



15-YEAR Institutional Master Plan Report Card





PALAU COMMUNITY COLLEGE

15-YEAR INSTITUTIONAL MASTER PLAN REPORT CARD

updated as of
FEBRUARY 2013

PCC 15 Year Master Plan Report Card

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Objectives	Status	Accomplishment Details / Goals' Progress
1.1 The College will maintain a vibrant and diverse range of education and training programs.		
1.1.1 Ensure that Student Learning Outcomes (SLO) and Rubrics at the course, program, certificate, and degree levels are known and predictable	Completed	
1.1.2 By 2009, conduct current program/department reviews based on a three-year cycle	On going	New 3 year program based on schools
1.1.3 PCC will utilize program assessment results to improve programs	On going Behind Schedule	Meeting with Advisory Committees to also improve programs
1.1.4 To offer new and relevant programs that meet the needs of students and community with references to Palau Medium Term Development Strategy	On going	
1.1.5 Adopt a school or establish a lab school to be used as a lab center for Ed students and Instructors	On going	
1.1.6 To offer new courses that meet the needs of students and the community	On going	CPH and STEM program created to assist MOH and new students in STEM
1.1.7 Align and articulate courses with high schools	On going	Still meeting with MOE and PHS staff to align
1.1.8 Establish a Summer Conferencing Center and Intensive Program	Not Started	
1.1.9 Expand the current agriculture program.	On going	Still working with Bureau of Agriculture to expand and Advisory committee
1.1.10 Seek ways to support the offering of 4-year degree programs	Not Started	
1.1.11 By 2012, have expanded the use of instructional technology.	On going	Review TRC report and technology assessment
1.2 By the year 2024, the College will increase enrollment by 10%.		
1.2.1 The college continue to facilitate and increase enrollment of High School Students, Returning Students and Local Workforce	On going	Dean of Students- The College continue in its effort to increase enrollment through recruitment plans/activities for high schools, returning students and local workforce.
1.2.2 Increase participation of regular UB, UBMS, and Talent Search Program graduates		
Upward Bound (UB)	Annual Objectives Met	80% of UB graduates enrolled at PCC in fall 2012.
Upward Bound Math & Science (UBMS)	Annual Objectives Met	
Talent Search	On going	
1.2.3 PCC will develop an aggressive recruitment plan	Revisit	Dean of Students- There is a need to revisit and develop plan to continue to increase students enrollment for CTE programs from the region especially RMI, Pohnpei and Kosrae States. One option being considered at the moment is to use travel grants for Yap students to increase travel grants for these students. Sending recruitment team is another option being considered.
1.2.4 PCC will increase enrollees of adult high school graduate	Ongoing	

Objectives	Status	Accomplishment Details / Goals' Progress
1.3 The College will increase its student retention rate by 10%		
1.3.1 Continue to operate Day Care Center for the benefit of the PCC students	Ongoing	Day care center is still priority to PCC Students. Will need to look at list of students to see if they are from PCC students.
1.3.2 Increase success rate at the course, certificate, and degree level	Ongoing	Dean of Students -Support services/activities continues to be provided to increase success rate and reduce probation. These services/activities are assessed and student progress data are collected/reviewed for continuous improvement.
1.3.3 Increase success rate of students enrolled in developmental courses	Ongoing	Dean of Students - Services/activities continues to be provided /assessed to increase passing rate of students in the developmental courses. Passing/falling data are compiled/reviewed for continuous improvements. Institutional Researcher - provided developmental course success report to Dean of Students.
1.3.4 Increase persistence rate from term to term, and year to year	Ongoing	Dean of Students - Services/activities continues to be provided /assessed to increase persistence/retention rate. Student progress data are compiled/reviewed for continuous improvements. Institutional Researcher - retention rate for first time students has been formally tracked.
1.3.5 Continuing Proactive Monitoring of Educational Progress	Ongoing	Counseling/advising services/activities continues to be provided/assessed to increase passing rate at the course leading to program completion in a timely manner. Students IEPs are monitored and needs are identified to ensure educational progress.
1.4 Ensure that Learning Support Services is sufficient to support instructional programs.		
1.4.1 Establish Student Learning Center.	Completed	Learning Resource Center was established in 2011
1.4.2 Establish English as a Second Language (ESL) Program.	Completed	EN 157 is a TESOL course in Education program.
1.5 Increase effort for job placement and transfer of graduates.		
1.5.1 Increase job placement for all graduates		
1.5.2 PCC will work in collaboration with NDBP and WIA to have a Business Incubation Plan		
1.5.3 Increase transfer rate of PCC graduates	On going	The college has hired a Career/Transfer Counselor at Learning Resource Center (LRC) who works closely with Student Life Counselors to provide services/activities in a continuous effort to increase transfer rate of PCC graduates.

