



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

**MEMORANDUM**

TO: Superintendent/President’s Office  
 FROM: Keith Stearns, Praveen Babu  
 DATE: 10/12/2018  
 SUBJECT: Committee Initiatives for 2018-2019

Instructions: List the committee’s 2018-2019 initiatives. This report is due to the Superintendent / President’s Office by October 12, 2018.

*NOTE: The committee chair (co-chairs) is (are) responsible for completing reports following dialogue with the committee. As a committee, you will be asked to assess progress toward these initiatives on the mid-year and end of year committee reports. Assessment of the committee’s progress toward initiatives is a critical part of the annual cycle of assessment where outcomes lead to change and improvement.*

- **Name of the Committee**  
Technology and Web
- **Committee Members** (chair/co-chairs and cabinet liaison noted)  
Jeffrey Alexander, Praveen Babu (co-chair), Carrie Buhl, Ryan Cartnal, John Cascamo / Madeline Medeiros, Jenel Guadagno, Neil Higgins, Benjamin Overton, Lana Rauch, Adrienne Smith, Rick Staley, Keith Stearns (co-chair), Heidi Webber, Elisabeth DeSwart

The committee initiatives listed below should correlate with the committee description and may also reflect institutional goals and objectives.

Committee Initiatives for 2018-2019	
Description	
1.	Review Computer and Network Use Policy/Procedure and make necessary updates.
2.	Develop 2018-2023 Technology Plan.
3.	Replace the myCuesta Portal.
4.	Recommend standard for college-wide digital signage.
5.	Develop accessibility standards for content, and review website for compliance.
6.	Assess the effectiveness of the website through embedded analytics, and adjust as warranted.
7.	Verify and document how Cuesta College is addressing Accreditation Standards and Policies related to Technology resources.

Tips for Setting SMART Initiatives	
<b>Specific</b>	A single, specific action or event that will take place.
<b>Measurable</b>	Quantifiable. How will you know the initiative is completed?
<b>Attainable</b>	Given available resources including human capacity and budget, is the initiative attainable?
<b>Relevant</b>	Relates to the committee’s charge and District institutional goals and objectives.
<b>Time-specific</b>	Specify the time period by which it will be accomplished.