

# Technology Learning Center End of Semester Report Outline – Spring, 2004

## Spring, 2004 TLC Activities/Projects – revised 8/13/04

1. **Ongoing training projects in addition to regular workshops:**
  - **Department Technology Block Grants**
    - CNIT (2 grants) – Network security; Web Server training
    - Film – New features of FinalCut Pro
    - Graphic Communications – InDesign for Quark Users Training
    - Multimedia Studies – “After Effects” and “3D Studio Max Training”
    - Help Desk – Dreamweaver Training
  - **SBC faculty template project:**
    - 15 pilot faculty will be trained in August, 2004 to use Contribute2 to update and maintain and instructional website
    - Faculty, TLC, TMI, and Help Desk staff will participate in WebCT forum to support project
    - Faculty will each mentor 4 additional faculty who will be trained in January, 2005.
  - **WebCT Training:**
    - TLC and TMI work together to train faculty to use WebCT to enhance face-to-face courses. “Overview” workshops are planned for June and August, 2004.
  - **“In-Training”**
    - TLC staff work with individual departments and instructors to customize technology training for specific needs.
  - **Online orientation for new employees** to generate CCSF network accounts, so that new, tech savvy employees may get their accounts sooner than previously (scheduled to be ready Fall, 2004).
2. **Training Statistics** for Spring, 2004 (does not include Summer Intersession)
  - **44 workshops: 357 total faculty and staff**
    - Campuses served: CHNB, DTN, OCN
    - Administrators: 4
    - Faculty: 302
    - Classified: 51
  - **“In-Department Training”** for the Foreign Languages Department, the Language Center, the PE Department, the Bookstore, Chinatown Campus, Controllers (Gough St.), ESL, Library.
3. **Publicity:**
  - **Redesign of web site** increasing content to include more online training and educational technology resources, links to existing, but dispersed CCSF technology information, instructor resources, announcements, and a site map. <http://www.ccsf.edu/tlc>
  - **Brochure will be ready for Fall, 2004** to be distributed at FLEX and new employee orientations – Aug.12&13
  - **Academic Senate:** Hope to announce TLC projects at Academic Senate plenary in Aug.
  - **New Employee Orientations:** TLC is scheduled to appear at two new employee orientations, Aug.12&13, 2004
  - **Student Designed Poster & Bookmarks-** work with Barbara Norris’ Graphic Communications students to design in time for Spring, 2005.
4. **Upcoming TLC Issues**
  - **Staffing for Help Desk-** The Help Desk is losing one position previously funded by grant money. The loss of this position will cause lower staffing levels in the TLC lab, and less capacity at the Help Desk.
  - **Funding for TLC Coordinator Position** (funding ends at the end of Spring, 05)