Objectives	Status	Accomplishment Details / Goals' Progress
1.6 PCC will strengthen programs and services in the area of student support services.		
1.6.1 College will ensure that SLO for student support services are identified and implemented.	Completed	
1.6.2 Provide programs to support diverse student population.	On going	The college continues to provide programs including international night, Male/Female Retreats. State Organizations, and many others that support diverse student population. These programs/activities are assessed regularly for continuous improvements.
1.6.3 Provide comprehensive counseling to ensure student success	On going	Counseling/advising services/activities continues to be provided/assessed to increase passing rate at the course level, improve persistence rate, leading to program completion in a timely manner. Student IEDs are monitored and needs are identified to ensure educational progress.
1.7 PCC Library will have met the standards for learning resources programs spelled out in the Association of College.		
1.7.1 Organize and automate the Western Curriculum Coordination Center	On going	WCCC used as Lab for LS program and activities are undertaken by the program.
1.7.2 Improve Micronesian-Pacific Collection	On going	Backlogged materials were processed. Staff were trained to digitize Micro-P materials; Project is ongoing.
1.7.3 PCC will improve the Library webpage to prepare for distance education programs.	On going	One library staff received web development training, is currently creating a new library webpage.
1.7.4 PCC Library will produce a Library Procedures Manual	On going	Library Policy Manual was completed. Library procedures have been updated and reviewed. Pending approval
1.7.5 PCC Library will begin to produce CD-ROM versions of local newspapers	On going	Scanning area is complete. Staff have begun digitizing Micro-P materials, including newspapers.
1.7.6 Library personnel will possess at least an Associate degree in Library and Information Services or Related Programs	On going	Three of the library staff have updated their degrees and there are three staff continue to work toward their LS degrees, are supported by the college.
1.7.7 The library will be managed by a librarian holding appropriate credentials	Completed	
1.7.8 Develop a Learning Resources mission statement.	Completed	
1.7.9 Enhance current services and programs.	On going	New services and programs have been introduced to meet patron needs, continue to be developed and evaluated.
1.7.10 PCC Library will have evaluated appropriate staffing levels and made recommendations.	Completed	
1.7.11 Establish a Learning Resources advisory committee	Not Started	
1.7.12 Improve skill levels and application for staff in relevant technology.	On going	All staff members take advantage of opportunities for professional development.
1.7.13 Develop a Technology Replacement cycle for the library consistent with Technology Plan.	Completed	see Technology Plan

Objectives	Status	Accomplishment Details / Goals' Progress
1.8 Ensure all non-credit programs will have Student Learning Outcome (SLO) for all its offerings.		
1.8.1 Develop SLOs for Continuing Education/Professional Development / Compensatory Education	On going	All CE courses have SLO's. From time to time, there will be new courses offered depending to community needs.
1.8.2 Have Continuing Education Unit (CEU)for students/employee recognized advancement or college graded purposes.		
1.8.3 Conduct state visits to assess community training needs	On going	
1.8.4 Work closely with ministries, agencies, private sectors, NPGO to assess training needs.	On going	
1.8.5 Provide appropriate and effective apprenticeship program.	On going	Provides apprenticeship program to Yap in coordination with Yap MOE.
1.8.6 Provide crash courses to support in-service training of newly hired teachers	On going	CE is working with Yap State of Education about the Course. For Palau, Academic Affairs is working with MOE.
1.8.7 Provide Non Instrumental Navigation and sea-faring classes to the community.	On going	
1.9 Ensure that all other Community-Based Programs are accessible and offered throughout Palau.		
1.9.1 Continue to develop and implement OMIP training classes	On going	
1.10 The College will strengthen and diversify its partnership with external agencies		
1.10.1 Strengthen working relationship with Republic of Palau's Ministries.		
1.10.2 Strengthen and expand Online Learning opportunities with other degree granting institutions	Not Started	We are still looking at other programs outside of English and Social Sciences. Library Science is the next possibility with approval from President.
1.10.3 Continue to adhere to Pohnpei Accord in regards to PPEC articulation agreements.	Ongoing	For articulation we do accept all classes from participating schools after review from Faculty as to which course it is equivalent to.
1.10.4 Continue to operate Day Care Center for the benefit of the PCC students.	Ongoing	
1.10.5 Maintain Memorandum of Understanding with Penn Foster	Ongoing	
1.11 Cooperative Research and Extension will collaborate with partners and clients <i>(CRE has revisited and made changes with their goal, ExCom to formally adopt.)</i>		
1.11.1 Global Food Security and Hunger	On going	
1.11.1.1 Promote Integrated Pest Management (IPM)	On going	
1.11.1.2 Support the development of tissue culture technology	On going	
1.11.2 Promote the development of the aquaculture industry	On going	
1.11.3 Food Safety	On going	
1.11.4.1 Support food nutrition and health living	On going	
1.11.4.2 Promote the development of value added/new product using local produce	On going	
1.11.5 Develop adaptation options to reduce vulnerability in crop production and climate change	On going	
1.11.5.1 Promote youth development of environmental awareness	On going	
1.11.6 Sustainable Energy	On going	
1.11.7 The College Research & Development Station to serve as a repository for local root crops	On going	
1.11.8 Disseminate Research findings to the communities	On going	

