Present: Ahmad Noor, Allen Sinner, Andrew Cornell, Barbara Canfield, Christian Bartley, Jacqueline Gage, Jennifer Lerner, Jill Mitchell, Kathy Bohnstead, Annette Haggray, Scott Wood, Shahrokh Ahmadi, Steve Sachs (chair)

Welcome and Introduction of Committee Members

Committee Overview
Dr. Sachs provided an overview of the committee purpose. One of the most important tasks of the committee is to prepare the draft College Technology Plan for Administrative Council approval. The plan is due to the VCCS by July 1 each year. In addition, this year the committee needs to work on a new IT Strategic Plan since the current plan only runs through the end of 2018. The current plan was extended to allow time for the college strategic plan to be completed. The committee members were emailed copies of the current college technology plan, the IT strategic plan, progress toward the strategic plan goals, and results of user surveys. The plans are posted on the Information Technology Committee website.

Meeting Schedule
The committee agreed that the best time for meetings was Friday afternoons, 1:30-3:30. All meetings will be by WebEx. Dr. Sachs will send out a poll of prospective dates through the end of the year to get them on people’s calendars. The committee will meet monthly, with possibly more frequent meetings in the spring if needed to complete the draft College Technology Plan.

Technology Planning Process
Dr. Sachs reviewed the annual technology planning process. The process includes steps required by the VCCS, the timing of requests for input from users, and the timetable for creating the College Technology Plan drafts. He will send out a copy of the handout reviewed at the meeting.

2017-18 College Technology Plan
Dr. Sachs reviewed the 2017-18 Technology Plan in detail. He went over key changes from past years and the background for many of the items in the plan. He pointed out that since the last increase in technology funding, the cost of required refreshing of computers and electronic classrooms plus software costs, combined with the loss of technology fee revenue, has resulted in $1.5 million less funding for the technology plan. Given that much of the plan is required spending, the plan has primarily become a maintenance of effort plan with little flexibility or room for new items. One of the major items to be cut was the funding of campus technology plans. The VCCS requires that all planned technology purchases be in the plans, regardless of funding source. This was to include technology desires that might not be funded, as well. These plans are never fully funded by the college technology plan. However, for 2017-18 that funded was cut by about 40%, with some of that made up through one-time funds that came from pre-paying items with end of year funds last year. That end of year funding is not likely to be available for next year. Another area of discussion centered on the budget for
instructional software. The amount in the plan was less than last year’s budget, and was based on the actual amount requested and approved in 2016-17. If instructional software requests exceed the budget, we will make every effort to accommodate them by moving other infrastructure costs to next fiscal year. Dr. Sachs also pointed out that many of the VCCS shared costs are not fully known until after the draft plan is created. This year, the actual costs increased by $100,000. That will be covered by savings in the classroom refresh costs, which will be lower than budgeted. One item missing from the plan is the new Parchment Transcript Service. While it is self-sustaining, it should be included.

**New IT Strategic Plan**
Dr. Sachs provided a brief overview of the preliminary plans for creating a new IT Strategic Plan. The formal process will begin at the committee’s next meeting. At that meeting, we will have to decide on the type plan and how specific we want it to be and how we want to involve the NVCC community in the planning process. For example, the VCCS Technology Strategic Plan is very general and more process oriented. It has left the specific steps for achieving the plan, and for measuring progress to an implementation-planning phase. By comparison, the current NOVA IT strategic plan is much more specific. The new NOVA plan must be measurable. There currently is a great deal of survey data from our users on technology that can go into the planning process. The committee can use a variety of strategies to obtain more input if desired. These will all be topics at the next committee meeting. In the meantime, committee members were to do their own internet searches by playing with search terms to see what kinds of technology strategic plans other colleges have done.

**New Business**
The committee agreed to include an item on a future agenda dealing with how to increase BlackBoard use. Currently, only about 55% of all sections use BlackBoard.

**Next Meeting**
The next meeting will depend on results of the poll Dr. Sachs is sending out.