\$84,462	Dual Enrollment & Prof. Studies Coordinator														38	\$171,165	5
Total	\$171,165																	

Request for P for E Funds to Achieve College Goals and Objectives 2000 — 2001

Proposal: To convert Room 7 at the Schott Center into a new "Learning Lab" similar to the Computers In Our Future (CIOF) lab.

- 1. Submitted by: Continuing Education Administrators
- 2. Goals and Objectives Addressed:

Goal 11: Identify and provide facilities needed to support college goals and objectives.

Objective 35: Develop and implement a plan to maximize efficient use of existing college facilities.

3. With the growth of the adult high school program and the need for an open lab for CalWORKs, a new lab needs to be created at the Schott Center. Currently, Room 19 is split between a teaching area and a small computer lab space. Ideally, there would be an open lab with faculty and tutors available 14 hours per day, 6 days per week.

Remodel and furnish room 7 at the Schott Center as the final phase of a plan to create a dedicated multimedia instructional lab utilizing the already existing equipment. The lab would provide individualized instruction and assistance to students in the vocational, ESL, Adult Basic Skills, and Adult High School programs.

Currently the "Center" is housed in room 19 at the Schott center, a temporary building across the parking lot. It is not wired to the internet and is not part of the College network. Room 7 at the Schott Center is an underutilized craft room next to the CIOF computer lab. We would like to renovate room 7 to accommodate the computers from room 19 and turn it into a "dedicated" room for the instruction listed above.

Instructors and administrators in the Continuing Education Core funding areas determine a need for a multi-media equipped, centralized location for learning skills instruction. A proposal was made in the Fall of 1998 for CalWORKs/TANF and the Foundation for funding for computer hardware and software for the instructional areas listed above. Using the approved funding, computers were installed in room 19 at the Schott Center in Spring 1999. In Fall 1999 CalWORKs funding was obtained to underwrite an instructor and assistant in the Center for part the instructional year. The Learning Center opened in room 19 as a "drop-in" instructional center at the end of the Fall 1999 term. Curriculum in the areas listed above was already being delivered in an individualized instruction/independent study format using multi-media and computer software in the classrooms and at the Wake Skill Center. With the addition of computerized assessment tools used by the STEP program for career assessment and the Workplace Modules used by CalWORKs clients, the need for a centralized location staffed by an instructor and assistant to provide that instruction seemed to be the next logical step. The possibility of CalWORKs/TANF funding made it timely to begin planning for the center.

Costs:

Remodel of classroom	\$60,000 (estimate)
Upgrade of Room 19	\$ 5,000
Computers	\$30,000
Printer & Scanner	\$15,000
Tables/chairs	\$30,000
Multi-media Projector	\$10,000

Request for P for E Funds to Achieve College Goals and Objectives 2000-2001

Proposal: To provide the Continuing Education computer labs and classes with an Instructional Computer Lab Coordinator and a Lab Teaching Assistant.

- 1. Submitted by: Administrators and staff in Continuing Education: Lynda Fairly, Barbra Louis, Kris Power, Anne Cameron, Renee Robinson, Bonnie Blakley, Carole Purdie, Elye Pitts and Jose Martinez
- 2. Goals and Objectives Addressed:

Goal 4: Increase students' attainment of their educational goals including degrees and certificates, transfer, workforce development, basic skills and life-long learning.

- Objective 12: Increase by 3 per cent, over a three-year period, the number of successful course completion rates (A-C, CR), while maintaining standards for academic excellence in the following area:
 - Achieve established performance standards for noncredit core programs (Adult Basic Education, Adult High School, ESL, Citizenship Education and Occupational Education).
- Objective 14: Establish and achieve the targeted numerical objectives for the percentage of student who successfully transition from:
 - Non-credit student transitioning to credit classes.

Goal 2: Expand cooperative strategies with service area K-12 districts to facilitate student transition to Santa Barbara City College.

Objective 4: Ensure that a minimum of 50% of the high school students, who enroll in Continuing Education classes with the objective to transfer to the credit program, do so.

Goal 11: Identify and provide facilities needed to support college goals and objectives.

Objective 35: Develop and implement a plan to maximize efficient use of existing college facilities.

 With the expansion of the computer classes and labs, the Continuing Education Division is in need of support staff. There are currently four open labs — the Computers In Our Future (CIOF) lab, the Wake Skills Lab, Rm. 12 (Wake) and the new "Learning Lab" (room 19 at the Schott Center.) Classes each quarter range from 115 – 150. These classes offer the public our 35 different applications and programs as well as Internet access in most labs. In addition, we have computer classes in the jail (2 locations) and the Isla Vista Teen Center.

