Northern Virginia Community College
Information Technology Committee Meeting
April 1, 2016
Via WebEx

Present: Anwar Ahmad, Sara Boyd, Page Carr, Robert Dusek, Jennifer Lerner, Anne Loochta, Jill Mitchell, Deborah Naquin, Steve Sachs (chair), Alex Seminario, Allen Sinner, Frances Villagran-Glover

The Minutes from the February 12 meeting were approved and will be posted to the ITC Committee website.

2016 Technology Surveys

There was general discussion of the results of the 2016 Technology Surveys sent by email to students and to Faculty/Staff/Adjunct Faculty. This was a preliminary discussion of the results since the survey only closed a week ago. It was noted by the committee that there had been a good response to the survey. Among the things noted by committee members were the following. Many of the written comments by respondents indicated a lack of communication since they asked for things we already provide. Committee members voiced concern about our onboarding procedures for both faculty and staff and new students so that they knew how to access Blackboard and email, and knew to look at course requirements (especially on Blackboard). The committee also noted that there was less of a technology gap between students and faculty/staff than seen in the survey from a few years ago. Faculty are not consistent in using or how they use Blackboard, which is a problem reported by students. We need a better way to get information about problems or things not working for students, and reporting back to them about the resolution—e.g. not enough Wireless capacity. We also need to review our policy on providing laptops to faculty and staff since they are more expensive than desktops, but the survey says the vast majority never really use them at home. This was just a first quick look at the results, with a more in depth review as the committee finalizes the strategic plan and FY17 College Technology Plan.

Technology Strategic Plan

The 2009-2015 Technology Strategic Technology Plan was distributed to the committee prior to the meeting. This version included status reports on many of the items in the plan. Some proved hard to measure, or the measures are still coming. Doing a major revision to the Strategic Technology Plan will be a challenge this year with the lack of a college strategic plan and so many changes in key personnel and plans for organization changes over the coming year. Dr. Sachs proposed extending the current plan for two-three more years, with minor revisions, to insure we have one, but not making significant changes until the path forward for the college is better defined. The committee agreed with this approach. At the next ITC meeting the committee can use the technology survey results to recommend any minor revisions or any additions to the current plan.

Draft Technology Plan

The draft technology plan from the February ITC meeting was not sent out to the college community because it would have conflicted with the technology surveys. There have been some changes since the last draft the committee reviewed based on being able to prepay some items with end of year funds. These funds resulted from lower than anticipated costs for computers and classroom refreshes, plus
some salary savings. The committee reviewed a number of items in the plan as to why they were in the plan or what they included, and had a general discussion about the plan. The committee made no changes to the new draft, and this is the one we will send out to the college community for feedback. Dr. Sachs proposed using any additional end of year funds to pre-pay additional items and make additional funding available for next year’s plan. There is still a great deal of uncertainty about the exact amount of technology plan funding that will be available next year, and for a number of large costs or budget cuts. So, the current draft may require changes before the final version is prepared for Administrative Council approval in May/June. The final plan is due to the VCCS System Office by July 1. At the next ITC meeting the committee will review comments from the college community, results from the technology survey results, and any new information on budgets. Among the items the college will consider more carefully is the laptop policy, since laptops cost 250-350 more than desktop computers. It was pointed out that the cost of power for desktops could make them as expensive as laptops. Dr. Sachs indicated he would review this to present during the committee discussion at the next meeting.

**New Items**

There were no new items brought forward.

The Meeting adjourned.