IIIC Technology Resources

1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

Evidence of Meeting the Standard

The Information Technology Department (IT) at Mt. San Antonio College (Mt. SAC) utilizes a distributed workforce model where many IT staff work within the areas they support, facilitating effective communication between IT and the College community and ensuring that needs are identified. IT consists of 85 positions organized into four functional areas to provide appropriate and adequate technology services and professional support to the College's academic programs and support services: Infrastructure, Enterprise Application and Web/Portal, Academic Technology, and Project Management and Business Analysis (III.C.1.1 IT Organizational Chart). IT is led by the Chief Technology Officer (CTO). The CTO creates and manages the Technology Master Plan (TMP), which provides overall direction for the use of technology (I.B.9.3 Technology Master Plan).

Governance processes established through the President's Cabinet (PC), President's Advisory Council (PAC), the Information Technology Advisory Committee (ITAC), the Administrative Systems Advisory Group (ASAG), and the Planning for Institutional Effectiveness (PIE) Committee guide identification of technology needs and distribute resources. IT presents quarterly reports to PC, which includes the President, Provost, and Vice Presidents (III.C.1.2 PC **Report Feb 2022**). The CTO reports to PAC once a month with updates from ITAC, which is the primary advisory group for setting goals and providing direction to the College in the development, integration, application, and delivery of information and educational technologies (III.C.1.3 ITAC Minutes 3-7-22; III.C.1.4 ITAC Report to PAC 3-9-22). ASAG, which includes representatives from Information Technology, Instruction, SCE, Administrative Services, Student Services, and Human Resources, meets monthly to ensure that technology priorities and impacts are consistent with campus-wide operational objectives (III.C.1.5 ASAG Minutes March 2022). Through PIE, College units annually assess area needs, set goals, establish plans, and request resources necessary to achieve set goals (III.C.1.6 PIE EAS 20-21; III.C.1.7 PIE Infosec 20-21). IT team members serve as committee members on Distance Learning Committee (DLC), Institutional Effectiveness Committee (IEC), and Facilities Planning (III.C.1.8 IT Committee Membership). To ensure cross-communication, the IT leadership team regularly attends Student Services and Instruction Leadership Team meetings.

To ensure the stability, availability, and effectiveness of all systems and hardware, IT utilizes ASAG, Change Management, and a monthly TechStat report on Key Performance Indicators (KPIs) and metrics to proactively monitor and manage the IT environment (III.C.1.9 Change Management; III.C.1.10 TechStat June 2022). IT is responsible for enterprise systems that play a critical role in the institution's management and operational functions, academic programs,

and support services, including Ellucian Banner, Canvas, Microsoft Office 365, EAB Navigate, FreshService, DegreeWorks, Hyland OnBase, Luminis Portal, and Ellucian Ethos Identity (EEI).

The robust technical infrastructure provides a reliable, secure, and stable environment protected via disaster recovery (DR) provisions. Nightly, IT backs up data stored off-site in a cloud environment (III.C.1.11 Mt. SAC DR Plan). The infrastructure is sufficient to maintain and sustain traditional teaching and learning and distance education offerings. It includes 45 physical servers and 340 virtual machines utilizing over 400 terabytes of storage, 252 switches, 687 wireless access points, and over 2,200 desk phones. IT maintains hardware standards for laptops, desktops, and network infrastructure. Requisitions for technology purchases are automatically routed through the IT approval queue (III.C.1.12 Inventory FreshService). The IT department uses surveys to regularly evaluate the effectiveness of technology in meeting the full range of needs, including instruction, student services, and support for classified professionals, administrators, and students (III.C.1.13 Help Desk Survey). In planning for the Histotechnology Implementation Workgroup to ensure that appropriate technology services, support, hardware, and software are adequate as the new program is launched (III.C.1.14 Technology BS Histotechnology).

