Northern Virginia Community College  
Information Technology Committee  
March 22, 2019

eMeeting Minutes

Present: Bartley, Christian D.; Bohnstedt, Kathy; Canfield, Barbara; Chatterjee, Sumitava; Fanelli, Lyle; Gage, Jacqueline; Noor, Ahmad; Sachs, Steve (chair); Sinner, Allen; Winner, Kristine; Wood, Scott

Dr. Sachs reviewed the Agenda. The Committee approved the minutes of the February 15 meeting.

Dr. Sachs reviewed the draft College Technology Plan changes since the last meeting with the committee. These changes were the result of more recent information on actual FY20 costs and additional items that were able for prepayment. The draft was still short by approximately $92,000. He proposed cutting the computer refresh budget by that amount to put the plan in balance for this draft that would go out for college feedback. Before finalizing the plan in late April there will be time to review the numbers again to determine if that budget cut would work. It would mean putting more computers on a five-year refresh cycle and converting more computers to less expensive virtual desktops.

The committee then discussed where the draft technology plan should be distributed to for feedback. In the past, it has gone to college leadership (Administrative Council, Deans, etc.). They were free to distribute it more widely as they desired. The problem with sending it out too broadly was that created an expectation that people could request funding for projects or items in the plan. Given the budget realities, there is no available funding for those types of requests. The committee decided to follow the same practice as used in prior years for soliciting feedback. Dr. Sachs will distribute it.

Dr. Sachs led a discussion of feedback on the draft Strategic Technology Plan. The discussion reviewed each post on the special Feedback Blog. Dr. Sachs had identified the specific sections of the plan related to each comment for possible revision. Each comment was dealt with one at a time in detail. Some of the changes made include replacing Fiscal Year (FY) with Academic Year, adding an item on meeting VCCS accessibility standards, removing references to “all” classes with respect to use of paper, adding several items on IT staffing, changing references to “state of the art” to “up to date,” and adding a section at the beginning of the plan on why technology is important. Some of the changes proposed in the feedback were not made because they determined to be too specific for the level of this strategic plan or were already adequately covered. All comments got a thorough review.

At the next meeting, the committee will do a review of all the comments received on the Strategic Technology Plan through the dedicated email address for feedback.

Dr. Sachs reported that the annual technology surveys were going out to students, faculty and staff. Barbara Canfield agreed to work with the Academic Deans on the in-class survey.