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Nothing frustrates a project developer more than not knowing if somebody has already completed a similar project upon which a newer project could be built. Yet, because no easy system exists for finding out what has been done, duplication is inevitable. This duplication significantly impedes the statewide development and evolution of the community colleges. No College or consortium can build significantly on what has preceded. Similarly, duplication means that avoidable mistakes and miscalculations are being repeated. Were the information, now residing in the Chancellor's Office, which relates to FII (Fund for Instructional Improvement) and USSP (Underrepresented Students Special Projects) readily available to community college personnel statewide, the limited financial resources available could produce stronger, more evolutionary projects with greater possibilities for collaborations between previous and current developers.
Accessibility through an electronic database(s) of the FII and USSP projects and products would benefit the Chancellor's Office in several ways. The Chancellor could show the statewide Board of Governors and the State legislature an easily understandable history of progress in the community college --- how resources are being used. This historical information could show the progress being made toward accomplishing funding priorities and could aid in the enhancing of priorities or the creating of new priorities. Representatives of the Chancellor's Office who provide "Technical Workshops" related to particular funding will be able to direct questioners to databases for detailed electronic answers. Finally, the Coordinator of Library Resources connected to the Chancellor's Office would be able to direct questioners to one source-site, instead of the current widely dispersed sites, and would be able to move in the direction of establishing statewide standards for future submissions of FII and USSP projects and products.

Districts considering developing projects will also be served. Through the person responsible for grants development, a particular college or even a particular faculty member could consult the database, do any needed collaboration with previous project developers, and be fully prepared to begin designing a particular project for funding even before the Requests for Applications for funds are produced or before "Technical Workshops" are held. With this preliminary access, projects are more tightly developed and more precise questions are addressed.
Mt. San Antonio

Population to be Served

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Objectives

1. Acquire the titles and copies of the approximately 200 projects and products funded by Fund for Instructional Improvement and Underrepresented Students Special Projects Fund for the years 1988-89 to 1993-94 by June 30, 1994.

2. Catalog all projects employing the following features by June 30, 1994: the Library of Congress Classification System, Library of Congress Subject Headings, with Local Headings peculiar to the Community Colleges to be developed with appropriate authority control; Authority Control; and Full United States Machine Readable Code (US MARC) Format.


4. Identify products for dissemination for each project and establish dissemination mechanism by June 30, 1994.

5. Prepare quarterly releases of available materials to all California Community Colleges by June 30, 1994.

6. Establish hours of access and equipment for utilization within the depository at the host campus by June 30, 1994.
OBJECTIVE #1 - Acquire Titles and Copies of Projects and Products. 
["Volume" will be the term used throughout this workplan to refer to all 
materials related to a particular project. "Volumes" will be used to 
refer to the entire collection of projects and their -related products.]
Activities: The Project Director, working with the Chancellor's Office 
and the statewide Coordinator of library Resources, will arrange for 
the delivery of approximately 200 widely dispersed Volumes to Mt. 
San Antonio College for storage and for the performing of all other 
project tasks. The College will provide a physical site with secure, 
controlled access to the Volumes. The Project Director working with 
the College's Director of Library Services will determine that site and 
develop the guidelines and regulations related to access.

OBJECTIVE #2 - Catalog all Volumes. 
Activities: After review the Volumes the Project Director and a 
professional cataloger will establish guidelines, sequences, and time-
frames for completing the cataloguing and will determine any and all 
appropriate local headings peculiar to the Community Colleges. All 
project cataloguing to specifications will then be directed and 
supervised by the professional cataloger.

OBJECTIVE #3 - Develop and maintain electronic database. 
Activities: The Project Director, a Project Librarian and the Director of 
Information Services will develop procedures for producing this 
database(s). The primary, initial database to be created will be a 
"field" database which contains all descriptive cataloguing details for 
each Volume. This "field" database will first exist on floppy disks with 
a later, planned version to exist as an on-line, dial-up system 
accessible with a telephone and a modem.

