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| *Reedley College Office of Institutional Research* |
| *Fall 2010 Technology Needs Survey Results* |
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| ***12/22/2010*** |

A survey was conducted during the later part of the fall 2010 semester for faculty, classified professionals, managers, and administrators working at the Reedley College campus in order to determine training needs in technology. The results presented below will be used to help develop professional development activities and workshops to serve the needs of Reedley College employees.

One hundred and forty one (141) people responded to the survey. The majority were faculty (53 full-time and 46 part-time) followed by classified professionals (37 full-time and 3 part-time) and managers and administrators (1 each).

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|  | Frequency | Percent |
| Full-Time Faculty | 53 | 37.6 |
| Part-Time Faculty | 46 | 32.6 |
| Full Time Classified Professional | 37 | 26.2 |
| Part-Time Classified Professional | 3 | 2.1 |
| Manager | 1 | 0.7 |
| Administrator | 1 | 0.7 |
| *Total* | 141 | 100.0 |

Keeping in mind that participants could choose multiple responses, they listed their primary use of technology as Supplement to Face-to-Face classroom presentation (40.0%) followed by Data Collection and presentation (28.7%), Hybrid/Online classroom presentation (15.3%), Online posting for campus committees (9.3%), and Web/Desktop Publishing (6.7%). In addition to the previous responses, a large group listed Other (21.3%) as their primary use of technology. Comments reiterated some of the listed responses but several listed using Office software, email merges, student record keeping, Datatel reports and queries as primary uses (full list of comments on page 4).

The participants were also asked what their preferred format for training would be and they replied first with Group workshops (48.9%) followed by Individual Tutorial (22.6%), Video Recording Available Online (14.3%), Informal Discussion Groups/ Brown Bag Lunch Seminars (9.8%), and Other (4.5%). Comments reflected the same with most people reiterating their choice or adding a second choice. One common thread in the comments was the desire to have video recordings of the trainings for people who might have missed the training or for those who would like to review (full list of comments on page 5).

Participants were asked to indicate their top five (5) training needs from a list of 28 choices. There were a total of 536 responses from the 141 participants indicating an average response rate of 3.8 choices. The following lists the responses in order of most responses. The count is the total number of responses (out of 536) and the percent is the percent of people (out of 141) who answered to that particular item.

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| Rank Order of Training Needs | Count | % |
| **MS Power Point** | 40 | 28.4 |
| **Datatel/ Web Advisor** | 38 | 27.0 |
| **MS Excel** | 38 | 27.0 |
| **BB Communication (email, discussion board, chat)** | 28 | 19.9 |
| **BB Creating Tests** | 27 | 19.1 |
| **BB Maintaining the Grade Center** | 26 | 18.4 |
| **BB Designing a Course/ Organization Site** | 25 | 17.7 |
| **MS Access** | 24 | 17.0 |
| **MS Publisher** | 24 | 17.0 |
| **BB Turn It In.com** | 24 | 17.0 |
| **Micrograde/ Web Grade** | 24 | 17.0 |
| **Adobe Photoshop** | 22 | 15.6 |
| **MS Word** | 21 | 14.9 |
| **SCCCD Intranet** | 16 | 11.3 |
| **MS Outlook** | 16 | 11.3 |
| **Multimedia Applications Tegrity** | 16 | 11.3 |
| **MS Front Page/ Share Point Designer** | 15 | 10.6 |
| **BB Enrollment Management** | 14 | 9.9 |
| **Adobe Acrobat** | 14 | 9.9 |
| **Adobe Illustrator** | 11 | 7.8 |
| **iClickers** | 10 | 7.1 |
| **Adobe Flash** | 9 | 6.4 |
| **Multimedia Applications Camtasia** | 7 | 5.0 |
| **Adobe Dream Weaver** | 6 | 4.3 |
| **Multimedia Applications Upload to Media Server** | 5 | 3.5 |
| **Adobe Go Live** | 3 | 2.1 |
| **Multimedia Applications Quick Time** | 2 | 1.4 |

Please Note: Total percent will not equal 100 due to the nature of multiple responses

There were also several ‘Other’ responses as far as training needs. They included GIS, RC Web page design, SQL, and Hershey. Additional comments focused on the desire for advanced training and people looking to advance present skills (full list of comments on page 6).

