Information Technology Committee Meeting  
February 7, 2014  
Held Electronically  

Present:  Steven Sachs, Allen Sinner, Mark Beattie, Bernard Schmidt, Brian Foley, William Gary, Bruce Ghofrany, Jennifer Lerner, Villagran-Glover, Bo Yang, Cathy Simpson, Michael Carrington, Angela Terry

Instructional Software Requests – Dr. Sachs reported on academic instructional software requests. The call for requests was sent out in December with a due date of end January, with a reminder sent in January. This is software for fall semester use. Faculty fill out a request form and Division Deans prioritize the requests and submit the requests in Blackboard. This year there were approximately 102 requests for approximately $430,000. The actual cost will go down somewhat as the list is reviewed for items not eligible for funding, items already covered by a license, and as we get better pricing from vendors for some items. The total amount will probably be over the Technology Plan budget, but will be only slightly over the total amount budgeted for both instructional software and Rosetta Stone (which was budgeted separately due to the anticipated cost). Dr Sachs asked if we should honor two late requests for software, since the requests are so far over budget. The committee voted No, the late requests will not be approved. We will review the requests for ones that fit criteria and notify requestors of approval or denial.

Rosetta Stone use data and requests – Dr. Sachs showed data on Rosetta Stone usage for Fall 2013. He explained that each campus receives a set number of licenses to assign to students for use. Campuses received multiple reminders that they had to request renewal of the Rosetta Stone licenses through the Technology Plan software request process, and only Manassas chose to submit a request for renewal. The remaining funds will be used to cover other instructional software requests.

VCCS Data Breach Insurance – This item was included for informational purposes. Dr. Sachs described the process that must be followed when there is a data breach. The VCCS proposal for data breach coverage was presented. He outlined the possible financial penalties that might be incurred in the event of a data breach. The VCCS got quotes for data breach insurance and it will be sent to the VCCS Council of Presidents. Our share of the coverage would be approximately $125,000 each year, which is another amount we need to come up with this year, and also to plan for in future tech plan budgets. Discussion regarding options and possibilities of funds to cover that coverage.

Annual Technology Surveys – We try to do a user technology survey each year. Dr. Sachs presented the survey that is used and will be given this Spring. He explained a bit about why we ask the question and what we do with the results. Some of the questions are so we can respond to SACS requirements and various national surveys. Also, that we can understand trends on student technology use and our
support role. He went over the survey and described some of the results from previous years. Suggestions for additional options for, or revisions to the survey questions. Terminology discussion on e-readers and tablets and how to get accurate responses from students on their equipment usage. The same questions will be used for classroom and online courses. The results of previous surveys were shared with the campuses. The faculty survey was similarly reviewed.

Beginning 2014-15 Technology Planning – Dr. Sachs will be sending out a broad call for the planning on the 2014-15 technology plan budget. He will compile the responses for a draft for consideration at the next ITC meeting. There was discussion among the members about updating computer specifications that we buy. Dr. Sachs pointed out the additional costs involved and problems finding funds for that. He commented that it will be taken into consideration as we move forward with next year’s budget review.

Dr. Sachs will be sending out information prior to the next meeting. Next meeting is scheduled for March 7.