There are 14 open computer labs for student use; most are specialized to serve unique student needs in writing, language, computer literacy, and computer programming (III.C.1.15 Computer Labs; III.C.1.16 Standards Labs). The IT equipment replacement budget ensures faculty and administrative support personnel have adequate technology to support the computing needs of the College. To support sufficient and appropriate technological infrastructure in construction planning designs, IT and Technical Services create, assemble, and maintain a set of documents delineating the technology standards for classrooms and offices (III.C.1.17 Standard Telcom Room; III.C.1.18 Standard Cabling Horizontal; III.C.1.19 Standard Cabling BackBone; III.C.1.20 Standard IT Construction).

IT supports the main campus and remote locations, including Brackett Airfield and the West Covina headquarters for the Mt. SAC Early College Academy. In total, IT manages and maintains over 12,000 computers, laptops, tablets, and internal phone systems. Technical support is primarily coordinated through the IT Help Desk, which routes requests to the appropriate support team. The IT Help Desk, staffed to support instructional hours, utilizes FreshService to track support of well over 1,600 requests per month (III.C.1.21 IT Help Desk Hours; III.C.1.22 FreshService Report). IT partners with Technical Services and the Faculty Center for Learning and Technology (FCLT) to support technology requests from faculty, classified professionals, and students, including audio-visual services and Canvas questions. Technical training is a coordinated effort between IT and Professional & Organizational Development (POD) (III.C.1.23 IT Training in POD). The IT Documentation and Training Specialist provides training via workshops and on-demand videos for various campus software and technology tools such as Microsoft Office, Navigate, and Chrome River (III.C.1.24 IT Apps). Additionally, the Academic Technology Team provides technical assistance for lecture classrooms and computer lab classrooms across campus (III.C.1.1 IT Organizational Chart). The FCLT provides faculty training on Canvas and support for instructional technology, course design, and course accessibility (III.C.1.25 FCLT Website). The Mountie Student Hub provides centralized support for online students through Canvas (III.C.1.26 Student Hub). The ACCESS department provides accommodations, services, and support for disabled students (III.C.1.27 ACCESS Minutes).

During the pandemic and the rapid conversion of on-campus classes to online Canvas offerings, the IT department acted with prudence and agility to provide technology resources to students, faculty, and staff to maintain instruction and keep College operations intact (III.C.1.28 Working **Remotely**). During the pandemic, IT support for over 2,200 classified professionals included remote access to all systems via virtual private networks, technology equipment for home use, remote technical assistance, and re-routing phone lines through the MiCollab application to classified professionals' computers and cell phones. Additionally, IT collaborated with Student Services and the Library on the Student Laptop Loaner Program, which included distributing more than 8,000 pieces of technology such as loaner laptops, iPads, and hotspots (III.C.1.29 Student Laptop Loans; III.C.1.30 Transition to Online). In response to COVID-19, IT transitioned many manual processes into an online format. Implementing an online appointment booking system incorporating eSARS and Zoom to support students, classified professionals, faculty, and administrators with virtual counseling sessions, registration for virtual workshops, and Math tutoring. In 2020, 535 appointments were scheduled for the Math Activities Resources Centers and Support (MARCS) (III.C.1.31 MARCS Appt Use Report). In addition, 355 workshops, each containing 20 seats, were scheduled for the Academic Support and Achievement Center (ASAC) (III.C.1.32 ASAC Appt Usage Report).

Analysis and Evaluation

Mt. San Antonio College technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the College's management and operational functions, academic programs, teaching, and learning.

2. The institution continuously plans for, updates, and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.

Evidence of Meeting the Standard

Mt. SAC is committed to the sustainable and effective use of technology resources to support the institution's management and operational functions, academic programs, teaching, learning, and support services. The Strategic Plan Priority #4 states that the College "effectively coordinate human, physical, technology, and financial resources to improve student accessibility, growth, and academic success," and is accomplished through the Technology Master Plan (I.A.2.5 Strategic Plan; I.B.9.3 Technology Master Plan). IT ensures a robust, current, and sustainable technical infrastructure that provides maximum reliability for students, classified professionals, and faculty is planned for, updated, and maintained.

