Instructional Technology Plan - Annually - 2016

LEA Information

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A. LEA Information

1. 2014-2015 Student Enrollment

| | Total Enrollment | Pre-K Enrollment | K-2 Enrollment | 3-5 Enrollment | | - | Ungraded Enrollment |
|-----------------------|---------------------|---------------------|----------------|----------------|-----|-----|------------------------|
| Student Enrollment | 2,256 | 0 | 440 | 478 | 559 | 768 | 11 |

2. What is the name of the district administrator entering the technology plan survey data?

Tracey Shaffer

3. What is the title of the district administrator entering the technology plan survey data?

Director of Technology

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Instructional Technology Vision and Goals

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B. Instructional Technology Vision and Goals

1. Please provide the district mission statement.

The New Paltz Central School District exists for the children of the community. The focus of its programs and activities is the commitment to measured excellence and continuous growth and development for all.

2. Please provide the executive summary of the instructional technology plan, including vision and goals.

The purpose of this plan is to provide a clear vision for uses of information and communication technologies for teaching and learning throughout the New Paltz Central School District. The top priority is to consider what critical elements are needed to create an optimal learning environment for all students and to build a more collaborative community for all. This plan also reflects the necessity of reshaping some traditional methods of education to meet the new needs and new roles of all learners in the school community.

For the technology plan to be effectively implemented, the Technology Department will work closely with the Educational Programs Department to support the school community needs. Learning and the Common Core Learning Standards will help drive future technology initiatives and acquisitions. The district will also closely follow the International Society for Technology in Education (ISTE) National Educational Technology (NET) standards for learning, leading, and teaching to develop strategies for technology integration.

This plan also addresses the need to:

- Identify the technology-related skills and knowledge that all students should exhibit at various stages and at the completion of their formal K-12 education.
- · Incorporate identified technology-related skills and knowledge into all curriculum documents developed in the District.
- · Incorporate technology into all District/school improvement plans.
- Use technology to support effective classroom strategies including collaborative learning, group investigation, project-, and inquiry-based learning, simulation, independent research, and presentation and contribution to a wider community.
- Provide the technical infrastructure to continuously support the goals of the district.
- Provide equitable access for all.

We will maintain our focus on working to support and advance the goals of our District.

3. Please summarize the planning process used to develop the instructional technology plan. Please include the stakeholder groups participating and outcomes of the instructional technology plan development meetings.

The 2013-2016 technology plan was created using district and building level committees compromised of key representatives in the district: administrators, teachers, library media specialists (LMS), technical staff and students. Multiple meetings were held at all stakeholder levels to discuss the short and long term technology goals, resulting in a multi-year plan.Formal and informal meetings were held throughout the 2015-16 school year with administrators, teachers, LMS, and technical staff to discuss the current status of technology, imminent instructional needs, and plan for the future.

Over the course of the 2016-17 school year, the district is planning to reconvene the District-wide Technology Committee to revisit the technology vision, ensure alignment with our District Mission and Vision Statements, as well as, our Educational Standards and Guiding Principles. The District-wide Technology Committee will also assess progress made on the technology goals over the past two years. The results of the goal review will become the basis of the future plan, as well as indicate the needs for moving forward.

Technology planning is considered a process, not an event, and similar to the New Paltz Educational Master Plan in that it represents "a dynamic and evolutionary process. It is not complete and, perhaps, as an evolutionary process, ought never to be complete." (A quote from the Introduction to the Master Plan by Superintendent Maria Rice.)

4. Please provide the source(s) of any gap between the current level of technology and the district's stated vision and goals.

- Access Points
- Cabling
- Connectivity
- Device Gap
- Network
- Professional Development
- ☑ Staffing
- □ Other
- No Gap Present

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Instructional Technology Vision and Goals

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5. Based upon your answer to question four, what are the top three reasons causing the gap? If you chose "No Gap Present" in question four, please enter N/A.

The tax levy limit is the cause of the gaps identified in question 4. The financial priorities for the district included maintaining instructional staff and curricular programs and minimizing cutting staff. As a result, like many schools, technology upgrades and replacements were either reduced or deferred altogether for a future budget.

