
Pennsylvania Department of Education



Commonwealth of Pennsylvania
Department of Education
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Educational Technology Report **Friday, May 07, 2010** **(Last Approved: Wednesday, May 21, 2008)**

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Mission

SUN Tech and members of its partnership have coalesced around a common vision to update the school's strategic plan. Originally adopted in 1995 and updated in 2002, 2005, and again in 2008, the plan clarifies the future direction of the school through reaffirmation of its mission and beliefs, identification of educational and organizational goals and a commitment to **continuous quality** in every aspect of SUN Tech's instructional programs and activities. This quest for excellence is reflected in the school's Mission and **Quality Statement** and signifies the school's commitment to providing the best Career and Technology instruction anywhere. The statement reads:

It is SUN Tech's mission to provide World Class Technical Education by continually improving:

**Safe and Supportive Environment +
Unparalleled Instructional Services & Curriculum +
Nationally Recognized Student Achievement =**

Highly Skilled Future Leaders!

Vision

The vision of SUN Tech is to be a center of excellence for education and adaptable to the needs and expectations of our secondary and post-secondary students.

Shared Values

Belief Statements

- All students can learn and must be encouraged and challenged to reach their full potential.
- Programs should enable students to acquire the knowledge, skills, and attitudes necessary to be productive members of society.
- Career guidance is essential for all students.
- Professional development is vital for a well-trained and creative staff.
- Students, through their actions and choices, have the final responsibility for their education.
- Students must have saleable skills upon program completion.
- The community and students must be committed to the pursuit of excellence in programs and services.
- Education is a continuing experience.
- Students must have respect for themselves and others.
- Partnering with the private sector to ensure a curriculum that is valid and business/industry responsive.
- Students must be **Self-Directed Learners** who use positive core values to create a positive vision for themselves and their future, set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibility for their actions.

- Students must be **Collaborative Workers** who use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.
- Students must be **Complex Thinkers** who identify, access, integrate, and use available resources and information to reason, make decisions, and solve problems in a variety of contexts.
- Students must be **Community Contributors** who contribute their time and energies, and talents to improving the welfare of other and the quality of life in their diverse communities.
- Students must be **Quality Producers** who create intellectual, artistic, practical and physical products which reflect originality in high standards and use of advance technologies.

The SUN Tech strategic plan is a results-oriented document and provides a structure for public accountability. Many individuals will be asked to contribute to the work set forth in this plan in order to actualize the school's vision and mission. By working in collaboration, SUN Tech will be better prepared to provide its students with the educational opportunities needed to meet the challenges of the 21st century.

Needs Assessment

Reflections

There are currently no reflections selected for this section.

Needs Assessment

What developments in technology have emerged that you can take advantage of to improve education for your school or community?

- Remote Access
- Mobile Computers and Carts
- SmartBoards
- Projectors
- Elmo Projectors (Camera Projectors)
- Web Portals
- Blogs
- Podcasting

- Web 2.0

How do you identify potentially useful new technologies?

- Attend PETE&C (Pennsylvania Educational Technology Expo and Conference)
- Attend Regional Technology Coordinators Meetings at CSIU
- Subscriptions to the following: CIO (Chief Information Officer), CSO (Chief Security Officer), Information Week, eSchool News, District Administration, Scholastic Administrator, WindowsITPro
- Online Reviews and Technology Reports: PDE Portal, CDWG, Gartner, Technology Review — MIT, Computer Technology Review, CNet, <http://www.techlearning.com/>
- Frequent interaction and discussion with peers in Information Technology

What Strengths and weaknesses, related to technology, have been identified by staff, students or parents?

The Educational Technology Committee has identified the following strengths and weaknesses in the use of technology at SUN Tech. This data was collected from surveys given to our staff, students, parents and occupational advisory committees each year. The data is reviewed and analyzed by the school's Quality Management Team (comprised of members of administration, instructors, and support staff). To better understand the data collected it is important to remember that SUN Tech is a one year Career & Tech Center that offers 19 different programs of instruction. The programs range from Information Technology and Drafting CAD Technology which require extensive use of computers and related technology to Carpentry and HVAC which require a more limited use of computer technology.

The committee recognizes that students today are “living” in a culture that embraces a wide array of technology such as Web 2.0, blogging, podcasting and other types of emerging technology. It is difficult to keep up with the rapid changes in technology — but our students are living in this world and administrators and instructors must adapt and embrace these changes to effectively educate our students for the world they will live and work in.

