# Technology and Distance/Hybrid Learning Plan

## Introduction

This plan outlines how the local ABE consortium is planning to utilize technology resources and distance learning in support of quality instructional services and increased student outcomes for ABE learners.

## Guidance

In developing this multi-year plan for technology and distance learning, consider the following:

* **Current resources**: What resources currently exist and are available across the consortium? Resources can include (but aren’t limited to): hardware, software, funds, staff expertise, staff time, and IT/tech support.
* **Future needs as it relates to current resources**: What training, support, funds or other items will be necessary to continue the use of current resources?
* **Future plans for developing and utilizing additional resources**: What additional hardware and/or software would add value for the consortium’s programming? How will decisions be made about which hardware and/or software are worth investing in? Where will funds come from to support additional resources? What training requirements will additional resources entail?

All consortia are required to submit a Technology and Distance Learning plan; this specific template is recommended but not required.

### Contact

If you have questions about this plan template, please contact Jodi Versaw at [Jodi.versaw@state.mn.us](mailto:Jodi.versaw@state.mn.us) or 651.582.8593

# Technology and Distance/Hybrid Learning Plan

|  |  |
| --- | --- |
| **Consortium name** |  |
| **Staff contact** |  |
| **Plan implementation period (start and end dates)** |  |
| **Date of last update** |  |

### Technology resources:

|  |  |  |
| --- | --- | --- |
| **Current** | | |
| Hardware: | | |
| Software: | | |
| Other: | | |
| **Future Plans** | **Resources needed** | **Timeline** |
|  |  |  |
|  |  |  |
|  |  |  |

### Expectations for staff digital literacy skills and use of technology:

|  |  |  |
| --- | --- | --- |
| **Current** | | |
| Instructors are expected to | | |
| Support staff are expected to | | |
| Managers are expected to | | |
| **Future Plans** | **Resources needed** | **Timeline** |
|  |  |  |
|  |  |  |
|  |  |  |

### Training for staff on technology:

|  |  |  |
| --- | --- | --- |
| **Current** | | |
| Instructors receive training on | | |
| Support staff receive training on | | |
| Managers receive training on | | |
| **Future Plans** | **Resources needed** | **Timeline** |
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|  |  |  |
|  |  |  |

### Technology access for students:

|  |  |  |
| --- | --- | --- |
| **Current** | | |
|  | | |
|  | | |
|  | | |
| **Future Plans** | **Resources needed** | **Timeline** |
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|  |  |  |
|  |  |  |

### Asynchronous Distance Learning (students do work off-site, on their own time):

|  |  |  |
| --- | --- | --- |
| **Current** | | |
|  | | |
|  | | |
|  | | |
| **Future Plans** | **Resources needed** | **Timeline** |
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|  |  |  |

### Synchronous Distance Learning (students are offsite but join class at the same time):

|  |  |  |
| --- | --- | --- |
| **Current** | | |
|  | | |
|  | | |
|  | | |
|  | | |
| **Future Plans** | **Resources needed** | **Timeline** |
|  |  |  |
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|  |  |  |

### Other/combined formats of Distance Learning

|  |  |  |
| --- | --- | --- |
| **Current** | | |
| Hybrid synchronous and asynchronous: | | |
| Hyflex (some students in person, some online): | | |
|  | | |
|  | | |
| **Future Plans** | **Resources needed** | **Timeline** |
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