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Instructional Technology & Infrastructure Inventory

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C. Technology and Infrastructure Inventory

- 1. Please identify the capacity of the telecommunications line coming into the district network hub. The district's Regional Information Center can provide the district with this information if needed.
 - Greater than 10 Gbps
 - □ 10 Gbps
 - ☑ 1 Gbps <10 Gbps
 - □ 100 Mbps < 1Gbps
 - □ 50 Mbps < 100 Mbps
 - \Box 10 Mbps < 50 Mbps
 - □ Less than 10 Mbps
- 2. What is the total contracted Internet bandwidth access for the district? Choose one.
 - Greater than 10 Gbps
 - □ 10 Gbps
 - □ 1 Gbps < 10 Gbps
 - ☑ 100 Mbps < 1 Gbps</p>
 - □ 50 Mbps < 100 Mbps
 - □ 10 Mbps < 50 Mbps
 - □ Less than 10 Mbps
- 3. What is the name of the agency or vendor from which the district purchases its primary Internet access bandwidth service?

Ulster BOCES 175 Route 32 New Paltz, NY 12561

4. Please identify the capacity of the telecommunications line coming into the district's school building(s) from the district hub or district data center. The district's Regional Information Center can provide this information if needed

| | Speed in Gpbs or Mpbs | |
|------------------|------------------------|--|
| Minimum Capacity | □ Greater than 10 Gbps | |
| | □ 10 Gbps | |
| | □ 1 Gbps - < 10Gbps | |
| | ☑ 100 Mbps- < 1 Gbps | |
| | □ 50 Mbps - < 100 Mbps | |
| | □ 10 Mbps - < 50 Mbps | |
| | Less than 10 Mbps | |
| Maximum Capacity | □ Greater than 10 Gbps | |
| | □ 10 Gbps | |
| | ☑ 1 Gbps - < 10Gbps | |
| | □ 100 Mbps- < 1 Gbps | |
| | □ 50 Mbps - < 100 Mbps | |
| | □ 10 Mbps - < 50 Mbps | |
| | □ Less than 10 Mbps | |

- 5.
- Please identify the minimum and maximum circuit speeds at which the classrooms in the district are connected to the school building wiring/network closet.

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Instructional Technology & Infrastructure Inventory

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| | Please provide the speed at which classrooms are connected to | |
|--|---|--|
| | building wiring/network closet. | |
| Minimum Circuit Speed Within a School Building | □ Greater than 10 Gbps | |
| | □ 10 Gbps | |
| | ☑ 1 Gbps - < 10Gbps | |
| | □ 100 Mbps- < 1 Gbps | |
| | □ 50 Mbps - < 100 Mbps | |
| | □ 10 Mbps - < 50 Mbps | |
| | Less than 10 Mbps | |
| Maximum Circuit Speed Within a School Building | □ Greater than 10 Gbps | |
| | □ 10 Gbps | |
| | ☑ 1 Gbps - < 10Gbps | |
| | □ 100 Mbps- < 1 Gbps | |
| | □ 50 Mbps - < 100 Mbps | |
| | □ 10 Mbps - < 50 Mbps | |
| | Less than 10 Mbps | |

6. What are the minimum and the maximum port speeds of the switches that are less than five years old in use in the district?

| | Port speed of switches | Mbps or Gbps |
|------------------------------|------------------------|--------------|
| Minimum Capacity of Switches | 10 | ☑ Mbps |
| | | □ Gbps |
| Maximum Capacity of Switches | 1000 | ☑ Mbps |
| | | □ Gbps |

7. What percentage of the district's wireless protocols are less than 802.11g?

0

- 8. Do you have wireless access points in use in the district?
 - 🗹 Yes
 - □ No
 - 8a. What percentage of your district's instructional space has wireless coverage?

