

Delaware Tech Board of Trustees Technology Committee Meeting

Date: December 6, 2016
Time: 4:00 pm – 5:30 pm
Location: George Campus W350, Office of the President Conference Room A, Owens Campus 346B, Stanton Campus B240, and Terry Campus TER123

Attendance:

Valencia “Lynn” Beaty
Vince Borrelli
Mark Brainard
George Cognet
Norman D. Griffiths, Esq.
Robert E. Hagerty
Jerry Hammond
Kim Joyce
Rick Kravovich
Tommy Lu
Paul Morris
Justina Sapna
Brian Shirey
Stephen Shirey
Ileana Smith
June Turansky
Fred Walls
Chuck Whealton
Rob Wiltbank

Board of Trustees Technology Committee Charge:

The Technology Committee’s charge is outlined in the Delaware Tech Bylaws Article VII, Section 5, which is set forth below:

Section 5. Technology Committee

The Technology Committee is charged with the development and prioritization of short and long term technology goals for the College to promote the effective use of information technology in the instructional and administrative activities of the College and to identify and recommend new and emerging IT-based services necessary to the fulfillment of the College’s mission. In order to achieve this purpose, the Committee provides advice and recommendations to the Board and College administration concerning IT strategic directions, operating policies, and student, faculty and staff IT needs.

Minutes:

1. Welcome/Opening Remarks

1.1 Bob Hagerty (Technology Committee Chair)

Mr. Hagerty expressed his appreciation that all campuses and the Office of the President were represented at the meeting.

Mr. Hagerty offered his congratulations on the awarding of the America's Promise Grant to the College. He thanked Justina Sapna, Kim Joyce, and Paul Morris for leading the grant submission process, and noted the excellent timing between the start of the grant and the formation of the Board of Trustees Technology Committee. He reflected on the importance of technology, across industries and job positions, and noted that technology helps better equip instructors and students at the College for success.

1.2 Mark Brainard (College President)

Dr. Brainard agreed that the start of the America's Promise Grant and the start of the committee's work are timed well. He also expressed the importance of technology integration across programs at the College and in the work of the College's faculty and staff.

2. Review/Approve Minutes

The September 29, 2016 minutes were approved without corrections.

3. Report: Information and Instructional Technology Update

3.1 Richard Kravich (Associate Vice President – Information and Instructional Technology)

Dr. Kravich presented the following reports for the College's Information and Instructional Technology (IIT) division.

Status Update (follow-up items from September 29, 2016 meeting)

- IIT has started work on a three-year IT roadmap. This report will:
 - Outline operational and organizational structure.
 - Identify primary customers and vendors.
 - Provide an overview of the College's patching and update strategy.
 - Detail IIT's penetration testing strategy.
 - Outline specific needs and challenges that face the IIT.
- Academics, Workforce Development, IIT, and Institutional Research are working on producing an enrollment trends report. This report will demonstrate current enrollment trends and projections on academic and non-credit programs, as well as cost per student as compared to other comparable/regional institutions.

IIT Project Status Highlights

- Learning Management System RFP will post on the Delaware State Portal on December 15, 2016. Selection should be completed by March 2017. Dr. Kravich thanked Brian Shirey and his team for their work on the new Learning Management System.

- Microsoft Exchange/SharePoint/Windows/Office/Skype Project is underway. Dr. Kravevich expressed appreciation to Stephen Shirey for his work on these projects.
- Computer Information Systems rooms at Owens Campus (Jason Technology Center, rooms 192 and 194) are being renovated. The new rooms will feature a non-traditional layout to support project-based learning and group work, fostering critical thinking skills, creativity, and teamwork. Mr. Cognet, Computer Information Systems Department Chair at the Owens Campus, added that the new classrooms will provide a similar environment to today's workplaces, and several members commented on scalability to offer distance learning education in the future.
- Banner Changes have been mapped and completed for the new Associate of Science program.
- Banner XE and Degree Works installations and upgrades are underway.
- Parchment for e-transcripts and Dynamic Forms for Financial Aid are being deployed.
- The Center for Creative Instruction and Technology (CCIT) is assisting RN to BSN faculty with course design and development through an internal, week long boot camp.
- The new Help Desk Ticketing System (OS Ticket) will help resolve customer issues and increase customer service.

4. Report: America's Promise Grant

4.1 Justina Sapna (Vice President for Academic Affairs)

The College has been awarded \$3.5 million for the America's Promise Grant. Nationwide, the US Department of Labor is awarding \$111 million in an effort to connect 21,000 Americans with jobs. At Delaware Tech, the grant will support 600 students with tuition-free education in the IT and manufacturing sectors. The majority of the courses are short-term Workforce Development and Community Education courses leading to industry-recognized credentials. The award of \$3.5 million to the College was based on the number of students the College could commit to serving and placing in jobs. The four-year grant will begin January 1, 2017. A portal announcement for letters of interest for the grant's Principal Investigator/Project Director position was posted today.