Faculty, classified professionals, and administrators use clear practices to sustainably prioritize needs about technology purchases. Through the Computer Replacement Program, IT upgrades and refreshes desktop computers and laptops every five years for classified professionals and faculty (III.C.2.1 Computer Replacement Program). Technology upgrades for instructional areas such as classrooms and labs are funded via grants, one-time fund opportunities, and bond funds or are identified for funding through the annual program review, Planning for Institutional Effectiveness (PIE) process, which engages end-user input. The PIE process facilitates requests for technology upgrades (III.C.2.2 PIE Minutes May 2022; III.C.2.3 Academic Technology PIE 21-22). The PIE process identified a need to provide student printing access on campus. A task force comprised of end users was created to review solutions, and a decision to purchase Wepa was made. (III.C.2.4 Wepa Project).

IT developed standards for instructional and non-instructional hardware for new and future campus construction projects. These standards guide space planning and confirm the location of voice, data, and internet connectivity (III.C.1.18 Standard IT Construction). When new technology hardware is received at the warehouse, IT team members place asset tags on each piece and enter the information into Banner, enabling tracking by the Fiscal Department. Once the warehouse inventory process is complete, IT records the items in an IT inventory and asset management system (III.C.1.10 Inventory FreshService). This allows IT to track hardware location, funding source, time in use, and eligibility for the Computer Replacement Program (III.C.2.5 IT Inventory Asset Tracking DB).

Analysis and Evaluation

Mt. SAC continuously plans for updates and replaces technology to ensure that its technical infrastructure, quality, sustainability, and capacity are adequate to support its mission, operations, programs, and services.

3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security.

Evidence of Meeting the Standard

Mt. SAC maintains a Technology Master Plan (TMP) to assure support of operations and services (**I.B.9.3 TMP**). With oversight from Information Technology Advisory Committee (ITAC), the TMP provides a framework for direction, application, and access to technology resources across the College (**I.B.9.19 ITAC Purpose and Function**). The Administrative Systems Advisory Group (ASAG) provides communication and feedback between Information Technology (IT) and

constituent groups for the College's Enterprise Applications Systems (III.C.3.1 ASAG Minutes 9-20-22). Dedicated technology resources to operationalize the TMP are defined in the annual budget (III.C.3.2 IT Budget Resources). Specialized technology projects requested through PIE are prioritized and funded as additional resources become available through the New Resource Allocation Process, Instructional Equipment budget, grants, or other funding sources (III.C.3.3 NRA Funded Projects).

Technology safety and security are assured through a comprehensive systems approach, including an effective firewall protection mechanism that provides traffic filtering, intrusion prevention, and threat prevention capabilities. Microsoft Defender provides endpoint device protections, automated response, and threat hunting capabilities. Microsoft 365 Defender protects Microsoft cloud hosted resources, including email. Ethos Identity Manager is used for Single Sign-On to control authentication and protect application access (III.C.3.4 Ethos IdP).

The College is actively enrolled in the SAFER cyber-liability insurance policy program (III.C.3.5 Cyber Liability Insurance). Additionally, IT provides annual information security training and enforcement of multi-factor authentication (III.C.3.6 Infosec Training May 2022; III.C.3.7 MFA Video Training). IT uses phishing simulation reports to gather metrics to track the effectiveness of the information security training program (III.C.3.8 Phishing Simulation). Every user login includes a reminder of the acceptable technology use policy (III.C.3.9 AUP Login). Processes are in place to detect, and review suspected and reported instances of fraudulent admissions applications, enrollments, and financial aid-related fraud (III.C.3.10 Fraud Report). Fraud data is shared monthly through the California Community Colleges Collection website and is reviewed in its 'Financial Aid False Applications and Financial Implications' meetings for changes in tactics and methods toward committing enrollment and financial aid fraud (III.C.3.11 CCC Fraud Collection).

Mt. SAC's disaster recovery plan includes processes to ensure business continuity in emergencies. Data is backed up and encrypted with IBM Spectrum Protect to offsite AWS cloud storage. Virtualized systems and AWS cloud hosted systems operated by IT are encrypted and backed up natively in AWS (III.C.1.11 Mt. SAC DR Plan).