Objectives	Status	Accomplishment Details / Goals' Progress
2.1 Leadership and Governance		
2.1.1 Contribute to the institution's culture of excellence through improved Board effectiveness.	Completed	
2.1.2 The college will engage in decision-making structures and processes as stipulated under RPPL 4-2.	Completed	
2.1.3 The college will utilize/assess communication channels and methods	Not Started	
2.1.4 The college will effectively communicate value and expectations	Not Started	
2.2 The College will strengthen its effort to instill a sense of common purpose among its employees		
2.2.1 Effectively communicate the institutional Mission, Vision, Values and Directions.	Completed	Next review of Mission, Vision will be on 2014
2.2.2 Develop and implement activities to protect the gains that made and promote school spirit	Partially Implemented	
2.3 Enhance and build upon the positive image for PCC		
2.3.1 Foster PCC image and perception	Completed	Goal activities were completed except for activity g. <i>(creation of Grant Office or hiring of responsible person for grant writing)</i>
2.3.2 Strengthen MOC/PCC Alumni Association.	Not Started	
3.1 Secure and Allocate Financial Resources		
3.1.1 Secure enough funding to support the annual operation of the college	On going	Revenue from outside workorders for construction of items such as coffins and from food orders to cafeteria, also rent of equipments and space
Settle \$60K+ outstanding balances/accounts from the 2005 Mini-games	Completed	Has been written off due to statue of limitation
Settle \$32K+ outstanding balances/accounts from MOE	Completed	Has been written off due to statue of limitation
Continue Applying for US Grants, JICA, AUSAID, NZAID, CANFUND, KOICA	Annual Objective Met	Annual objective met; Grants such as Upward Bound, Upward Bound Math & Science, Talent Search & ANNAAPISI
3.1.2 PCC Endowment will reach \$10 million	On going	ROP Allotments, PCC Allotments and other organiations are making bi-weekly allotment to the endowment fund while donations are also being made.

