

**English Literacy and Civics
Technology Plan
General Information for FY 2010-11
<http://adulted.otan.us/>**

Agencies that were funded last year and submitted their technology plan last year must update their existing plan and provide a narrative on three (3) designated sections of the previous year's plan.

Technology is expensive, and the goal is to make the most effective use of available funds. Planning is a tool for making decisions about what technology to buy, where to put it, how to use it, how to maintain it, and how to teach others to use it. Planning increases awareness of particular needs, such as the need to budget for technical support and replacement cost once equipment has been purchased. The act of planning also raises awareness of possible solutions.

This year some changes have been made to streamline the technology plan process. For instance, you no longer need to write a narrative for goals that have been completed, some parts of the Current Status section have been eliminated, and the Goals and Objectives section has been streamlined.

The deadline for receiving online submission of the new or revised Technology Plan is midnight, January 31, 2011.

If you need help with your user name, password, or other technical problems, contact OTAN technical support at ELCivTechPlan@otan.us or 800-894-3113. If you have questions about the content of your plan, or need help developing a particular section, review the resources linked to each section of the plan. If your question is not answered there, contact

- Branka Marceta, 916-228-2580 or bmarceta@otan.us or
- Marian Thacher, 916-228-2580 or mthacher@otan.us

If you have questions about policy regarding the technology plan, please contact your CDE regional consultant.

Your Contact Information: When you log in to the grant Online Application and Reporting Site (<http://adulted.otan.us/>), you will have the option to update your agency contacts by clicking on Agency Contacts. Select Program Level Contacts, and scroll down to WIA II – EL Civics Coordinator, and be sure this section is completed. You can make changes here and then choose Save and Continue at the bottom of the page. This will take you back to the same page, but you can now select EL Civics from the top menu to begin work on your plan.

Instructor Skills Self-Assessment: The technology plan requires that instructors take a technology integration skills self-assessment. The assessment is located within the Current Status section of the plan. Instructors may log in to ONLY the self-assessment using a link from the main login page at <http://adulthood.otan.us/>. This assessment is focused on teaching with technology and is not appropriate for non-instructional staff.

Teachers will rate their skills in 12 different areas of technology integration, and will also indicate the importance of each item to their teaching. Individual results will be immediately available, with areas of focus highlighted.

Individual Professional Development Plan: Instructors will have the option of creating a personal professional development plan. This plan is not a requirement, but may be a useful option for many teachers. To create the plan, the user selects the competencies they wish to work on in the coming year, no more than four. For each of those competencies, learning strategies and a list of objectives are created with a timeline. The plan can be saved, downloaded, and printed. Administrators may request teachers to email a copy of their professional development plan.

Student Computer Survey: The technology plan includes an optional survey of student computer and Internet use. You are not required but are encouraged to use this survey to gather information for planning classroom technology, online homework assignments, and online distance learning. The Student Computer Survey is located within Current Status. Students may log in to ONLY the computer survey from the grants login page at <http://adulthood.otan.us/>.

Teacher and Student Login Information: You have a password to be used by teachers to take the Instructor Skills Self-assessment, and also one for students to take the Student Computer Survey. You can find or change these passwords by going to *Teacher and/or Student Log In Information*, the third link on the technology plan home page.

The technology plan must address all of the requested questions in a complete, accurate, in-depth, and thoughtful manner. The Technology Plan Online Submission Form is divided into seven (7) sections. Each section must be completed, but may be completed during separate sessions and in the order most convenient for you. The plan is divided as follows:

- Technology Planning Team

Your planning team is at the heart of your technology planning process. This is your opportunity to bring everyone who has a stake in your program's technology to the table. Your team may be large or small depending on the size of your program, but it should be as inclusive as possible, and should meet on a regular

schedule. Consider including administrators, instructors, support staff, technology experts, students, community members and board members.

- Scope of Plan

You get to define the scope of your plan. You may choose to limit your plan to just the EL Civics program or just the ESL program, but the ideal is to make it as broad as possible by including the whole adult education program. This particular plan is meant to be focused on adult education, so submitting your district technology plan would not be appropriate; however, including relevant sections of a larger technology plan might be a good idea.

- Vision Statement

A vision statement is a compelling vision of how your program will look in the future in regards to technology. It should be focused on outcomes, not just technology. In other words, how will using technology in classroom help your learners meet their goals?

Your vision statement should also be concise, something that you can post on the wall or add to a brochure, and not longer than four or five sentences. You may look at the technology plans of a variety of agencies posted on the login page to get some ideas.

- Current Status

This section helps you collect data on where you are right now, in order to plan for the future. There are three parts to this section, two required and one optional.

- Existing Technology Survey

The survey of existing technology is required. This will give you a baseline of how many computers and what other equipment you currently own.

- Instructor Skills Self-assessment (New)

Instructors and other staff complete a required online skills self-assessment. This self-assessment is new, and replaces the assessment used previously. (See Instructor Skills Self-assessment on page 1 above.) Instructors may complete the

self-assessment online, using a password designated by the administrator. The link to the staff login is on the main Online Application and Reporting login page. There is a print version of the self-assessment on the login page. If instructors complete the self-assessment on paper, results must be entered individually into the technology plan. The new self-assessment tool offers instructors the opportunity to create a personal professional development plan based on their results, and this can be done ONLY online. For this reason, having instructors complete the self-assessment online is advantageous.

The results of this survey are available immediately from a link and the bottom of the Technology Plan home page, under section IVB. The results will help you identify areas for professional development.

- Student Computer Access Survey (Optional)

The student computer survey remains optional. It's a survey you can give to your students to measure the level of access students have to computers and the Internet outside of school. This survey can also be completed online, or there is a printable version that can be handed to students, and the responses entered later. The survey is currently available in English and Spanish.

- Goals and Objectives

This section is the heart of your plan. Here you define the technology goals for your program. There are suggested topic areas that you may choose from. You may have 3 goals in one area and none in the others, or you may have other topic areas that aren't listed, and use the "other" category for these. Your staff development goals should be included here, and you must have at least one staff development goal.

Be sure to make your goals broad and your objectives more focused and measurable, and to include a timeline. Plans submitted with objectives dated previous to the current year will not be approved.

- Funding

The funding section asks you to answer some questions about how you provide technical support for your program, how you plan to provide staff development on the technology that is available to teachers, and how you plan to replace equipment.

- Evaluation

This section contains your strategies for reviewing and evaluating your technology plan on an ongoing basis to see where you have progressed, which goals have not been met, whether learners are benefiting from technology implementation, and how the plan will be reviewed and revised.

Narratives must be provided on the following sections from ***the previous year***:

- Goals, and Objectives
- Staff Development
- Evaluation

All sections must be completed and submitted by the deadline. Plans will be reviewed, scored, and recommended for approval. The plan must be submitted before grant funds are released. The plan must be approved before final funds are released.

Technology plans will be reviewed by two field colleagues, and each section can receive a maximum of 4 points, making the total possible 28 points. A passing score is 24 or higher, with no zero in any section. Narratives are scored as pass or fail only.

The technology plan update must be submitted online. The submission site will be available on August 2, 2010, at <http://adulthood.otan.us/>. Training on the development and updating of the plan will be provided. Training is not required, but is strongly encouraged for those new to the technology planning process. The schedule for online training and information on how to register is posted. Look for the link to EL Civics Tech Plan on the login page.