After that database is created, the Project Director and the Director of 
Information Services will create a "migration strategy and path" toward 
a fully interactive, hyper-document database of all Volumes and their 
related cataloguing information. In part, this path will involve the 
creation of both an image database and a full-text database for each 
Volume. The image database will include an exact replication of each 
Volume as an electronic image. These "images" can be read but 
cannot be manipulated. The full-text database will involve the 
conversion, with optical character recognition software (OCR), of all 
Volume text materials to word processing form. When "cleaned" of 
errors, the individual Volumes will be linked into a 
hypertext database. In this hypertext form, the database could then be 
searched by Volume or across multiple Volumes by using key words.
Also in part, this path involves the creation of a hyper-document database --- a computerized database that, as well as text, contains diagrams, images, sounds, animation, video, and/or computer programs. To complete this database, the Project Director, working with a writer and a copy editor, will analyze all Volumes to identify informational elements (building blocks) and Volume hierarchies to which elements belong. From this analysis, the Project Director, working with the Chancellor's Office, will develop a "Detailed Design Document" to be used in completing the hyper-document database and for guiding future Volume creators in their production of project materials. The Design Document will establish procedures for creating electronic links within and between Volumes and will allow for the systematic, electronic creation of an exhaustive glossary, a list of abbreviations and acronyms, a list of available diagrams and other images, a bibliography of references, and a comprehensive index across the entire collection of Volumes.

Under the direction of the Project Director, a graphic artist will design all screens, buttons, menus, and backgrounds. This controlled graphic design will aid the end-users in navigating at high rates of speed through the database's very complex, but hidden, database structure by opening/closing, expanding/contracting, jumping from place to place, displaying discovered information, playing clips, and executing programs. With careful hyper-document design, end users should be able to use electronic notes, add bookmarks as needed information is discovered, and hide portions of information to avoid being overwhelmed. Finally, careful hyper-document design allows for easy and timely up-dating of the database as more projects are completed and more Volumes are produced.

OBJECTIVE #4 - Identify dissemination products and procedures.
Activities: The Project Director, working with the Chancellor's Office and the Project Team, will develop a list of deliverable products and will describe both the electronic and non-electronic methods for disseminating those products. The Project Director, working with the Chancellor's Office, will develop a Users' Profile which will describe who has what access rights to what information. This Profile is necessary to protect the integrity of the information in the Volumes and to maximize the value of the completed products to the end-users. Included in the possible products will be the: (1) the electronic database of the catalog information, (2) the image database, (3) the full-text database, and (4) the hyper-document database.

With current technology, the project's products may be delivered on a
floppy disk, an interactive videodisc, a read-only optical disk (CD-ROM --- "compact disc read only memory" or WORM ------ "write once read many"), a dial-up on-line system with telephone and modem, or an interactive television product (CD-I "compact disc interactive). For some of these products, the individual College could decide how to make the information available in either electronic or print form to its end-users because some users can work with electronic resources yet others will need print versions.

In addition to all other forms of dissemination, all future RFA (request for application) for the Fund for Instructional Improvement and Underrepresented Students Special Projects funds should contain information on the databases and the procedures for acquiring the databases themselves.

OBJECTIVE #5 - Prepare quarterly releases.  
Activities: At least quarterly and upon a database completion, the Project Director will send an announcement to the Chancellor's Office, to the CEO of each California community college, and to all original Volume creators. This announcement will contain details about the database and methods for acquiring any developed products. Periodically, throughout the project, the Project Director will prepare status reports for the same entities and individuals which will explain the degree of accessibility of specific information and procedures for acquiring the "ready" data. In addition, these status reports will identify the database's placement in the migration path from original Volume to hyper-document Volumes with projected completion dates of the subsequent phases.

At the project's completion, the Project Director, in consultation with the Chancellor's Office will develop an up-date timetable for future Fund for Instructional Improvement and Underrepresented Students Special Projects Fund projects and a method for disseminating information about up-dates.