While an on-call technical engineer currently covers installation of hardware and software, day-to-day operations/management, but technical support and staff/teacher training are not provided. With 150 classes and three networks, support staff is critical.

Currently each CE program (computer classes, STEP, Adult High School, Basic Skills, ESL, IBA, CIOF) is responsible for its hardware and software.

An ICLC is needed to manage and oversee the technical and day-to-day operations at the Schott and Wake centers plus the county jail and Isla Vista Teen Center.

The credit campus had the following staff in 1999: BC Labs: 1 ICLC and 1 LTA – This is an area of 5 computer labs with a total of about 150 computers.

Math Lab: 1 ICLC – This person supports a 25-station lab and is also a resource for the faculty located in the IDC building.

ESL/FL Lab: 1 ICLC and 1 part-time LTA – This is a 2 computer lab complex with about 80 computers total.

Computer Science: 2 LTAs – This configuration was established before the job title of ICLC was created so there are no ICLCs in the mix.

LRC/Library: 1 ICLC and 2 LTAs – They support 5 labs with a total of about 150 computers.

Digital Arts Center (new): 2 ICLCs – They support 4 labs with a total of about 160 computers.

"Since Continuing Education has two sites, I think you are looking at having 1 ICLC at each site and an additional ICLC or LTA at the Wake Center due to the large number of computers there" *Kent Richards* Functions to be covered by an ICLC are:

- Policy and procedure planning, writing and publishing for computer lab equipment and network usage.
- Training of staff, teachers in new network applications, tutorials, workstation/network hardware usage.
- Remain current on related software applications and hardware.
- Additional on-site technical support personnel for daily problems.
- Inventory Control of hardware (local) software and computer supplies.
- Assists instructors and other users with problems.
- Recommend activities and procedures to optimize the operations and teaching effectiveness of the lab.
- Technical liaison between staff, teachers and application vendors for program problems.
- Library services for technical manuals, software applications and tutorials.
- Record keeping and reports for future expansion and classroom development.
- Technical support for new SBCC credit and non-credit class programs that need to use computer labs.
- Computer usage statistics for all.
- Coordinate efficient use of existing resources.

A Lab Teaching Assistant would assist instructors in the preparation of instructional materials and assist faculty and students to operate and demonstrate computer usage. Primary duties are:

- Reviews subject matter to be covered by the instructor.
- Assembles appropriate demonstration materials and distributes to students.
- Assists and tutors individuals and small groups of students on the materials covered.
- Arranges and makes demonstrations as set forth or approved by the instructor.
- Answers student's questions on the subjects covered and amplifies or clarifies lectures, tapes, or other demonstration materials used.
- Informs instructor about questions asked by the students and confers on difficult areas needing reviews.
- Checks student work books for accuracy and completeness.
- Complies and maintains lecture outlines.
- Takes attendance.
- Issues and orders supplies as needed.
- Cleans equipment and materials used.

Costs: ICLC \$37,748 plus benefits

LTA \$25,502 plus benefits

Universal Access Project -The Student Portal -

Project Overview March 2000

Project Goals E-mail and Internet Access For All Students Institutional Goal - College Plan and Technology Increasingly Necessary, Desired, Expected SAIL - Red Flags, Alerts, Advisories Communication Integration With SBCC Systems Instructional Management and Delivery Student, Finance, and HR Systems Campus Life - Clubs, Activities, Events

What Is A Portal?

- A Collection and Organization of Content
- Customized to an Individual or Group
- Providing a Framework For the "Business" of the Organization



Systems Integration

Instructional

- Access to Course Materials
 - Syllabus, Assignments, Course of Study Outline
- Online College Support

Administrative

- Student Information System
- Fees / Financial Aid
- Student Services
 - Clubs, Student Government
 - Services

Alternatives Evaluated

College Club

- Student Hosting, Limited Integration, Revenue Sharing

My Bytes

Student Hosting, Limited Integration, No Revenue Sharing

- Student Online
 - Comprehensive, Integration, No Ads, Revenue Sharing
- Campus Pipeline
 - Comprehensive, Integration, Ads or \$. No Revenue Sharing



Extent and Type of Advertisement

Next Steps

- Discussion at ITC on Friday
- Discussion with Student Senate
- "Grant" Application for Pilot Status
- Continue Review of Technology
- Review of Revised Contract
- Analysis of Financial Status / Viability

Implementation Framework

Fall 2000

- Student E-mail
- College Clubs, Activities, Announcements
 Spring 2001
 - Integration With Online Course Materials
- Fall 2001
 - Integration With Oracle SIS Implementation