Objectives	Status	Accomplishment Details / Goals' Progress
3.2 Facilities and Equipment		
3.2.1 Through 2024, provide adequate, safe and accessible facilities to meet the space needs of a learning-centered institution		<ul style="list-style-type: none"> • New academic building (Science/IT & general classrooms)- ongoing/funding availability • Established Palau Tourism School of Excellence - 1st quarter Completed in 2011 • Renovated dorms- Dorms major renovation completed. Only minor maintenance work. • Campus power plant to serve college need as well as a platform for Pacific Power Association (PPA) Training - ongoing (Plan in place) • Every building to have its own meters - ongoing (meters have been purchased; will start at PCC lower campus- Dorm and Cafeteria) • Repaired Dort building - Building has been repaired to Assembly Hall & Conference Room. • Badminton Court - Not Started. • Multi-purpose building for Faith-based activities - Not Started. • Apply roof-gard (paint) on the roofs -Roof guard has been applied to some of the buildings (Ukall, Dort and Shop Buildings) and some are still pending. • Sailing and Canoeing- vessels in place (Sailing 101) -completed • Housing for married personne - completed • Functional PCC wharf with floating dock and bigger ramp - ongoing, awaiting for permit from KSG; Hatchery in Ngeremlengui (floating dock) -completed <ul style="list-style-type: none"> • PCC vehicle plates are stamped • Fenced PCC campus for security purposes -ongoing (scheduled meeting with KSG) • Completed road below shop area - (pending for Koror State Government) • Office and Classroom Space for PCC Adult High School Program -completed
3.2.2 Have in place an existing maintenance working plan matrix to ensure safety & quality	Ongoing	Bi-weekly matrix inspection
3.2.3 Maintain a complete and accurate inventory of equipments/facilities	Ongoing	The business office has a weekly update of fixed assets and straightline depreciation is being calculated to all PCC fixed assets. Major campus inventory is completed by Physical Plant.
3.2.4 Proper disposal of equipment (collaborate with SAICM)	On going behind schedule	Equipments for disposal are temporarily stored at temekai building. Awaiting for EQPB for proper disposal of said equipments.
3.2.5 Funding will be secured to support programs	Ongoing	The busines office secures funding for all programs that are offered in the College
Secure funding to support current programs	Ongoing	Funding is avaiable
Secure funding to support certified programs	Ongoing	Funding is avaiable
Secure funding to build new proposed programs	Ongoing	Funding is avaiable once a proposed program has been approved
3.2.6 Establish a Wall of Honor to recognize past and present high achievers and major donors	Not Started	
3.3 Technology Plan		
	see technology plan	

Objectives	Status	Accomplishment Details / Goals' Progress
3.4 Human Resources		
3.4.1 Have diverse, qualified and appropriately credentialed personnel.	Ongoing	PCC is an equal opportunity employer. We advertise vacancies on the web and through public announcements hoping to pull in qualified prospects from all walks of life. When applications or inquires are received HR forwards a "new applicant" checklist that includes what is required from PCC. This checklist informs the applicant/prospect to submit an application, resume, official transcripts, cover letter and a police clearance. By completing the checklist HR works to certify that all personnel are qualified and appropriately credentialed.
3.4.2 Periodic review of PRR	Ongoing	The Personnel Rules and Regulations manual is currently going through a comprehensive review by a committee appointed by the college president and headed by the HR Director. The meeting was scheduled weekly for every Friday and now has been moved to every Wednesday mornings to accommodate for individual scheduling. The committee comprised of representative bodies all the offices of the college. The committee dissects and discusses the PRR manual paragraph by paragraph.
3.4.3 Improve and expand staff and faculty development	Ongoing	HR keeps a list of training needs suggested or requested on employees annual reviews. By identifying the training needs of individual staff members HR works to consolidate needs that affect the most individuals. Through the annual review HR also works on identifying problem areas that may require training not suggest in the review.
3.4.4 Periodic review of performance appraisal	Partially Implemented	The last review was on August 2011. HR will suggest that the policy review committee review the form after it has completed its review of the PRRM.
3.4.5 Establish benefits for faculty and staff	Ongoing	HR currently implements the benefits listed in the college rules and regulations manual for all new and current employees. Through the review of the PRRM, the review committee is also reevaluating the benefits.
Salary Increment	Partially Implemented	HR is working with the VP of Administration & Finance and with the college president to develop a more updated salary scale. Currently the faculty scale is in the works. After the faculty scale has been completed the rest of the college employees will follow. HR works with the administration to follow the PRRM policy on salary increment.
Career Development	Ongoing	HR keeps a list of training needs suggested or requested on employees annual reviews. By identifying the training needs of individual staff members HR works to consolidate needs that affect the most individuals. Through the annual review HR also works on identifying problem areas that may require training not suggest in the review.
3.4.6 Develop a succession plan	Ongoing	Currently HR keeps track of upcoming retirees and anticipates their departure. Using this date and updating the appropriate office, HR works to open and fill vacancies to allow for a smooth transition. Department heads are aware of upcoming retirees and are working through planning /restructuring in anticipation for the departure of their employees.