Analysis and Evaluation

With input from Information Technology Advisory Committee, the Technology Master Plan guides the Information Technology department to provide reliable, safe, and secure access to technology resources that support student learning and instruction. Continuous review of the College's Technology Master Plan, evaluation of existing systems with industry best practices, and increased information security awareness efforts aid in maintaining, improving, and adhering to this standard. 4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

Evidence of Meeting the Standard

Departments across the College collaborate to provide inclusive and accessible training in various modalities to support faculty, classified professionals, students, and administrators in the use of technology related to programs, services, and institutional operations. Information Technology (IT), Professional and Organizational Development (POD), Faculty Center for Learning Technology (FCLT), and Student Services each provide technology training and support targeted to different campus populations. The Mt. SAC Professional Development Plan includes outcomes for the focus area "Technology for Educators" (III.A.14.4 Professional Development Plan). POD partners with the Professional Development Council (PDC) and committees for classified, faculty, and management to assess, recommend, and design technology training content and programs (III.A.14.3 PDC Committee; III.A.14.25 CPDC Committee).

Designated resources are allocated for information technology training for faculty, students, classified professionals, and administrators. POD and IT provide conference and travel funding for IT team members to attend technical training outside of Mt. SAC to effectively manage technology and to acquire requisite knowledge and skills related to the College community's use of technology for programs, services, and operations. A Training and Applications Specialist in IT creates training videos such as the Microsoft Outlook Tips Series and offers applicationspecific workshops on Banner, OnBase, PIE, and Omni CMS (III.C.4.1 Microsoft Outlook Training; III.C.4.2 PIE Training; III.C.4.3 Banner 9 Nav Training). POD collaborates with IT to coordinate workshop marketing, registration, attendance, and evaluation of technology training. Through a partnership with the California Community Colleges Vision Resource Center, employees may utilize POD Connect for in-person and online professional training resources. In 2022, 424 employees completed "Cybersecurity at Work" training via POD Connect, part of an ongoing effort to strengthen information security to protect College systems and information (III.C.4.4 Cyber Security Training). Campus events such as Faculty Flex Day and Classified Professional Development Day provide additional training opportunities (III.C.4.5 Technology Training).

FCLT supports faculty and classified professionals with instructional technology, course design, pedagogy, and accessibility (III.C.4.6 FCLT Resources and Services; III.C.4.7 FCLT Synchronous Workshops; III.C.4.8 FCLT Workshop Survey Results). In 2020, FCLT partnered with the Academic Support and Achievement Center (ASAC) to develop the Canvassador Program, a student outreach service for students to learn Canvas navigation through training videos and instruction to benefit their learning experience (III.C.4.9 Canvassador Training). "Active

Learning Modules" promote a positive online learning experience alongside real-time technical support to provide students access to learning about Canvas features (III.C.4.10 Canvassador Infographic; III.C.4.11 Canvassador Online Learning Survey; III.C.4.12 Canvassador Program). Through the mandatory New Student Orientation, Student Services provides instruction and support for student use of the Mt. SAC Portal for registration and the Mountie Academic Plan for online degree planning. In 2021, 15,423 students attended orientation, and 8,484 completed a Mountie Academic Plan (III.C.4.13 Orientation Data). Trained personnel staff at campus computer labs to instruct students in using hardware and software (III.C.4.14 ASAC Staffing).

IT Business Analysts (BAs) provide functional and instructional support for classified professionals and administrators by analyzing departmental processes and recommending leveraging technology to improve internal operations. BAs provide functional support to classified professionals through IT consulting services, such as Business Process Guides (BPGs), Business Process Modeling Notation (BPMN), system implementations, and application support. BPGs provide a detailed explanation of a department's internal processes and integrated applications to help classified professionals perform their tasks efficiently and effectively (III.C.4.15 BGP AIME; III.C.4.16 BGP SCE). IT computer facilities assistants also provide instructional support services for faculty and students using technology specific to their assigned discipline.

Students and classified professionals can receive instruction and support from the Mt. SAC IT Help Desk. To evaluate the technology needs of faculty, classified professionals, administrators, and students, the IT Department routinely distributes a Help Desk survey to random users (III.C.1.11 Help Desk Survey). Assessment of technology services and training is also supported through POD's workshop evaluation data and annual training surveys (III.C.4.17 POD Sample Training Evaluation). At the institutional level, ITAC reviews and updates the TMP, aligning it with the College's mission, operations, programs, and services.

