Northern Virginia Community College  
Information Technology Committee  
January 30, 2017  
Minutes

Present:
Allen Sinner, Anne Loochtan, Christian Bartley, Deborah Naquin, Diana Cline, Elizabeth Harper, Jennifer Lerner, Jill Mitchell, Linda Page Carr, M. Annette Haggray, Shahrokh Ahmadi, Steve Sachs (Chair), Steve Ward.

Dr. Sachs presented an overview of the committee and its task. One of the major tasks is to prepare the draft of the annual college technology plan for administrative council approval. He went on to describe the role of the VCCS in technology and the system-wide technology requirements. He also briefly described the overall IT organizational structure, including the role of the Vice President, college staff IT, and the campuses in the delivery of IT services. The general timeline for the committee’s work to develop the draft technology plan was presented.

Dr. Sachs gave an overview of the work that has been done this year by the NOVA Strategic Planning Council on Learning Technology Resources. Much of the work the Council was doing overlapped with the Information Technology Committee, which is why the first meeting of the ITC was put off until January. The recommendations from the Council were distributed to the ITC members.

The committee discussed a tentative meeting schedule. The committee meets by WebEx, tentatively on Friday mornings. Dr. Sachs will send out a poll to determine the best time for the next meeting.

Dr. Sachs went over the 2016-17 college technology plan in detail, and described some of the challenges the committee will face in putting together the 2017-18 plan. Since the last increase in funding (and not taking into account the reduction in revenue from enrollment declines), the cost of required classroom refreshes, required computer refreshes, shared service costs from the VCCS, and instructional software (which has remained fairly constant) has increased by $1.2 million. As a result, the technology plan has primarily become a maintenance of effort budget. The college-wide budget reduction of 6% also applies to the technology plan. As a result of the budget cut, lost enrollment, and costs due in FY18, the technology plan is already over $400,000 short. The committee will have to consider ways to close that gap at its next meeting.

There was no new business.

Addendum:

After the meeting, the committee was polled on final approval for funding of instructional software requests by faculty for FY18 use. The committee decided to only fund those Important, Very Important, or Essential to a course.