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| Responses to ‘Other’ primary uses of technology |
| 1. Vehicle diagnostic scanners 2. Lab scopes 3. Oscilloscopes |
| Assign collect homework online. Online grade. |
| blackboard email to students |
| classroom instruction |
| computer lab support |
| data entry electronic filing. |
| Data input and output |
| Datatel Reports Microsoft Outlook Word and Excel. |
| Datatel Web Advisor Hershey MS Office MS Outlook |
| Emails from staff and printing. |
| I'm totally ignorant of terminology such as F2F. So I don't know if I use it. I use the large screen and computer for a chalkboard but would like to do more. |
| Installation |
| Inventory maintenance logistics information gathering |
| Just RC business and email |
| Library - assist students with library databases and on-line resources. Also attempt to assist students with questions regarding Word. |
| Mail Merge SQL web updates |
| None I am a clinical nurse instructor |
| PowerPoint |
| PowerPoint presentation for lecture Web advisor Blackboard |
| Running the Tutorial Office |
| sending emails posting information to the website creating power points |
| Sending information monitoring budgets etc. |
| student record processing |
| Student records processing Accounts payable Queries Financial Aid Outlook functions blackboard functions  |
| Student services |
| Student services. Processing student information. |
| Use Blackboard for homework class documents and email. |
| Use district services and library database for SCCCD. |
| Use of blackboard to post assignments illustrate grades and make announcements. |
| Word processing report development data base use etc. |
| Work in my office. |

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| Responses to 'Other' Preferred Format |
|  An individualized curriculum per above |
| Any of the top three are most useful to me. |
| As a part-time teacher and the primary parent on the scene for my kids after school it is difficult to make workshops that are scheduled after 2pm and 3pm when kids need to be picked up from school help with their homework and help getting to and from their activities. However I know that the hours before 2pm and 3pm are primary slots for all of us on campus to be teaching classes. It is definitely a dilemma.  |
| Group workshop is fine BUT only if we have "hands on" experience. I don't remember much if I cannot try it for myself. |
| I also would like video recordings along with the group workshops.  |
| I am okay with either individual or group tutorials. |
| I prefer individual training but group workshops are also good.  |
| I would also be fine with a group workshop |
| I would also use the online recordings |
| Individual or group workshops with someone also being available after the session for questions. SQL training would be better by office so departmental needs could be addressed. Without this training our office will be severely handicapped when we switch over. |
| It depends. Individual is good for some things and group is ok for others. Online video is also good to go back and look refresh my memory. |
| Multimedia Applications: Upload to media Server |
| offer to the instructors 10 minute hands on for information that they might like to ask or have questions on . It would be wonderful! |
| or individual  |
| Sorry individual sounds greedy- but well the variation and levels of expertise among participants sometimes makes the learning too difficult. One instructor can only handle so many questions or idiosyncrasies.  |
| Training can be online or on location. |
| Video recordings due to time access |

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| Response to 'Other' Training Needs |
| Adobe In Design |
| All of the above |
| ARC GIS |
| CCC apply to run reports |
| Course Management software instruction would be helpful |
| I do not need training but would like to be able to get help when I encounter problems or try to use a feature that I have not used before. |
| I need more advanced help on these items such as functions and formulas in excel formatting tables and graphs in a presentable way in word and writing expressions in access. |
| I've been teaching hybrid and online classes for about three years now so I still consider myself a rookie who is looking to improve her practice. I would like to see "beyond the basics" seminars on Tegrity and Blackboard--I'd like to learn some fancier tricks to strengthen my class. |
| Instead of 1 hour training hit and miss I'd rather have a 3 hr. per week for 9 weeks. |
| Reedley College Web page design. |
| Server 2008 SQL Hershey. |
| Some advanced Tegrity training. |
| The new SQL query process |
| Turnitin.com without Blackboard |
| What is tegrity? |
| When the software we use come out with a new version there should be training of the new changed commands procedures so we won't have to spend so much time figuring out the new methods things are done. |

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