
Minutes from Last Meeting.

The committee had no changes to last meetings minutes and they and will post to the website.

Updates from VCCS Technology Council

Dr Sachs let the group know the make-up of the VCCS Technology Council and background on how the meetings are conducted. These are items of interest to NOVA.

The Council voted to make Microsoft OneDrive available to students along with Office365. There is no cost for this. There was some discussion that VCCS Academic and Student Affairs Council had not been consulted since we already make the Google Suite and Google Drive available. It was decided that there is no single software suite (Google or Microsoft) preferred by all users, so both will continue to be available. Faculty access will be through Office365 when the college goes to Cloud email.

Blackboard upgrade scheduled for May 14-15.

The current plan is for VCCS backup circuits to be operational by the end of March. It may take a little longer for NOVA due to Co-location to the VCCS Northern Virginia data center this Spring. This will provide a backup circuit for Manassas and Woodbridge we do not have now.

Cloud eMail (Office365 update)

The VCCS has rejected our request for an exception to the requirement NOVA convert to Cloud email even though it will be additional expense to NVCC. Therefore, we will begin the implementation process. They did approve an extension because of our complex environment so that we can avoid making the conversion at the end of the semester or over the summer. So, the conversion will probably take place in mid-September or early October (unless we are ready in April).

A question was raised by the committee asking would we lose email functionality going to the Cloud. Allen Sinner said some things could be lost which is why we will try to maintain a hybrid environment. Dr. Sachs pointed out this is one of the reasons for our higher costs. Most email users will not notice a big difference.

Academic Software Requests
The total estimated cost of academic software requests submitted this December-January falls within the budget previously set. We typically try to fund all those that the Deans consider critical or very important to a course. Review is being done now so the approved ones go to MPS for immediate purchase for use next Fall. The committee will be polled if there are questions after the review is completed.

**Strategic Plan Update Report**

Requests to all of our Peer Institutions for information on their IT strategic plans yielded only one out of date one. Dr. Sachs is currently gathering data on the status of items in our current plan to report at our next meeting as we consider updates to the plan that was to carry us through 2015. Surveys will be sent out by email this year due to the lost classroom time already lost due to snow. Faculty were reluctant to take class time to administer the survey. Dr. Sachs will work with OIR in order to try and assess whether there is a bias in the returned surveys that will under represent students who do not have computer access from home.

**Update to MyNova Login Page**

The update to the MyNova login page and portal should go live in late February. Information and screen shots have gone out to the NOVA community. The principal advantages and most noticeable change, are added security questions and the ability to reset your own password with a social security number.

**Update on laptop encryption**

The VCCS has required that all faculty and staff laptops be encrypted. We challenged this due to the extra work and inconvenience to users with minimal improved security. However, that was not accepted, and we had to submit a plan to complete the encryption process. Most campuses are at least 50-60% completed and all should be completed by the Fall. The System Office IT Staff is now wavering on this requirement. The committee discussed our college response to this. At this point, the VCCS still feels strongly that this is a best practice and an important safeguard—even if it does not completely address the security issue of off-site access. It is recommended that we complete the encryption process according to our agreed upon plan, since it is unclear if ACOP will agree to the Technology Council proposal to loosen the requirement, or that they will not come back and tighten the requirement next fall. Dr. Sachs reported we have approximately 2,200 laptops to encrypt. As we refresh laptops the new ones will be encrypted. The committee approved continuing the encryption process for all laptops.

**2016-17 College Technology Plan Draft**

The committee started the planning process for the 2016-17 College Technology Plan budget. There is a draft of the plan to review; however, the plan is short by over $400,000 of needed funding—even with significant cuts in the plan. As part of overall college-wide budget reductions, college funding of the technology plan for next year will be reduced by $490,000. In the past we have been able to prepay many items with end of year funds. That will not likely be the case this year. Dr. Sachs explained the different increasing costs. The committee reviewed the plan and discussed ways to address the funding shortage before sending the plan out for an initial college-wide opportunity to comment. The addition of new buildings at NOVA has increased equipment costs. Dr. Sachs will send the draft budget out for
college community comment. This is the first draft of the plan, with more detail and specific budget numbers coming later in the Spring.

**College-wide Text Message Policy**

NOVA used to have a policy that we would only send text messages to students in an emergency situation. These are sent through NOVA Alert. The reason for this is that we wanted students to know that if they got a text from NOVA it was important. We have seen an increasing number of requests to use text messaging for other things such as financial aid or registration follow-ups/reminders. Some students would prefer text messages to emails. The committee discussed whether to recommend a new policy and how to control text messaging so that it does not proliferate like email and become primarily spam. As an added complication, the VCCS application for admission does not collect cell phone numbers, and only about 22% of our users have even put cell phone numbers in NovaAlert. One comment from the committee was that other options should be considered for contacting students than texting. No recommendation came from the committee on this issue.

**New Business**

Dr. Sachs asked if the committee had used technology during the snow closing and if anyone had heard of problems. It brought up the point that perhaps the college needs a “policy” about how classes should continue during an emergency closing. At present we say all classes and activities are cancelled. College policy has been that that instructors should put in their class syllabus what is expected during closings. Dr. Sachs will put it on the agenda for a future meeting to discuss if the committee should recommend a change in our message or a policy on that.

Dr. Sachs will send out options for future meeting dates.

**FOLLOW-UP TO THE FEBRUARY 12 ITC MEETING**

Dr. Sachs contacted the committee members by email following the review of instructional software requests. The committee was asked based on the budget whether those requests rated important or useful by the Deans should be approved for funding this year, and for a decision on whether one of the submitted requests actually met the criteria for funding. The committee voted to approve those rated as important, but did not approve those rated as useful. They also voted that the one request presented did not meet the funding criteria. Voting were: Anwar Ahmad, Sara Boyd, Page Carr, Robert Dusek, Elizabeth Harper, Jennifer Lerner, Anne Loochtan, Jill Mitchell, Deborah Naquin, Steve Sachs, Cathy Simpson, Frances Villagran-Glover, Stephen Ward.