Ms. Sapna encouraged all members of the group to assist the College with work-based learning opportunities and job placement for grant participants.

4.2 Paul Morris (Assistant Vice President for Workforce Development and Community Education)

Mr. Morris provided specifics on the programs being funded at Delaware Tech with America's Promise Grant funds. During the life of the grant, Delaware Tech will serve a total of 40 cohorts of students across 5 program areas. The table on the following page illustrates the program areas, contact hours, number of cohorts per program, and number of students per program.

Table 1: America's Promise Grant Programs

Industry	Area and Hours	Cohorts	Students
Advanced Manufacturing - Production	600	7	105
Advanced Manufacturing - Automation	310	5	75
IT – Network Security	CCNA – 180	6	90
	CCNP – 180	5	75
	CCNA Security – 180	5	75
IT – Database Management and Analytics	SQL – 150	3	45
	Oracle – 350	3	45
IT – Application Development and Programming	Java – 480	3	45
	.NET (dot net) – 480	3	45

5. Discussion: What is Tech@Tech

5.1 Richard Kravovich, Computer Department Chairs, and Committee Members

Dr. Kravovich kicked off a discussion on the College’s new Tech@Tech initiative with the following draft information which will be presented to President’s Council in spring 2017. The Tech@Tech initiative is a directive from the President and Vice President for Academic Affairs to assess the College’s current Information Technology (IT) programs, resources, and infrastructure and redesign these resources into a structure that will best respond to and anticipate the State’s and College’s IT workforce needs in the future.

- The proposed draft mission of Tech@Tech (pending President’s Council approval): *The mission of the TECH@TECH Initiative is to foster a collaborative environment within Delaware Technical Community College, and beyond, in order to provide insight, opportunities, programming, and support for our technology students based on the communities’ workforce development needs. Collectively, this partnership will endeavor to design, develop, and deliver innovative and exceptional student-centered/technology-based learning opportunities that not only benefit our graduates, but improve the economy in Delaware as well.*
- Tech@Tech will bridge credit and non-credit programs, and will not just promote “degree,” but “employability,” remembering that graduates’ technology skills are as important as their ability to think critically and solve problems.
- We will work to produce technology professionals who are agile, effective communicators, and self-starters committed to lifelong learning.
- Students will learn like they will work. Tech@Tech will focus on:
 - Competency Based Education (CBE)
 - Project/Problem-based experiences
 - Teamwork
 - Soft skills
 - Internships, including opportunities within the College
- Students will be able to move freely between credit and non-credit programs based on academic and career goals. Pathways will be increased for juniors and seniors in high school.
- Annual conferences or community events, such as hack-a-thons and coding days, will be offered to reach beyond student engagement to community engagement.

- The overall goal is to bring together stakeholders to critically think and coordinate technology initiatives at the College.

Tech@Tech will be presenting draft recommendations, including the draft mission statement and draft target goals above, to President's Council, and will be focusing on the curriculum redesign of the Associate of Applied Science Computer Information Systems program and scaffolding various certificate based credentials for the America's Promise Grant programs.

The group currently working on Tech@Tech is comprised of College faculty and employees from Information and Instructional Technology (IIT), Workforce Development, and Academic Affairs. As the initiative expands in the future, the group may include students, alumni, and members of the technology advisory committee.

In response to a question on how this committee can help support Tech@Tech, Dr. Kravovich asked for continued feedback on the initiative's goals. In the future, support in the way of internship opportunities, mentors, and speakers and sponsors for conferences will be needed. The involvement of all committee members is welcomed and needed.

6. Next Steps

- Tech@Tech draft recommendations to President's Council in early spring
- Initial phase of Computer Information Systems curriculum redesign
- IIT Roadmap (to be completed second half of 2017)
- Enrollment report
- Implementation of a new learning management system, Microsoft Exchange and Server, Banner XE, new help desk ticket system
- America's Promise Grant program implementation
- Advisory Committee meeting to be scheduled for spring and part of the agenda will be a call to the advisory committee to help with the America's Promise Grant
- Suggestions solicited for Tech@Tech work group members
- Exploration of additional funding to expand Junior JAVA Academy, a 3-week summer program targeted to 15-18 year olds, across the state.
- Recommendation of a new member to the Technology Committee from the millennial generation

7. Next Meeting

The group agreed to a meeting schedule of every other month. The committee will meet February 2017.

The meeting adjourned at 5:16 pm.