75

9. Does the district use a wireless controller?

Yes

10. How many computing devices less than five years old are in use in the district?

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Instructional Technology & Infrastructure Inventory

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| | Number of devices in use that are less than five years old | How many of these devices are connected to the LAN? |
|---|--|---|
| Desktop computers/Virtual Machine (VM) | 147 | 147 |
| Laptops/Virtual Machine (VM) | 8 | 8 |
| Chromebooks | 0 | 0 |
| Tablets less than nine (9) inches with access to an external keyboard | 0 | 0 |
| Tablets nine (9) inches or greater with access to an external keyboard | 305 | 305 |
| Tablets less than nine (9) inches without access to an external keyboard | 0 | 0 |
| Tablets nine (9) inches or greater without access to an external keyboard | 0 | 0 |
| Totals: | 460.00 | 460.00 |

11. What percentage of students with disabilities in the school district, as of the submission date of this technology plan, have assistive technology documented on their Individual Education Plan (IEP)?

14

12. Please describe any additional assistance or resources that, if provided, would enhance the district's ability to improve access to technologies for students with disabilities.

The district would benefit having funds for professional development that specialize in research-based strategies for students with disabilities. It would be helpful to have exposure to assistive technologies being utilized throughout the region. This could be a component of a workshop or regional conference; which includes a keynote speaker, district presentations, and vendor displays.

13. How many peripheral devices are in use in the district?

| | Number of devices in use |
|-------------------------|--------------------------|
| Document Cameras | 30 |
| Flat Panel Displays | 0 |
| Interactive Projectors | 7 |
| Interactive Whiteboards | 48 |
| Multi-function Printers | 5 |
| Projectors | 65 |
| Scanners | 30 |
| Other Peripherals | 5 |
| Totals: | 190.00 |

14. If a number was provided for "Other Peripherals" please specify the peripheral device(s) and quantities for each.

5 Science Probes for Lab work.

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Instructional Technology & Infrastructure Inventory

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- 15. Does your district have an asset inventory tagging system for district-owned equipment? Yes
- 16. Does the district allow students to Bring Your Own Device (BYOD)?
- 17. Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?

Yes

- 18. What barriers may prevent the district from testing 100% of its grade 3-8 students and NYSAA students on computers by the year 2020?
 - ☑ Insufficient number of devices meeting testing requirements
 - □ Lack of reliable Internet service
 - ☑ Insufficient broadband access
 - ☑ Inadequate staffing levels
 - Insufficient testing spaces
 - □ District does not foresee any barriers
 - □ Other

Instructional Technology Plan - Annually - 2016

Software and IT Support

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D. Software and IT Support

1. What are the operating system(s) in use in the district?

| | Is this system in use? |
|-----------------------------|------------------------|
| Mac OS Version 9 or earlier | No |
| Mac OS 10 or later | No |
| Windows XP | No |
| Windows 7.0 | Yes |
| Windows 8.0 or greater | Yes |
| Apple iOS 7 or greater | Yes |
| Chrome OS | No |
| Android | No |
| Other | No |

2. Please provide the name of the operating system if the response to question one included "Other."

(No Response)

3. What are the web browsers, both available and supported, for use in the district?

| | Web Browsers available and supported for use |
|--------------------------------|--|
| Internet Explorer 7 | No |
| Internet Explorer 8 | No |
| Internet Explorer 9 or greater | Yes |
| Mozilla Firefox | No |
| Google Chrome | Yes |
| Safari (Apple) | No |
| Other | No |

4. Please provide the name of the web browser if the response to question three included "Other."

(No Response)

5. Please provide the name of the Learning Management System (LMS) most commonly used in the district. A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of online and blended learning courses.

Moodle

6. Please provide the names of the five most commonly used software programs that support classroom instruction in the district.

Castle Learning Microsoft Office including 365 Raz Kids Test Wizard Pebble Go

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Software and IT Support

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7. Please provide the names of the five most frequently used research databases if applicable.

ProQuest Culturegrams World Book Opposing Viewpoints ABC-CLIO Ancient World History Britannica Online

8. Does the district have a Parent Portal?

Yes

8a. Check all that apply to the Parent Portal if the response to question eight is "Yes."

- Attendance
- Homework
- Student Schedules
- Grade Reporting
- Transcripts
- Other

8b. If 'Other' was selected in question eight (a), please specify the other feature(s).

Paperless notifications, electronic acceptance of forms

9. What additional technology-based strategies and tools, besides the Parent Portal, are used to increase parent involvement?