We have made tremendous progress over the past three years to integrate technology into the curriculum. Our instructors are making better use of projectors, power point presentations, document projectors and our computer resource centers. We need to improve our instructors ability to work with podcasting - including the ability to produce their own web podcasts, and to increase the use of classroom interactive response devices (SMART Response Interactive Response System).

SUN Tech is committed to improving the technology skills of every student and staff member. Our goal is to integrate a wider use of technology in all of our program areas.

Goals and Strategies

Goal: Improve Completion Rate

Description: Increase the percentage of students meeting program completion criteria by 2% each year.

Strategy: Use Instructional Technology in The Learning Center and Large Group Instruction Room for varied learning styles.

Description:

Activity: Provide Instructional Technology in The Learning Center and Large Group Instruction Room

Description: Provide the following Instructional Technology to 2 learning centers to provide varied teaching styles for students.

- High Resolution Document Imager
- High Lumen Ceiling Mounted Projector
- Projector Screen
- DVD/VHS Player
- Sound System
- Senteo (Interactive Student Response System)
- Instructional Podium for Technology
- Extron Pole Vault System for Technology Integration

This technology and equipment has already been purchased and is in-place.

Person Responsible Timeline for Implementation Resources

Thomas Gray	Start: 7/1/2010	-
	Finish: Ongoing	

Status: In Progress — Upcoming

Goal: Improve Educational Opportunities for All Students

Description: It is SUN Tech's goal to improve the educational opportunities for all students through curriculum development, professional development, and data driven decision making.

Strategy: Improve Instructional Effectiveness

Description: Instructional effectiveness will be improved by providing improved technology and professional development.

Activity: Provide High Speed Internet Connection to access Enriched Educational Content

Description: We are participating in an EFUND grant with a number of local school districts and the CSIU. The EFUND grant will provide for a 5 Mbps Internet connection and a dedicated secure 5 Mbps VPN to the CSIU. The increased Internet bandwidth will enable students and instructors to access a wealth of educational material and to collaborate on educational activities with other Career & Technology Centers.

Person Responsible Timeline for Implementation Resources

Thomas Gray	Start: 7/1/2010 Finish: Ongoing	\$71,850.00
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Status: In Progress — Upcoming

Activity: Provide Instructor Training in New Technology During Staff Meetings

Description: Provide training in Microsoft Office 2010, Windows 7 and other technology during bi-weekly staff meetings. Training may not meet the 1 hour minimum hours required for act 48 credit.

Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start: 7/1/2010 Finish: 6/3/2013	-

Professional Development Activity Information

Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1.00	4	24

Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Technical Institute	<ul style="list-style-type: none"> School Entity 	Approved

Knowledge and Skills	Research and Best Practices	Designed to Accomplish
learn to use Microsoft Word 2010		<i>For classroom teachers, school counselors and education specialists:</i>

learn to use Microsoft
Excel 2010
learn to use Microsoft
Powerpoint 2010
learn to use Windows 7
Professional

- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.

Educator Groups Which Will Participate in this Activity

Role	Grade Level
<ul style="list-style-type: none"> Classroom teachers School counselors Other educational specialists 	<ul style="list-style-type: none"> High school (grades 9-12)

Follow-up Activities Evaluation Methods

- Participant survey

Status: In Progress — Upcoming

Activity: Provide Instructor-Led Improvement Opportunities in existing technologies

Description: Opportunities to improve instructor technical skills will be provided through courses offered in the SUN Tech adult education courses. These courses are instructor led and provide hands-on training.

Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start: 9/3/2010 Finish: 7/1/2013	-

Professional Development Activity Information

Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
3.00	4	6
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Technical Institute	<ul style="list-style-type: none"> School Entity 	Approved

Knowledge and Skills	Research and Best Practices	Designed to Accomplish
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There are a wide variety of courses available to instructors in the adult education curriculum. The following is a list of software instruction that is available to improve technology skills:

Word
Excel
PowerPoint
Access
Windows 7

For classroom teachers, school counselors and education specialists:

- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.

Educator Groups Which Will Participate in this Activity

Role	Grade Level
<ul style="list-style-type: none"> Classroom teachers Other educational specialists 	<ul style="list-style-type: none"> High school (grades 9-12)

Follow-up Activities	Evaluation Methods
	<ul style="list-style-type: none"> Participant survey

Status: In Progress — Upcoming

Activity: Provide opportunity for Instructor to use new technology with IT support

Description: Following hands-on training in the use of the new technology in The Learning Center and Large Group Instruction rooms, instructors will be encouraged to schedule the two classrooms for instruction. Information Technology personnel will be available during the session as a safety net for the instructor.

Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start: 9/3/2010 Finish: 5/20/2013	-

Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
1.00	1	25
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Technical Institute	<ul style="list-style-type: none"> School Entity 	Approved

Knowledge and Skills	Research and Best	Designed to Accomplish
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Practices

Instructors will learn how to use technology in The Learning Center and Large Group Instruction Room (projector, class management software, Elmo, Senteo, Extron switch).

For classroom teachers, school counselors and education specialists:

- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.

Educator Groups Which Will Participate in this Activity

Role

- Classroom teachers
- Other educational specialists

Grade Level

- High school (grades 9-12)

Follow-up Activities

Evaluation Methods

- Participant survey

Status: In Progress — Upcoming

Activity: Provide Small Group Instructional Training in Hands-On Use of New Technology

Description: Provide small group training in the use of camcorders and the Senteo Interactive Response System (student clickers).

Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start: 9/3/2010 Finish: 7/1/2013	\$1,200.00
Professional Development Activity Information		
Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
2.00	1	24
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Technical Institute	• School Entity	Approved
Knowledge and Skills	Research and Best	Designed to Accomplish

Practices

Instructors will learn how to use technology in The Learning Center and Large Group Instruction Room (Camcorder and Sendeo Interactive Response System).

For classroom teachers, school counselors and education specialists:

- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.

Educator Groups Which Will Participate in this Activity

Role	Grade Level
<ul style="list-style-type: none"> • Classroom teachers • School counselors • Other educational specialists 	<ul style="list-style-type: none"> • High school (grades 9-12)

Follow-up Activities	Evaluation Methods
	<ul style="list-style-type: none"> • Participant survey

Status: In Progress — Upcoming

Activity: Provide Web-Based Technical Skill Improvement Courses

Description: Numerous Web-Based courses are available through the SUN-Tech/ed2go portal. SUN Tech has partnered with ed2go to provide web-based adult education training.

Person Responsible	Timeline for Implementation	Resources
Thomas Gray	Start: 9/3/2010 Finish: 5/20/2013	\$3,000.00

Professional Development Activity Information

Number of Hours Per Session	Total Number of Sessions Per School Year	Estimated Number of Participants Per Year
2.00	6	6
Organization or Institution Name	Type of Provider	Provider's Department of Education Approval Status
SUN Area Technical Institute	<ul style="list-style-type: none"> • School Entity 	Approved

Knowledge and Skills	Research and Best	Designed to Accomplish
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Practices

Skill Improvement in the following computer software packages are available: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Windows 7, and others

For classroom teachers, school counselors and education specialists:

- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.

Educator Groups Which Will Participate in this Activity

Role

- Classroom teachers
- School counselors
- Other educational specialists

Grade Level

- High school (grades 9-12)

Follow-up Activities

Evaluation Methods

- Participant survey

Status: In Progress — Upcoming

Goal: Increase Placement Rate

Description: The percentage of students going on to post-secondary education, the workforce in their field of study, or the military will be increased.

Strategy: Increase the Percentage of Students Continuing on to Post-Secondary Education.

Description: Student placement in post-secondary education will be increased by developing programs of study and articulation agreements that will ensure a seamless transition from SUN Tech to college.

Activity: Expose Students to learning environment they will see at Post-Secondary Level

Description: Utilize the instructional technology available in The Learning Center and the Large Group Instruction Room.

Person Responsible Timeline for Implementation Resources

Thomas Gray Start: 7/1/2010 -
Finish: Ongoing

Status: In Progress — Upcoming

Budget

Potential Budget for a NEW plan report that will span 7/1/2011 to 6/30/2014

<u>Funding Source</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>Total</u>
010 - ADMINISTRATIVE BUDGET	\$10,600.00	\$10,600.00	\$0.00	\$21,200.00
eRATE (Secondary)	\$14,350.00	\$14,350.00	\$0.00	\$28,700.00
Grand Total	\$24,950.00	\$24,950.00	\$0.00	\$49,900.00

Goal: Improve Educational Opportunities for All Students

It is SUN Tech's goal to improve the educational opportunities for all students through curriculum development, professional development, and data driven decision making.

