Northern Virginia Community College  
Information Technology Committee  
January 25, 2019

eMeeting Minutes

**Present:** Bartley, Christian D.; Chatterjee, Sumitava; Fanelli, Lyle; Gage, Jacqueline; Haggray, Annette; Lerner, Jennifer; Sachs, Steve (chair); Sinner, Allen; Srinivas, Karan; Winner, Kristine; Wood, Scott

Dr. Sachs reviewed the Agenda and provided the dates for meetings through the end of the academic year based on results of the member poll. Meetings will be Feb. 15 (1-3), Mar. 22 (1-3), and Apr. 26 (10-12). If a May meeting is needed, it will be scheduled later.

The Committee approved the minutes of the December 14 meeting.

The Committee reviewed the draft of the 2019-24 Strategic Technology Plan and made several corrections and additions. The Committee determined that the draft was ready to post online and to send out to faculty, staff, and students for feedback. Dr. Sachs has created a blog for feedback so that the college community can see what others say. In addition, there will be a special email box for feedback. The draft plan will be sent out the week of January 28 with feedback due by the end of February. The Committee will review the feedback and finalize a draft for Administrative Council at its March meeting.

The Committee reviewed the draft Technology Survey that was sent out earlier. Dr. Sachs provided some background on the survey development. SACS, as well as good practice, requires that we regularly assess our technology and its role in instruction. It has been two-years since our last survey, so time to do another one. The draft provided by Dr. Sachs included items from past technology surveys and new items identified in the 2019-24 Strategic Technology Plan. The Committee did significant editing and added some items. Dr. Sachs will review the changes and send out a revised version. The plan is the send out the survey by email to faculty, staff and students in the second half of March after Spring Break. This should provide enough time for the Committee to review results prior to finalizing the FY20 Technology Plan at its April 26 meeting. The Committee will finalize the survey at its February meeting.

Related to the draft Technology Survey is the problem of making sure the data received is representative of the student population. Since the survey is being sent out through email, there is always concern about whether students who do not have computers at home, do not regularly use college email, or who do not even have cell phones are fairly represented in the data. At one time, the survey was actually conducted by OIR in classrooms and by email to NOVA Online (ELI) students. However, it has become very difficult to get enough faculty for a representative sample willing to give up class time to administer the survey. As an alternative, Dr. Sachs proposed developing a very short survey that would not take much class time, but would provide an indication of how many students with limited or no personal technology are in the population at large. This in-class survey data could be matched to the same questions on the emailed survey to provide an indication of whether the larger survey was reasonably representative of the total population. The Committee reviewed and edited the questions. The committee will discuss distribution of this survey at its next meeting. It may be that OIR would help identify the sample of sections, but the actual request would go through the Provosts. The format of the survey is still to be determined.
Dr. Sachs led a brief discussion of how to handle unspent technology funds. He pointed out that Committee discusses this every year, though it is earlier than usual given the extra time it takes to work through the VCCS Shared Service Center. These extra funds come about because some items may come in under budget, or some things may be able to be completed this year. In the past, the Committee has decided to apply those funds to pre-paying items or purchasing items for next year early, making more money available in the next year’s technology plan. The Committee decided to continue that practice this year, rather than trying to rush the purchase of new items not in the current plan.

The process for preparing the FY20 College Technology Plan was discussed. Typically, the Committee would review the current year plan and prepare a draft to go out in February to Administrative Council, VPs, Assoc. VPs, Deans, Directors and Coordinators for feedback. However, since the Strategic IT Plan will be going out for comment in February, the Committee decided to wait and not send out a draft until later in the Spring.

The plan for the rest of the year is as follows:

February – finalize technology surveys and prepare draft of the College Technology Plan
March – finalize the Strategic Technology Plan for Administrative Council approval
April – finalize the College Technology Plan for Administrative Council approval (which will allow time to review input from the Technology Survey and feedback on the Strategic Plan)