

**ARIZONA DEPARTMENT OF EDUCATION
EDUCATION TECHNOLOGY TASK FORCE**

**LOCAL PROGRAM
PLANNING AND BUDGET REVISION RECOMMENDATIONS
MARCH 14, 2001**

To: Karen Liersch, State Director of Adult Education
From: Education Technology Task Force
Re: Local Program Planning and Budget Revision Recommendations
Date: March 14, 2001

Enclosed are the recommendations for local program planning and budget revision that we suggest as a framework to guide program directors in their decision making regarding educational technology over the next three years.

We suggest that the future work of the Educational Technology Task Force include research and recommendations regarding:

- An outline and a supportive process for each Program to develop their own Technology Plan
- Possible sources for funding technology initiatives
- Collaborations for adult education programs
- An inventory of present adult education technology and expertise
- Possible initiatives at the state, regional, and individual program level

GENERAL COMMENTS:

1. All programs should engage in ongoing technology planning that assesses their present technology capacity, establishes a long-term vision, priorities, and goals, and addresses the incremental steps needed to achieve them.
2. These recommendations are intended only as a general guide for programs. Because of the great diversity in local geography, population density, numbers of enrolled students, administrative organization, current technological infrastructure and expertise, and location of instructional sites, each program director should use this information to meet the needs of their own staff and students.
3. The schedule presents a general sense of the sequential steps a program might take. Each program should adapt the implementation process to meet its own individual needs
4. Program technology planning should ensure that maximum compatibility of hardware, software and connectivity are achieved in the most cost effective and cost efficient manner and addresses the needs for continual maintenance, tech support, upgrading and training of staff.

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5. Programs need to explore the potential for collaboration in a variety of environments, including:
 - a. Opportunities with local libraries, K-12 schools, post-secondary education institutions, Community Technology Centers, etc. on purchase of hardware, software, technical support, and training,
 - b. Business / commercial sponsorship possible at the local level
 - c. Other funding sources including public and private grants

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INFRASTRUCTURE: HARDWARE AND CONNECTIVITY	FY 02	FY 03	FY 04
Satellite sites	<p>Start planning to provide each site and/or instructor with the following package:</p> <ul style="list-style-type: none"> ☞ Upgradeable laptops with: <ul style="list-style-type: none"> • CD ROMs • Soundcards • Video cards • DVD capability • Internet connection • Headphones • PC modems ☞ Portable printers ☞ Batteries to run equipment ☞ Attachable keyboards – for students who are not comfortable with laptop keyboards ☞ Attachable mouse <p>Program discretion to assign the package to the mobile instructor to transport or to put the package at the local site.</p> <p>The package can be used by both the mobile instructor and by the students at the local sites.</p> <p>Estimated cost per package = \$5000</p>	Continue adding packages identified in FY 02 for more sites and instructors	By end of FY 04, each site and/or instructor will have a package identified in FY 02 and the packages will be upgraded as needed.
Permanent sites	<ul style="list-style-type: none"> ☞ Plan for networking computers and printers ☞ Upgrade existing equipment ☞ Purchase new computer stations that are capable of accommodating a “server” ☞ Each computer station should be equipped with: <ul style="list-style-type: none"> • CD Rom 	<ul style="list-style-type: none"> ☞ Plan for networking computers and printers ☞ Upgrade existing equipment ☞ Purchase new computer stations that are capable of accommodating a “server” ☞ Each computer station should be equipped with: <ul style="list-style-type: none"> • CD Rom 	<ul style="list-style-type: none"> ☞ Establish network -- Set up lab with server delivery system and network ☞ Purchase LCD projectors ☞ Purchase CD Rom Read / Write equipment ☞ Plan for needed upgrades for Year 4