Objectives	Status	Accomplishment Details / Goals' Progress
3.5 Emergency Preparedness (needs to be assigned to a specific task force by the excom)		
3.5.1 Protect the well-being of students and faculty and staff	Ongoing	
3.5.2 Create a college-wide system of communication in crisis situations	Ongoing	
3.5.3 Establish a Crisis Management Team	Ongoing	
4.1 Establish Institutional Research Office		
4.1.1 Establish Institutional Research Office	Completed	Institutional Research Office was established in 2009.
4.1.2 Collect, analyze, interpret and disseminate information.	Annual Objectives Met	Data on students, staffing and financial are updated on a timely manner. IR office also collects and provides information to IPEDS, College Board and other External Surveys.
4.1.3 Preserve comprehensive and longitudinal data.	Ongoing	Annual Reports from Development Office is collected every year. SAT 10 Report for Palau Private schools is published annually by IR Office
4.1.4 Conduct surveys and ad hoc studies.	Ongoing	Ad Hoc Study: IR Research- Retention and Graduation Rate of PCC
4.1.5 Develop annual Institutional FACTBOOK.	Annual Objective Met	Institutional Fact Book is published annually.
4.1.6 Function as a central repository of data information	Ongoing	Wait for PCC Institutional Database system. IR used CS Pro.
4.2 Provide information about FAMED assessment cycle		
4.2.1 Familiarize the FAMED assessment cycle	Completed / On-going	Continuous cycle
4.2.2 Develop and implement IR and Assessment Plan	Ongoing	Review IR Assessment plan.
4.2.3 Continue to coordinate institutional research and assessment practices	Ongoing	
4.3 IRO will serve as a repository of program review and student services data		
4.3.1 Provide Program Review and Assessment Report.	Partially Implemented	program review/planning/ resource allocation (integrated planning)
4.3.2 Provide Course Review and Assessment Report.	Revisit	Include IAC in people responsible
4.3.3 Evaluate Institutional Learning Outcome	Ongoing	Needs to be reviewed along with Mission and Vision Statements (5 yr cycle)
4.3.4 Collect Student Services SLO's and Assessment Report	On going	Will have to work with SLO coordinator
4.3.5 Collaborative research with academic affairs and FSA on the effectiveness of the current grading system	Not Started	

PCC 15 Year Master Plan Report Card

TECHNOLOGY PLAN (2nd 5-Year Cycle) Goals and Plan of Action 1/13 – 12/18

*Carried over from 2007-12 plan, **added goal/task for 2013-18 plan

Objectives	Status	Accomplishment Details / Goal Progress	2013	2014	2015	2016	2017	2018
1. Secure Funding for College Technology								
1.1 Continue to inform college community of process for requesting technology needs.*	Completed	Completed in s/2/11 - Director will send bulletin on a needs basis						
1.2 Continue to contact organizations for nonprofit funding/donations and follow up on tax exempt number for US donations.*	On going	Need to inform Development Office of task						
1.3 Hire/Contract a grant writer coordinator for the college*								
1.4 Monitor technology budget (technology fee source)**	On going	Budget approved 2008						
2. Acquire software with legal license for the college use								
2.1 Continue to identify needed software through annual surveys (end of spring semester)*	On going	1st survey completed 2011 Survey instrument is being revised						
2.2 Continue to purchase needed software with educational discount such as Antivirus, MS Office, Email software, Desktop Publishing, PhotoShop software, to be installed into computers two year old or newer*	On going	Licensed software continues to be purchased						
2.2.1 Pay for license, maintenance, support, and upgrade fees for software used at the college**	On going							
2.2.2 Pay for annual maintenance, support and upgrade fees for finance (including HR), Library and registrar specialized software programs**	On going	Approved Registrar fee on February 2013						
2.3 Continue to research and make use of the open source software, such as Apache and Moodle	On going	Current open source: Moodle; Linux; Apache; Thunderbird; Firefox; Eudora						
3. Upgrade College Local Area Network (LAN)								
3.1 Replace network devices based on needs and speed to keep them robust, secure, and modern. (e.g. firewall, switches, network cable wire, access point hubs)*	On going	Some replacement has been completed under first cycle plan.						
3.2 Subscribe as necessary to hardware and network device services for technical support assistance.*	On going							
3.3 Subscribe to blacklisted web site to monitor our domains name**	On going							
3.4 Contract network designer to design and install a solid college wide network backbone*	On going							
3.5 Involve TRC with planning of any new building or relocation ahead of time to plan for needed network connection devices**	On going							
3.6 Train technical support staff to oversee and maintain network**	On going							
3.7 Increase number of DSL lines or increase speed to accommodate campus wide need*	On going							
4. Establish replacement of hardware on a systematic cycle								
4.1 Upgrade or replace servers every five years if necessary	On going	Some replacement was completed under first tech plan						
4.2 Replace computers & battery backups in classrooms every three years (using rotation cycle)	On going	Replace as needed or every three years						
4.3 Upgrade, repair, and/or replace all necessary technology needs as necessary	On going	As needed						

