Northern Virginia Community College
Information Technology Committee
April 20, 2018

eMeeting Minutes

Present: Shahrrok Ahmadi, Christian Bartley, Kathy Bohnstedt, Barbara Canfield, Jacqueline Gage, Jennifer Lerner, Jill Mitchell, Ahmad Noor, Steve Sachs (chair), Allen Sinner, Scott Wood

Minutes of the April 6 meeting were approved.

Dr. Sachs reminded the members of the May 11 committee meeting where we will prepare the final draft of the College Technology Plan to present to Administrative Council.

There was discussion about the VCCS announcement regarding the selection of Canvas as the new system-wide learning management system. Dr. Sachs explained that there is not yet any specific information that will help us with detailed implementation planning. The course conversion process and timeline is still unclear. Information from other colleges is that not everything will convert cleanly, so every section’s site will need to be reviewed and updated once the initial course conversion from Blackboard to Canvas is complete. We will be providing robust training and information to assist faculty.

Dr. Sachs presented a set of edited general goal statements using the goals from the committee’s February 23 meeting. He presented a side-by-side comparison of the rough goal statements and the edited versions. Some additional editing was done. While there may not be separate general goal statements about “Training”, “OER”, and the NOVA experience online, they need to be included in the more specific objectives. The plan also should address issues such as supporting technology-intensive programs like cyber security and bio-tech, as well as utilizing technology to be more cost effective and improving instruction. He reminded the committee that they had agreed that the IT strategic plan should include those things it is important to maintain, those things that need improvement, and new things the college should do by 2024 (a year after the dates of the current college strategic plan).

After the discussion and editing of the general goal statements, Dr. Sachs presented a more detailed look at all the various objectives and goals that had been developed by the ITC in earlier meetings, by the Council on Learning Technology Resources, and were part of the current IT Strategic Plan. He created a first draft that placed all those more specific goal statements, and any accompanying measures, underneath the appropriate general goal statement. Those that could not be easily placed were listed under the more general goal of being a technology leader. This draft helped to better define the general goals. The committee reviewed this draft, especially those items under the general goal of being a technology leader, looking for any general goals missing from the list or needing editing. They did not attempt to edit the specific goal/objectives at this point. During this discussion, four additional general goals were added:

- The college will have collaborative relationships with other partners to expand the availability of resources and expertise.
• Provide remote work capability for all College employees that includes access to appropriate College resources including college software applications, secure web storage, document imaging, voice-over-IP communications, video conferencing, and online collaboration tools.

• The college will utilize technology to make robust access to information easier from any location.
  • The college will use technology to provide elements of NOVA student life experience available online.

As part of the discussion, the committee also identified a number of additional specific goals that need to be considered in the final plan:

• Implement a content management system to make updating the web easier (note: a content management system is already in use).

• Add chat from web pages to allow users to access help.

• All faculty should save information to virtual drives on a server.

• The web site should provide easier navigation.

• The web should be separated into a public-facing site and an intranet.

• The web site should follow best practices to create a user-friendly site based on fewer clicks or user surveys.

The next step is for the committee members to take a more in-depth review of the draft with specific goal statements to identify any missing topics from those specific goal statements or any additional general goals that are needed. This is not the point where editing the specific statements is needed. Committee members will send items to add to the strategic plan to Dr. Sachs. He will add them to the draft and begin the editing to remove duplicate items and identify potential measures. No items will be totally deleted during the editing process—they will be moved for review to insure nothing important is lost. To help with the review process, he will resend the committee the results of the faculty, staff and student technology surveys.