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INFRASTRUCTURE: HARDWARE AND CONNECTIVITY	FY 02	FY 03	FY 04
	<ul style="list-style-type: none"> • Soundcards • Video cards • DVD • Internet access / internet capable • Head phones • Network cards <ul style="list-style-type: none"> ☞ Upgrade / purchase printers ☞ Purchase network cards 	<ul style="list-style-type: none"> • Soundcards • Video cards • DVD • Internet access / internet capable • Head phones • Network cards <ul style="list-style-type: none"> ☞ Upgrade / purchase printers ☞ Purchase network cards ☞ Determine need for LCD projectors for Assistive Technology ☞ Determine need for CD Rom Read / Write capability 	
Administration	☞ Identify hardware and connectivity requirements for administrative centers	☞ Implement hardware and connectivity requirements	☞ Continue to upgrade as needed
Technical Support for Hardware	<p>Options for technical support include:</p> <ul style="list-style-type: none"> ☞ Multi year purchase of technical support from the hardware supplier at time of purchase ☞ Develop collaborations with other programs or other organizations (do not need to be just Adult Education programs) in the community or region to jointly purchase technical support ☞ Determine cost effectiveness of hiring / contracting with in-house ongoing technical support ☞ Ensure that technical support costs (estimated at \$90 per hour) are included in each year's budget to maintain the equipment. 		
TV's, VCR players and Audio Cassettes	<p>Given the high volume of materials suitable for use with this type of hardware, there is still a place for TV's, VCRs and Audio Cassettes. In planning for the future, however, programs should consider the long-term most cost effective use of hardware. Changes that are coming in computers may be able to make use of similar learning materials with fewer pieces of equipment. This is an issue for local programs to determine based on their own needs, availability of materials to use with this type of hardware and cost effectiveness of equipment.</p>		
Connectivity fees	<p>Identify costs for connectivity fees for:</p> <ul style="list-style-type: none"> ☞ Labs ☞ Each satellite site instructor, including from home were necessary ☞ Other staff 	Continue to plan for connectivity fees	Continue to plan for connectivity fees
Training	<ul style="list-style-type: none"> ☞ Budget for costs of training instructors and other staff on the new equipment ☞ The cost of training instructors should include BOTH the cost for the training 	<ul style="list-style-type: none"> ☞ Budget for costs of training instructors and other staff on the new equipment ☞ The cost of training instructors should include BOTH the cost for the training 	<ul style="list-style-type: none"> ☞ Budget for costs of training instructors and other staff on the new equipment ☞ The cost of training instructors should include BOTH the cost for the training

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	and reimbursement for the instructor to attend the training.	and reimbursement for the instructor to attend the training.	and reimbursement for the instructor to attend the training.
New GED Test 2002 requirements – calculators	All programs that provide GED instruction should purchase the new calculators that will be used in the GED 2002. Series that will begin in January 2002. Exam takers should have the opportunity to learn the new calculators and practice on them prior to taking the GED test.		
Cable TV connections & satellite connections	<ul style="list-style-type: none"> o Review Cable and satellite connectivity to determine future potential o Plan for future needs 	Implement Plan	Monitor and upgrade
Additional Equipment --	Review current equipment and identify the most appropriate year, based on program’s priority, to upgrade or add the following. It is recommended that each program should have at least <u>one</u> of each: <ul style="list-style-type: none"> o Copy machine o CD Read /Write (burner) capability o Scanner o LCD projector o Digital camera o Camcorder o TV/VCR o Audio cassette o Equipment necessary to connect computer with TV screens 		
Collaboration with local TV / Radio stations	<ul style="list-style-type: none"> o Meet with local government, K-12, post secondary institutions, and Broadcast media to determine potential effective collaboration to expand availability of instruction 	Plan for use of TV and Radio as distance learning modalities	Implement plan
Assistive Technology		Implement plan for SOLA recommendations	Monitor and upgrade plan

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INFRASTRUCTURE: HARDWARE AND CONNECTIVITY	FY 02	FY 03	FY 04
	<ul style="list-style-type: none"> o Assess program needs based on SOLA recommendations o Plan for implementation of SOLA recommendations 		