- Learning Management System
- Emergency Broadcast System
- ☑ Website
- □ Facebook
- □ Twitter
- □ Other

10. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is providing technical support. Does not include instructional technology integration FTE time.

| Title | Number of Current FTEs |
|----------------------------|------------------------|
| Network Specialist | 1.00 |
| Network Support Specialist | 2.00 |
| | 3.00 |

Instructional Technology Plan - Annually - 2016

Curriculum and Instruction

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E. Curriculum and Instruction

1. What are the district's plans to use digital connectivity and technology to improve teaching and learning?

In order to effectively and efficiently integrate technology into instruction, the learning environment must be conducive to support powerful uses of technology. This environment is created with:

- Vision with support and proactive leadership from the education system
- · Educators skilled in the use of technology for learning
- Content standards and curriculum resources
- Student-centered approach to learning
- · Assessment of the effectiveness of technology for learning
- Access to innovative technologies
- · Technical assistance for maintaining and using technology resources
- · Community Partners who provide expertise, support and real-life interactions
- · Ongoing financial support for sustained technology use
- Policies and standards supporting new learning environments
- Within the learning environment, the district will be focused on increasing academic performance across the curriculum by:
- · Increasing opportunities for students to collaborate with other students, teachers, and others.
- Providing ways to extend the student learning beyond the school day.
- Providing remote learning opportunities.
- · Continuing to support enrichment programs, advanced courses, and academic intervention.
- Providing equitable access for all

2. Does the district's instructional technology plan address the needs of students with disabilities to ensure equitable access to instruction, materials, and assessments?

Yes

2a. If "Yes", please provide detail.

The New Paltz Central School District provides access to technologies, including assistive technologies, for students with disabilities. All classrooms have been equipped with student computers. In addition, device labs and device carts are available at each building for all faculty to sign out and use with students. Special education classes have been provided a myriad of applications designed specifically for students with disabilities. Furthermore, New Paltz offers numerous low tech devices to support students with disabilities such as screen magnifiers, headphones, etc.

3. Does the district's instructional technology plan address the provision of assistive technology specifically for students with disabilities to ensure access to and participation in the general curriculum?

Yes

3a. If "Yes", please provide detail.

The district provides for assistive technology needs of the students with disabilities in both public and nonpublic settings in accordance with their IEP. The support may include providing students AT devices, technical support and specialized training and support for students and teachers. The district has created a Committee for Special Education (CSE) to facilitate the needs of students. When an assistive technology evaluation is necessary, the district collaborates with BOCES for this service.

4. Does the district's instructional technology plan address the needs of English Language Learners to ensure equitable access to instruction, materials, and assessments?

✓ Yes

□ No

4a. Please provide details. If the district plans to apply for Smart School Bond Act funds for Classroom Learning Technology, the answer to this question must be aligned with the district's Smart Schools Investment Plan (SSIP).

The District assures that all resources (human, physical and financial) are allocated and provided equitably, efficiently, and in a timely fashion, to support and enhance student learning. Learning resources, materials, technologies, and equipment are selected in consideration of the core intelligence, the curriculum expectations, and the learning environment and recognizing financial constraints.

Instructional Technology Plan - Annually - 2016

Professional Development

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F. Professional Development

1. Please provide a summary of professional development offered to teachers and staff, for the time period covered by this plan, to support technology to enhance teaching and learning. Please include topics, audience, and method of delivery within your summary.

Professional development is an essential component of New Paltz's technology plan. New Paltz Central School District aims to support teachers in applying 21st Century Learning by providing professional development for technology integration in the classroom. Technology implementation means nothing without technology-rich professional development. During the time period covered by this plan (2015-2018), professional development opportunities will target:

- Administrators
- Faculty
- Staff

These opportunities will be delivered via:

