Northern Virginia Community College  
Information Technology Committee  
February 15, 2019  

eMeeting Minutes

Present: Bartley, Christian D.; Canfield, Barbara; Fanelli, Lyle; Gage, Jacqueline; Harper, Elizabeth; Lerner, Jennifer; Sachs, Steve (chair); Sinner, Allen; Srinivas, Karan; Winner, Kristine; Wood, Scott

Dr. Sachs reviewed the Agenda. The Committee approved the minutes of the January 25 meeting.

Dr. Sachs discussed the status of a new collaboration program to replace Collaborate when we convert to CANVAS. He pointed out that the VCCS has several groups working on choosing a tool, but we would be limited to ones where there was an existing contract given how long procurement was likely to take. VCCS staff is in the process of identifying existing contracts. In the committee discussion there was agreement that whatever tool is available for Summer should also be used for Fall, but a decision for spring should be deferred for now. The feeling was that unless it was easy, it would be better not to change, but to hold off for now. There was strong support to use WebEx (since we have a contract) given that so many use it now—assuming no new information becomes available about other products. A key factor is that it integrate with CANVAS. It appears there is integration for WebEx. A decision will be needed soon to allow time for training before Summer term.

The committee reviewed the draft of the Student Technology Survey. There was discussion on several items and changes made to the draft. They then reviewed and discussed the Faculty Technology Survey and changed some items. The in-class survey was discussed. This short survey is intended to identify any potential bias that would exclude responses from students without cell phones or home internet since the main survey is emailed to students. After some discussion about some students not wanting to publically identify themselves as not having a cell phone or internet access, it was decided that faculty would be asked to handout the survey and then report a summary of the data. Barbara Canfield agreed to discuss the survey with the academic deans and to get their advice on whether it would be better to have OIR pick a sample of sections to complete the short survey or whether it should go out to all faculty and accept as many responses as possible.

The committee reviewed the draft 2019-20 Annual Technology Plan in detail. Much of the detail in the plan is still tentative. College IT staff is still identifying and using available end of year funds to prepay as much of next year’s contracts as possible. This is important since the projected costs for next year exceed the estimated revenue by quite a bit. The committee agreed to this strategy at a prior meeting. Funds become available as some line item costs come in at less than the amounts projected last Spring or some projects cannot be completed during the remaining time in the fiscal year. The committee will review the plan again at the March meeting and then send it out to the college community for review and comment. The final draft plan will be prepared at the committee’s April meeting for review by the Administrative Council. The plan is due to the VCCS for review by early July.

Dr. Sachs reported that the Strategic Technology Plan had been distributed for faculty, staff, and students for comment. A few comments had already been received. He will send out a reminder to encourage more people to read and respond to the plan. The committee will review the comments and try to finalize the draft plan at its March meeting. Once the committee has finalized the plan, it will go to Administrative Council for review.