<u>Improve Instructional Effectiveness</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>Total</u>	<u>Funding Source</u>
Provide High Speed Internet Connection to access Enriched Educational Content	\$14,350.00	\$14,350.00	\$0.00	\$28,700.00	eRATE (Secondary)
Provide High Speed Internet Connection to access Enriched Educational Content	\$9,600.00	\$9,600.00	\$0.00	\$19,200.00	010 - ADMINISTRATIVE BUDGET
Provide Web-Based Technical Skill Improvement Courses	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00	010 - ADMINISTRATIVE BUDGET
Subtotal	\$24,950.00	\$24,950.00	\$0.00	\$49,900.00	
Grand Total	\$24,950.00	\$24,950.00	\$0.00	\$49,900.00	

Potential Budget for an AMENDMENT to the currently approved plan report that spans 7/1/2008 to 6/30/2011.

<u>Funding Source</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>Total</u>
010 - ADMINISTRATIVE BUDGET	\$0.00	\$0.00	\$11,800.00	\$11,800.00
eRATE (Secondary)	\$0.00	\$0.00	\$14,350.00	\$14,350.00
Grand Total	\$0.00	\$0.00	\$26,150.00	\$26,150.00

Goal: Improve Educational Opportunities for All Students

It is SUN Tech's goal to improve the educational opportunities for all students through curriculum development, professional development, and data driven decision making.

Improve Instructional Effectiveness	2008-2009	2009-2010	2010-2011	Total	Funding Source
Provide High Speed Internet Connection to access Enriched Educational Content	\$0.00	\$0.00	\$14,350.00	\$14,350.00	eRATE (Secondary)
Provide High Speed Internet Connection to access Enriched Educational Content	\$0.00	\$0.00	\$9,600.00	\$9,600.00	010 - ADMINISTRATIVE BUDGET
Provide Small Group Instructional Training in Hands-On Use of New Technology	\$0.00	\$0.00	\$1,200.00	\$1,200.00	010 - ADMINISTRATIVE BUDGET
Provide Web-Based Technical Skill Improvement Courses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	010 - ADMINISTRATIVE BUDGET
Subtotal	\$0.00	\$0.00	\$26,150.00	\$26,150.00	
Grand Total	\$0.00	\$0.00	\$26,150.00	\$26,150.00	

Staff Development

IT Staff Development:

The IT staff at SUN Area Technical Institute are constantly involved in learning activities for new technology. The learning activities are provided by actively pursuing relevant content from a variety of online and printed material from reliable sources. The IT department also attends frequent seminars hosted by major IT vendors such as Dell, HP, LAM Systems, Microsoft and others. These seminars are generally free to IT professionals. The Director of Technology attends numerous Technology groups such as the Regional Technology Coordinators meetings at the CSIU (Central Susquehanna Intermediate Unit) and PETE&C (Pennsylvania Technology Expo and Conference). These meetings provide additional opportunities to meet with hardware and software vendors as well as to discuss relevant technology topics with peers in the educational technology field.

The network technician is pursuing a MCITP (Microsoft Certified IT Professional) certification and has obtained training in computer forensics. The technician will be training for this certification with online sources, printed courseware, and instructor led courses.

Technology Professional Development for Instructors and Staff:

Our instructors and staff will receive training in Microsoft Office 2010, Windows 7 and the use of Digital Camcorders and Senteo Interactive Classroom devices and software. The instructors will be trained in Microsoft Office 2010 and Windows 7 during bi-weekly Faculty/Staff meetings. The instructors will have "hands-on" training using camcorders and the interactive classroom devices in 1/2 day small group training sessions. Each instructor will receive this training once per year.

Training in the use of this technology will be the responsibility of the Director of Technology.

The integration and use of technology in the curriculum of each program will be the responsibility of the Assistant .

Monitoring

Technology Activities and Strategies will be monitored by the Network Administrator and the Curriculum and Instructional Supervisor. The Technology Committee will meet once per year to evaluate progress on the Strategic Plan and to suggest new strategies and activities to accomplish our goals. We will use the following methods to collect data on the activities being monitored:

- Observation
- Student Surveys
- Instructor/Staff Surveys
- Parent Surveys
- Occupational Advisory Committee (OAC) Surveys
- Program Evaluations

Progress on the technology activities and strategies will be reported annually to the Administrative Director and the Quality Management Team (QMT). The Administrative Director will report on the progress of the Strategic Plan to the Joint Operating Committee and to other stakeholders for SUN Tech.

Evaluation

Each of the technology strategies and action plans will be evaluated by the Director of Technology, Assistant Administrative Director and the Administrative Director. The Technology Committee and Quality Management Team (QMT) will also be involved in evaluating the success of each of the action plans in this report.

We will make recommendations for continual improvement on our goals to Improve Assessment Performance, Improve Educational Opportunities for all Students and to Increase Placement Rates for Students.