- In person workshops
- Online
- Hybrid (combination of in person/online)
- Train-the-trainer
- These opportunities will be delivered by:
- New Paltz Staff
- Model Schools (via BOCES)
- Outside Consultants
- Topics will include:
- Microsoft products (Excel, Word, Office 365)
- Social media
- Web 2.0 tools
- Flipped Learning
- Internet Literacy/Safety
- · Digital Citizenship for Students
- Device and Classroom Management
- Interactive Projection Systems
- Using Apps with Students
- Creating Teacher Websites
- Assistive Technology Devices/Software
- 3-D Printing
- Coding
- Keyboarding
- · Development of other technology proficiencies, instructional practice, and legal aspects
- These sessions will occur during:
- · Faculty Meetings
- Superintendent Conference Days
- Morning/Afternoon Workshops
- Professional Learning Communities
- 2. Please list title and Full Time Equivalent (FTE) count (as of survey submission date) of all staff whose primary responsibility is delivering technology integration training and support for teachers. Does not include technical support.

| Title | Number of Current FTEs |
|---------------------------|------------------------|
| Director of Technology | 1.00 |
| Secondary System Operator | 2.00 |
| Elem System Operator | 2.00 |
| | 5.00 |

Instructional Technology Plan - Annually - 2016

Technology Investment Plan

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G. Technology Investment Plan

1. Please list the top five planned instructional technology investments in priority order over the next three years. Infrastructure is considered an instructional technology investment.

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Technology Investment Plan

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| 1 | | | Both? | Funding Sources May choose more than one source |
|----|--------------------------|---------|----------|--|
| | Network Cabling | 756,600 | One Time | BOCES Co-Ser Purchase District Operating Budget District Public Bond E-Rate Grants Instructional Material Aid Instructional Resources Aid Smart Schools Bond Act Other |
| 2. | Wi-Fi | 320,000 | One Time | BOCES Co-Ser Purchase District Operating Budget District Public Bond E-Rate Grants Instructional Material Aid Instructional Resources Aid Smart Schools Bond Act Other |
| 3. | Switches | 513,000 | One Time | BOCES Co-Ser Purchase District Operating Budget District Public Bond E-Rate Grants Instructional Material Aid Instructional Resources Aid Smart Schools Bond Act Other |
| 4. | Other | 100,000 | Annual | BOCES Co-Ser Purchase District Operating Budget District Public Bond E-Rate Grants Instructional Material Aid Instructional Resources Aid Smart Schools Bond Act Other |
| 5. | Professional Development | 5,000 | Annual | BOCES Co-Ser Purchase District Operating Budget District Public Bond E-Rate Grants Instructional Material Aid Instructional Resources Aid Smart Schools Bond Act Other |

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Technology Investment Plan

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2. If "Other" was selected in question one, for items purchased or for a funding source, please specify.

The other investments refers to retiring end of life equipment and adhering to the annual refresh cycle (desktops, laptops, and/or servers)

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Status of Technology Initiatives and Community Involvement

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H. Status of Technology Initiatives and Community Connectivity

- 1. Please check any developments, since your last instructional technology plan, that affect the current status of the technology initiatives.
 - □ Changes in District Enrollment
 - □ Changes in Staffing
 - □ Changes in Funding
 - Technology Plan Implementation
 - Computer-based Testing
 - □ Catastrophic Event
 - Developments in Technology
 - Changes in Legislation
 - □ Other
 - None
- 2. In this section, please describe how the district plans to increase student and teacher access to technology, at home and in the community.

The district has no plan at this time to increase student and teacher access to technology, at home and in the community.

- 3. Please check all locations where Internet service is available to students within the school district's geographical boundaries.
 - ☑ Home
 - Community
 - □ None
 - 3a. Please identify categories of available Internet locations within the community.

There are several locations that offer wireless in our community: public libraries, youth bureau, restaurants and businesses.