Analysis and Evaluation

Mt. SAC provides appropriate instruction and support for faculty, classified professionals, students, and administrators in the effective use of technology and technology systems related to its programs, services, and institutional operations.

5. The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes.

Evidence of Meeting the Standard

Mt. San Antonio College maintains policies and procedures to guide faculty, classified professionals, students, and administrators through the appropriate and safe use of a wide

range of information. Applicable Board Policies (BPs) and Administrative Procedures (APs) are listed below and are published on the Mt. SAC website:

- BP 3310 Records Retention and Destruction (III.C.5.1 BP 3310)
- AP 3310 Records Retention and Destruction (III.C.5.2 AP 3310)
- AP 3450 Accessibility of Audiovisual Media Captioning (III.C.5.3 AP 3450)
- AP 3445 Accessibility of Electronic Media (III.C.5.4 DLC Minutes Feb 2019; III.C.5.5 AP 3445 Draft v9)
- BP 3720 Computer Use (III.C.5.6 BP 3720)
- AP 3720 Computer and Network Use (I.C.10.8 AP 3720)
- BP 3721 Information Security (III.C.5.7 BP 3721)
- AP 3721 Information Security (III.C.5.8 AP 3721)
- AP 4105 Distance Learning (IC.8.6 AP 4105)
- AP 4233 Security of Grade Records (III.C.5.9 AP 4233)
- BP 5040 Student Records, Directory Information, and Privacy (II.C.8.3 BP 5040)
- AP 5040 Student Records, Directory Information, and Privacy (II.C.8.4 AP 5040)
- AP 5043 Use of Social Security Numbers (II.C.8.5 AP 5043)
- AP 5142 Students with Disabilities Accessibility of Multimedia Material: Captioning (III.C.5.10 AP 5142)
- AP 5310 Student Bill of Rights (IC.7.5 AP 5310)

During onboarding, all employees certify agreement with AP 3720 (III.C.5.11 AP 3720 Signature Page). Acceptable use policy content is reinforced with employees at each login and is required of students when logging into campus computers (III.C.5.12 Login Screen). Policies and procedures are publicized in documentation given to students in computer labs and centers (III.C.5.13 Center Communication).

Analysis and Evaluation

Mt. San Antonio College implements Board Policies and Administrative Procedures that address the appropriate application, distribution, and use of technology in the teaching and learning process. Policies and procedures are published and communicated in various modalities.

Conclusions

Mt. San Antonio College provides appropriate and adequate information technology services, professional support, facilities, hardware, and software supporting the College's operations and mission. The IT department is primarily responsible for technology infrastructure, inventory, hardware, software, and database support systems. In addition to the regularly scheduled technology maintenance and upgrades, the College identifies technological needs to allocate resources to support student learning and instruction through its integrated PIE program review and evaluation processes. Faculty, classified professionals, students, and administrators

are offered technology training through the collaboration of the IT Helpdesk, FCLT, POD, and California Community College Vision Resource Center. Furthermore, Board Policies and Administrative Procedures guide the safe use of technology on campus.

Improvement Plan(s)

None

Evidence List

III.C.1

- III.C.1.1 IT Organizational Chart
- I.B.9.3 Technology Master Plan
- III.C.1.2 PC Report Feb 2022
- III.C.1.3 ITAC Minutes 3-7-22
- III.C.1.4 ITAC Report to PAC 3-9-22
- III.C.1.5 ASAG Minutes March 2022
- III.C.1.6 PIE EAS 20-21
- III.C.1.7 PIE Infosec 20-21
- III.C.1.8 IT Committee Membership
- III.C.1.9 Change Management
- III.C.1.10 TechStat June 2022
- III.C.1.11 Mt. SAC DR Plan
- III.C.1.12 Inventory FreshService
- III.C.1.13 Help Desk Survey
- III.C.1.14 Technology BS Histotechnology
- III.C.1.15 Computer Labs
- III.C.1.16 Standards Labs
- III.C.1.17 Standard Telcom Room
- III.C.1.18 Standard Cabling Horizontal
- III.C.1.19 Standard Cabling BackBone
- III.C.1.20 Standard IT Construction
- III.C.1.21 IT Help Desk Hours
- III.C.1.22 FreshService Report
- III.C.1.23 IT Training in POD
- III.C.1.24 IT Apps
- III.C.1.25 FCLT Website
- III.C.1.26 Student Hub
- III.C.1.27 ACCESS Minutes
- III.C.1.28 Working Remotely
- III.C.1.29 Student Laptop Loans