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	FY 02	FY 03	FY 04
INSTRUCTIONAL RESOURCES: SOFTWARE AND RELATED ISSUES PROGRAMS			
Internet based instruction	<ul style="list-style-type: none"> ☞ Explore comprehensive Internet based instruction ☞ Develop collaborations to avoid duplication in purchasing ☞ Research potential funding sources <p>(Examples include Plato, Skills Tutor, Exam Plus, NW Regional Resource)</p>	<ul style="list-style-type: none"> ☞ Develop collaborations to avoid duplication in purchasing ☞ Research potential funding sources ☞ Purchase license for comprehensive Internet based instruction 	<ul style="list-style-type: none"> ☞ Purchase and/or upgrade ☞ Research best practices and applications ☞ Plan for future needs
Stand alone and networked instructional software	<ul style="list-style-type: none"> ☞ Research best practices and applications ☞ Identify possibility for group purchase ☞ Purchase as necessary 	<ul style="list-style-type: none"> ☞ Purchase and/or upgrade ☞ Research best practices and applications ☞ Plan for future needs 	<ul style="list-style-type: none"> ☞ Purchase and/or upgrade ☞ Research best practices and applications ☞ Plan for future needs
Copyright considerations	<ul style="list-style-type: none"> ☞ Identify legal considerations for compliance before purchasing new software ☞ Develop and implement process for monitoring compliance 		
Developing Program Web page: <ul style="list-style-type: none"> • Program Information • Instruction Purposes • Student Work 	<ul style="list-style-type: none"> ☞ Research ☞ Provide professional development to staff ☞ Budget for implementation 	<ul style="list-style-type: none"> ☞ Produce ☞ Upgrade 	<ul style="list-style-type: none"> ☞ Monitor and continue to upgrade
Instructional Videotapes	<ul style="list-style-type: none"> ☞ Research best practices and materials ☞ Identify possible collaborations or shared funding ☞ Identify how students will use – in class or check out system ☞ Purchase appropriate tapes and support materials ☞ Develop plans for camcorder/digital camera use for instruction 	<ul style="list-style-type: none"> ☞ Develop library check out system if appropriate ☞ Implement camcorder/digital camera plan 	<ul style="list-style-type: none"> ☞ Implement checkout library if appropriate
Email	<ul style="list-style-type: none"> ☞ Plan for free email for students, such as Yahoo and Hotmail. 	<ul style="list-style-type: none"> • Provide free email for each student 	<ul style="list-style-type: none"> • Continue to provide free email • Continue use of e-mail as an

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INSTRUCTIONAL RESOURCES: SOFTWARE AND RELATED ISSUES PROGRAMS			
	<ul style="list-style-type: none"> ☞ Research how to use e-mail effectively as an instructional aid 	<ul style="list-style-type: none"> • Use e-mail as an instructional aid 	instructional aid
Assistive Technology	<ul style="list-style-type: none"> ○ Assess program needs based on SOLA recommendations ○ Plan for implementation of SOLA recommendations 	Implement plan for SOLA recommendations	Monitor and upgrade plan
Content Development	<ul style="list-style-type: none"> ☞ Identify web-based instructional resources (ADE/AE and AALL websites provide numerous links) ☞ Plan for use of web-based resources in lesson planning ☞ Plan for TV and radio distance learning modules in instructional delivery system 	☞ Implement plans	☞ Continue implementation
Support	<ul style="list-style-type: none"> ☞ Research needs for each application ☞ Plan for support needs 	☞ Implement plan	☞ Maintain

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ADMINISTRATIVE RESOURCES AND COMMUNICATION			
Communication	<ul style="list-style-type: none"> ☞ Research best practices and policy for staff communication (e-mail, fax distribution lists, etc.) ☞ Plan for free e-mail for all staff if appropriate ☞ Request listserv from ADE/AE for appropriate groups ☞ Train staff in use of e-mail and listserv's ☞ Plan for purchase of other needed software or hardware 	Implement staff communication plan	Continue to develop and implement staff communication plan
Student data management <ul style="list-style-type: none"> • Demographic information • Attendance • Student gains • Follow-up with students 	<ul style="list-style-type: none"> ☞ Research hardware and software that will aid in student data management areas ☞ Purchase necessary items ☞ Provide necessary training for staff ☞ Plan for future needs ☞ Investigate 	Implement student data management plan	Continue to develop and implement student data management plan
Budget management	<ul style="list-style-type: none"> ☞ Research hardware and software that will aid in budget management ☞ Purchase necessary items ☞ Provide necessary training for staff ☞ Plan for future needs 	Implement budget management plan	Continue to develop and implement budget management plan
Data Analysis for Program Improvement	<ul style="list-style-type: none"> ☞ Frame research questions and begin data analysis ☞ Research hardware and software that will aid in data analysis ☞ Purchase necessary items ☞ Provide necessary training for staff ☞ Explore approved statistical sampling where appropriate ☞ Plan for future needs 	☞ Implement data analysis plan	☞ Continue to develop and implement data analysis plan
Copy capabilities	☞ Research best equipment (including multifunction printers, copiers, and	☞ Upgrade	☞ Plan for future and tracking

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	scanners) and maintenance costs ☞ Collaborate with others for cost controls ☞ Provide professional development on copying		