Objectives		Accomplishment Details / Goal Progress	2013	2014	2015	2016	2017	2018
5. Increase Technology Support								
5.1 Hire a Computer Technician to assist current computer service staff. Duties will include trouble shooting and maintaining all campus computers on a regular maintenance schedule	On going behind schedule	Announcement out since fall 2010; office was available but VP took office so now there is no office space. Names were recommended but repeatedly turned down.)						
5.2 Continue to equip the library with technology equipment for teaching/learning needs as necessary	On going	As needed						
5.3 Provide support for web based conferencing	On going	Dependent on Internet speed						
5.4 Continue to establish additional computer labs for student use as needed*	On going	based on enrollment and student needs (Recommended that room 31 be for computer classroom and room 60 be for open lab. LRC needs to be open lab also now that grant is for all students)						
5.5 Provide training for computer support personnel and Information Technology faculty*	On going							
5.6 Create a depository for two (2) copies of CDs to be stored in Computer Services office and Academic Affairs Faculty Technology Support's office for all college computers and printers*	On going							
5.8 Create a depository of quarterly network server backup at the Library, online lab, and Talent Search Office**	On going	Done on a quarterly basis						
6. Support increased number of PCC online courses								
6.1 Support Distance Education Committee (DEC), as a subcommittee of TRC, to develop and review policies and procedures necessary for the implementation and evaluation of the distance education program**	On going	DEC formed and compiled procedures which are awaiting presidential approval						
6.2 Working with the ALO, ensure through DEC that distance education activities comply with accreditation standards**	On going							
6.3 Ensure dedicated server, computers and other necessary equipment to support online courses are purchased, maintained or upgraded as necessary*	On going	Server (07) Computers (09) Surges (09)						
6.4 Train faculty and other necessary support staff in developing and/or overseeing distance education courses*	On going	Training provided as needed; Moodle support staff also need training to keep updated (Annual Moodle Moot)						
6.5 Monitor online budget for distance education activities (online fee source)**	On going	Budget approved 2008; Meeting agenda item						
6.6 Continue to provide storage space for backup of online courses*	On going	External hard drive bought (2011)						

Objectives		Accomplishment Details / Goal Progress	2013	2014	2015	2016	2017	2018	
7. Implement Online Registration for all students									
7.1 Continue to maintain and upgrade dedicated server with an up-to-date Operating System for Registration and Advising Software **	On going	New server bought 2012 but online registration has not started yet because of computer/network issues							
7.2 Continue to research for a new registration program for online registration that has better security and reliability**	On going	Research Kualii (open source) Need finance module to be included for centralization							
7.3 Provide training for online registration*	On going								
8. Establish an IT Laboratory classroom									
8.1 Continue to upgrade or replace as needed classroom computers with battery backups/surge protectors*	On going	21 computers purchased (sp2011)							
8.2 Continue to upgrade or replace multi-media licensed software, Networking software, database, website designing, computer language programming, for the IT laboratory*	On going	License software purchased (sp2011)							
8.3 Continue to upgrade or replace digital projector and other computer accessories as needed*	On going	Digital projector purchased (fa2012)							
8.4 Maintain a controlled Internet connection for the IT laboratory**	On going	Connection completed (fa2011)							
9. Provide adequate training for appropriate personnel									
9.1 Continue to conduct surveys for students and staff/faculty on an annual basis (end of year) *	On going	Survey needs to include training							
9.2 Continue to provide appropriate training as needed for faculty & staff*	On going								
9.3 Continue to provide training for computer support personnel and Information Technology faculty*	On going	Refer to 5.6							
10. Assess Technology Plan									
10.1 Continue to conduct and analyze survey results used to identify technology needs**	On going	One survey needs to include these question concerns							
10.2 Assess faculty computers used to support teaching**	On going	annually							
10.3 Assess student computers used to support learning**	On going	Classroom computers annually; online lab semesterly, library computers semesterly							
10.4 assess staff computers to support work related needs**	On going	annually							
10.5 Continue to monitor, review, and revise technology plan**	On going	monthly							