- III.C.1.30 Transition to Online
- III.C.1.31 MARCS Appt Use Report
- III.C.1.32 ASAC Appt Usage Report

III.C.2

- III.C.1.2 TMP
- III.C.2.1 Computer Replacement Program
- III.C.2.2 PIE Minutes May 2022
- III.C.2.3 Academic Technology PIE 21-22
- III.C.2.4 Wepa Project
- III.C.1.18 Standard IT Construction
- III.C.1.10 Inventory FreshService
- III.C.2.5 IT Inventory Asset Tracking DB

III.C.3

- III.C.1.2 TMP
- I.B.9.19 ITAC Purpose and Function
- III.C.3.1 ASAG Minutes 9-20-22
- III.C.3.2 IT Budget Resources
- III.C.3.3 NRA Funded Projects
- III.C.3.4 Ethos IdP
- III.C.3.5 Cyber Liability Insurance
- III.C.3.6 Infosec Training May 2022
- III.C.3.7 MFA Video Training
- III.C.3.8 Phishing Simulation
- III.C.3.9 AUP Login
- III.C.3.10 Fraud Report
- III.C.3.11 CCC Fraud Collection
- III.C.1.11 Mt. SAC DR Plan

III.C.4

- III.A.14.4 Professional Development Plan
- III.A.14.3 PDC Committee
- III.A.14.25 CPDC Committee
- III.A.14.22 Classified Needs Analysis
- III.A.8.7 FPDC Membership
- III.A.14.27 MPDC Committee
- III.C.4.1 Microsoft Outlook Training
- III.C.4.2 PIE Training
- III.C.4.3 Banner 9 Nav Training
- III.C.4.4 Cyber Security Training
- III.C.4.5 Technology Training

- III.C.4.6 FCLT Resources and Services
- III.C.4.7 FCLT Synchronous Workshops
- III.C.4.8 FCLT Workshop Survey Results
- III.C.4.9 Canvassador Training
- III.C.4.10 Canvassador Infographic
- III.C.4.11 Canvassador Online Learning Survey
- III.C.4.12 Canvassador Program
- III.C.4.13 Orientation Data
- III.C.4.14 ASAC Staffing
- III.C.4.15 BGP AIME
- III.C.4.16 BGP SCE
- III.C.1.11 Help Desk Survey
- III.C.4.17 POD Sample Training Evaluation

III.C.5

- III.C.5.1 BP 3310 Records Retention and Destruction
- III.C.5.2 AP 3310 Records Retention and Destruction
- III.C.5.3 AP 3450 Accessibility of Audiovisual Media Captioning
- III.C.5.4 DLC Minutes Feb 2019
- III.C.5.5 AP 3445 Draft v9
- III.C.5.6 BP 3720 Computer Use
- I.C.10.8 AP 3720 Computer and Network Use
- III.C.5.7 BP 3721 Information Security
- III.C.5.8 AP 3721 Information Security
- IC.8.6 AP 4105 Distance Learning
- III.C.5.9 AP 4233 Security of Grade Records
- II.C.8.3 BP 5040 Student Records, Directory Information, and Privacy
- II.C.8.4 AP 5040 Student Records, Directory Information, and Privacy
- II.C.8.5 AP 5043 Use of Social Security Numbers
- III.C.5.10 AP 5142 Students with Disabilities Accessibility of Multimedia Material: Captioning
- IC.7.5 AP 5310 Student Bill of Rights
- III.C.5.11 AP 3720 Signature Page
- III.C.5.12 Login Screen
- III.C.5.13 Center Communication