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PROFESSIONAL DEVELOPMENT (FOR ADMINISTRATORS, SUPPORT STAFF, INSTRUCTORS)			
Possible Delivery Systems of Professional Development			
Internet/distance learning Professional Development	<ul style="list-style-type: none"> ☞ Provide connectivity for instructors ☞ Inform instructors of Professional Development opportunities via the Internet and other distance learning modes (e.g. Literacylinks, Pro-net) ☞ Train staff on use of Search Engines (e.g. Google, Yahoo, Alta Vista) ☞ Train staff on use of education data bases (NIFL, ERIC) ☞ Train staff on use of Instructional Websites (e.g. ADE/AE, AALL) ☞ Provide tuition reimbursement and/or paid time to attend ☞ Develop program plan for use of Internet/distance learning Professional development opportunities 	<ul style="list-style-type: none"> ☞ Implement Internet/distance learning Professional Development plan 	<ul style="list-style-type: none"> ☞ Continue to implement Internet/distance learning Professional Development plan
In class credit courses	<ul style="list-style-type: none"> ☞ Assess educational technology in class credit courses available at local institutions ☞ Provide tuition reimbursement and/or paid time to attend ☞ Develop program plan for in class credit course Professional development opportunities 	<ul style="list-style-type: none"> ☞ Implement in class credit course Professional Development plan 	<ul style="list-style-type: none"> ☞ Continue to implement In class credit course Professional Development plan
Site visits to other programs	<ul style="list-style-type: none"> ☞ Provide opportunities for staff to visit other sites 		
Regional planning	<ul style="list-style-type: none"> ☞ Establish regional collaborations for education technology training 	<ul style="list-style-type: none"> ☞ Continue regional collaborations for education technology training 	<ul style="list-style-type: none"> ☞ Continue regional collaborations for education technology training
Peer tutoring and mentoring	<ul style="list-style-type: none"> ☞ Hold staff meeting to share best practice 	<ul style="list-style-type: none"> ☞ Continue peer tutoring and mentoring programs 	<ul style="list-style-type: none"> ☞ Continue peer tutoring and mentoring programs

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PROFESSIONAL DEVELOPMENT (FOR ADMINISTRATORS, SUPPORT STAFF, INSTRUCTORS)			
	<ul style="list-style-type: none"> ☞ Organize intra and inter program educational technology peer tutoring and mentoring programs 		
Television, radio, telephone, and satellite options	<ul style="list-style-type: none"> ☞ Inventory local capacity to deliver professional development through television, radio, telephone and/or satellite transmission ☞ Develop plan to use television, radio, telephone, and/or satellite for delivery of professional development opportunities 	☞ Implement plan	☞ Continue and expand programming
Video Tapes	<ul style="list-style-type: none"> ☞ Research Professional Development video tapes available ☞ Purchase, borrow, or rent suitable available tapes ☞ Develop plan to use tapes as part of professional development 	☞ Implement plan	☞ Continue to implement plan
Use of Standard Applications for Spreadsheets, databases, statistical packages, email, fax and word processing, etc.			
Administrative	<ul style="list-style-type: none"> ☞ Inventory staff needs ☞ Develop goals and training program for each person as part of his/her professional development plan 	<ul style="list-style-type: none"> ☞ Inventory staff needs ☞ Develop goals and training program for each person as part of his/her professional development plan ☞ 	<ul style="list-style-type: none"> ☞ Inventory staff needs ☞ Develop goals and training program for each person as part of his/her professional development plan ☞
Instruction	<ul style="list-style-type: none"> ☞ Inventory staff needs ☞ Develop goals and training program for each person as part of his/her professional development plan 	<ul style="list-style-type: none"> ☞ Inventory staff needs ☞ Develop goals and training program for each person as part of his/her professional development plan 	<ul style="list-style-type: none"> ☞ Inventory staff needs ☞ Develop goals and training program for each person as part of his/her professional development plan
Development of Distance Learning Modules:			
Use of TV, Radio, the Internet, CD-ROM's, and Telephone	<ul style="list-style-type: none"> ☞ Explore and identify most appropriate distance learning delivery method(s) ☞ Develop Professional Development plan to train staff in use of these methods 	☞ Implementation of Distance Learning Training plan	☞ Evaluation and expansion of plan
Assistive Technology			
Assistive Technology	☞ Assess program needs based on	Implement plan for SOLA	Monitor and upgrade plan

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PROFESSIONAL DEVELOPMENT (FOR ADMINISTRATORS, SUPPORT STAFF, INSTRUCTORS)			
	SOLA recommendations o Plan for implementation of SOLA recommendations	recommendations	