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Instructional Technology Plan Implementation

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I. Instructional Technology Plan Implementation

Instructional Technology Plan - Annually - 2016

Instructional Technology Plan Implementation

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1. Please provide the timeline and major milestones for the implementation of the technology plan as well as the action plan to integrate technology into curriculum and instruction to improve student learning.

| Strategies/Activity to Attain Goal | Timeline | Desired outcomes |
|--|----------|---|
| Reconvene the District-wide Technology Committee (DTC) to review/modify the instructional technology vision | 2016-17 | Instructional technology vision for New Paltz |
| Conduct needs assessment including progress on previous technology plan, current needs, and identify needs for the future. | 2016-17 | Report to superintendent from DTC of progress current status, and recommendations for the future. |
| Research measurement tools that will provide baseline data, identify gaps, and monitor progress of the technology integration plan. | Dec 2016 | Recommendation made to superintendent on available products |

Goal 2: Provide reliable and sustainable infrastructure to ensure the school community has the access needed to support and enhance the student learning experience

| Strategies/Activity to Attain Goal | Timeline | Desired outcomes |
|---|-----------|--|
| Support and maintain instructional hardware & software Adhere to annual replacement cycles, refresh devices, re-purpose, and/or retire | Fall 2016 | New computers HS rooms 119, 210, & 214 Duzine library Upgraded computers MS 2 labs Lenape computer labs Continue phase out of 2x's |
| Upgrade network infrastructure in all schools including • overhaul of all cabling CAT5 to CAT 6e • switches • uninterruptible power supply (UPS) | 2016-2018 | "Future ready" network infrastructure |
| Implement high speed wireless system in all schools | 2016-2018 | Robust wireless system in place |

| Goal 3: Enhance the learning experience by effectively using technology to engage students and empower teachers | | |
|--|-----------|--|
| Strategies/Activity to Attain Goal | Timeline | Desired outcomes |
| Provide rich and varied professional development experiences maximizing use of district technology resources | Annual | Teachers will be able to select, evaluate, and use appropriate technologies and resources that enhance student engagement and learning |
| Implement Co-Writer Universal and Snap & Read to students with disabilities and English as a new language students | 2016-2017 | Address diverse needs of students across multiple platforms Students will use word prediction software to help express ideas Students will have access to a dynamic text |

Instructional Technology Plan - Annually - 2016

Instructional Technology Plan Implementation

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| | leveling system to adjust reading levels and translation features if needed |
|--|---|
| | |

Instructional Technology Plan - Annually - 2016

Monitoring and Evaluation

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J.Monitoring and Evaluation

1. Please describe the proposed strategies that the district will use to evaluate, at least twice a year, whether the district's instructional technology plan is 1) meeting the vision and goals as outlined in the plan and 2) making a positive impact on teaching and learning in the district.

The proposed strategies the district will use to evaluate includes:

- Review examples of student work
- Examples of teacher created materials that incorporate technology
- Interviews and Surveys
- Informal conversations
- Technical ticketing software systems for monitoring the need for support and repairs
- Purchase requests
- Professional Development evaluations

2. Please fill in all information for the policies listed below.

| | URL | Year Policy Adopted |
|--|---|---------------------------|
| Acceptable Use Policy AUP | http://www.newpaltz.k12.ny.us/cms/lib/NY01000611/Centricity/Shared/DistrictWideDocuments/Current%20Year/Technology%20Department/AUP%20Policy%20Manual.pdf | 2014 |
| Internet Safety/Cyberbullying* | http://www.newpaltz.k12.ny.us/Page/8047 | 2012 |
| Parents' Bill of Rights for Data Privacy and Security | http://www.newpaltz.k12.ny.us/cms/lib/NY01000611/Centricity/Domain/619/Parent%20Bill% 20of%20Rights%208_2014%20FINAL.pdf | 2014 |

Instructional Technology Plan - Annually - 2016

Survey Feedback

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K. Survey Feedback

Thank you for submitting your district's instructional technology plan (ITP) survey via the online collection tool. We appreciate the time and effort you have spent completing the ITP survey. Please answer the following questions to assist us in making ongoing improvements to the online survey tool.

| 1. | Was the survey clear and easy to use | |
|----|--|--|
| | Yes | |
| | | |
| 2. | Was the guidance document helpful? | |
| | Yes | |
| 3. | What question(s) would you like to add to the survey? Why? | |
| | (No Response) | |
| 4. | What question(s) would you omit from the survey? Why? | |
| | (No Response) | |
| 5. | Other comments. | |
| | (No Response) | |
| | | |

Instructional Technology Plan - Annually - 2016

Appendices

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Appendices

1. Upload additional documentation to support your submission

(No Response)