OBJECTIVE #6 - Establish access hours with appropriate equipment available.  
Activities: The Project Director and College's Director of Library Services will establish the on-campus access hours and the extent to which access is available to specific individuals. Because the Volumes will become fragile, and even brittle, over time, the project intends to provide "only as needed" access to the actual, physical Volumes. However, extensive electronic access should be available in whatever form(s) the user needs.
Also, because travel to a depository is usually difficult and time-consuming, the Project Director and the College's Director of Information Services, through careful project and end-product design, will use electronic means to provide the greatest access possible at the end-user's home site --- the information will come to the user, rather than the user coming to the information.
Completion of the six Project OBJECTIVES will provide for extensive access to needed information. Henceforth, developers of future projects can build upon previously completed projects either through the review of data and procedures or through interactive contact with the project developers. Adaptation of a project to additional sites also becomes easier because implementation mistakes can be avoided or corrected easily. Project developers will now become valued consultants to campuses who are trying to stretch resource dollars. As consultants, the original project developers can advise a College’s employees about an individual implementation or adaptation plus can guide a consortium of Colleges to an extended adaptation.

Colleges considering applying for funds will avoid the fruitless development of projects which are similar to projects already completed. Instead, Colleges will seek funds for projects which take completed projects to their next, logical steps or levels. With appropriate project design, the up-dating of the databases should pose no significant problem for the College; therefore, continued support will be possible unless the detailed, developed guidelines for Volume production are not followed. Were such a situation to arise, additional funds would need to be sought.

Adaptation of this specific project to other colleges or districts within the California Community College system is simply not necessary. Project products bring the project right to the individual College and its employees. The project, however, could serve as a “design model” for the putting of other collections of information, other Volumes, into re-usable, accessible, linked, and up-dated electronic forms.
As each database is completed, it will be subjected to intensive review and critique by the original Volume creators first. This review and critique will allow for the correction of any informational errors, of any misrepresentations of data, and of any unintentionally altered perceptions of a Volume. After this "creators' review," potential end users will review and critique each database. All appropriate revisions and modifications will be added and, subsequently, re-reviewed and re-critiqued.

Before any completed database is offered for distribution, the original creators will be allowed one final review and critique to check for data integrity, the Chancellor's Office will be asked to check for any statewide misrepresentations, and the College's Information Services will be asked to check all related products for any software infringements or data-security problems.

The project's final report will describe any problems encountered and their ultimate resolution and will develop a list of recommendations for the development of future Volumes and their simplified conversion to electronic media. The final report, also, will contain a detailed description of all steps taken in completing the project plus a time-line showing the actual accomplishment of all project activities. This final report could be used as an "implementation manual" for someone considering the development of electronic databases.
Two dissemination paths will be developed, one for internal use among the Community Colleges, the other for the public on how the project was completed. Because of security and data-integrity issues, each database, in addition, must have its own separate plan for dissemination. For example, college librarians need information different from Grants and Special Projects administrators, campus-based faculty need information different from statewide Chief Executive Officers. To accommodate the varied needs, the Project Director, in conjunction with the statewide Director of Library Resources and the Chancellor's Office, will develop a plan which describes the various databases, which explains the various levels of accessibility and manipulation of information, and which details the procedures for acquiring any database or gaining access to a particular database. During the project, this information will be disseminated through status reports at least quarterly and upon each database’s completion.

With current technology, the project's products may be delivered on a floppy disk, an interactive videodisc, a read-only optical disk (CD-ROM-- "compact disc read only memory" or WORM ---"Write once read many"), a dial-up on-line system with telephone and modem, or an interactive television product (CD-I "compact disc interactive). For some of these products, the individual College could decide how to make the information available to its end-users because some users can work with electronic resources yet others will need print versions. This multiple delivery mechanism provides the greatest flexibility and access to the end-users. In addition to all other forms of dissemination, all future RFA (request for application) for the Fund for Instructional Improvement and Underrepresented Students Special Projects funds should contain information on the databases and the procedures for acquiring the databases themselves.

Upon completion of the project, the Director in conjunction with the College and the Chancellor's Office will pursue the placement of explanatory articles in publications such as "Ed>Net," "Community College Week," "Community College Times," "EDUCOM Review," "T.H.E. Journal," and "The Signal." Also, with similar guidance, the Project Director will pursue the placement of electronic articles with various discussions groups on the Internet (international computer network of colleges and universities), particularly with any groups focusing on the community college.
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