2016-17 Work Plan for Todd Coston
( Technology Services, Media Services, Academic Technology Support, Professional Development)
Updated: 6/8/16

TECHNOLOGY
• Work with new CIO and IT managers to develop process for submitting and prioritizing technology projects for implementation.
• Implement new Program Review Technology Request scoring system with the ISIT committee.
• Develop improved communication strategy for sharing technology alerts and information to campus staff and students.
• Work with M&O Director to develop a process for requesting and implementing construction/technology related projects. (Specifically with summer projects in mind).
• Continue to improve wireless access on BC campus. (SD 3.2)

MEDIA SERVICES
• Develop strategy for managing all digital assets (video, photos, audio, etc.)
• Continue to improve the quality of live and video recorded events by staying updated with current technology and implementing the technologies which are affordable and fit in our environment.

ACADEMIC TECHNOLOGY SUPPORT
• Provide the resources to migrate learning management systems from Moodle to Canvas.
• Keep the faculty development lab updated with current technology.
• Update classrooms with current technology as budget permits.
• Keep updated on latest information and news related to chancellor’s office direction with technology.

PROFESSIONAL DEVELOPMENT
• Work with the Professional Development Committee to implement the Professional Development Plan and develop the Professional Development Academy. (SD 5.2)
• Improve communication about upcoming professional development events.
• Continue to mentor and grow the Program Manager for Professional Development.

GENERAL
• Keep current on classified employee evaluations.
• Coordinate annual Renegade Talk event.
• Finalize implementation of Event Management Software.
• Finalize Bill Thomas Portal for unveiling.