

Delaware Tech Board of Trustees Technology Committee Meeting

Date: March 10, 2017
Time: 3:00 pm – 5:00 pm
Location: George Campus W350, Office of the President Boardroom, Owens Campus 346B, and Stanton Campus B240

Present: Norman D. Griffiths, Esq., Robert E. Hagerty, and Gary Moyer

Present by phone: Vince Borrelli

Others Present: Mark Brainard, George Cognet, Scott Green, Jerry Hammond, Rick Kravovich, Tommy Lu, Suzanne McKaskill, Paul Morris, June Roux, Justina Sapna, Frank Sciallo, Steve Shirey, Jason Silverstein, Kelly McVeigh Stanley, Lisa Strukowski, Fred Walls, Chuck Whealton, and 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 called the meeting to order at 3:06 pm.

2. Review/Approve Minutes

The December 6, 2016 minutes were approved without corrections.

3. Report: America's Promise Grant

3.1 Grant Updates—Paul Morris (Assistant Vice President for Workforce Development and Community Education)

Paul Morris provided an America's Promise Grant update. The \$3.5 million grant awarded to the College will fund 9 programs—including 7 IT programs—from January 2017 through December 2020.

Included in the grant research and application two years ago and the subsequent award, .NET programming is now no longer a highly desired industry credential. Jobs for the Future (JFF) will provide an industry scan of the State of Delaware to determine a replacement program for .NET programming.

4. Report: Information and Instructional Technology (IIT) Update

4.1 Learning Management System (LMS) Selection—Kelly McVeigh Stanley (Director of Center for Creative Instruction and Technology (CCIT))

Ms. McVeigh Stanley provided an update on the selection of a learning management system (LMS), the digital learning environment used as the primary platform in online and hybrid courses, but used in all courses to house course information and submit assignments. At the end of January, the Request for Proposal (RFP) produced five systems. After ranking by the selection committee, three systems were selected for demonstration to College faculty, staff, and students. These demonstrations took place in February. Based on committee and College community feedback, the selection committee will present a recommendation to President's Council.

The proposed timeline is to implement the LMS this July, followed by faculty training and migration of courses in fall. The LMS will be piloted in a selected number of course in spring 2018. Full implementation with all courses using the new LMS will be fall 2018.

Dr. Krlevich commended Ms. McVeigh Stanley and her team for the efficient manner and excellent communication during the selection process.

4.2 Course Evaluation Tool—Ms. McVeigh Stanley

A small team will be evaluating technical needs for a new course evaluation tool, the survey provided to students at the conclusion of every course. The proposed timeline is to pilot the new tool in spring 2018.

4.3 Exchange-based Email System—Steve Shirey (Director of Systems)

Mr. Shirey is leading the implementation of a new email system. The proposed timeline for implementation is to pilot the new system in August with phased migration after the first year.

4.4 Board Google Sites—Rick Krlevich (Associate Vice President for Information and Instructional Technology)

Products to replace the Google Sites currently used by the Board of Trustees will be evaluated. Dr. Krlevich will provide a recommendation and demonstration to the committee and President's Council. The proposed timeline is to train staff and Board members in October.

4.5 Banner—Rob Wiltbank (Director of Applications)

The plan to migrate from the current version of Banner to Banner XE is now being replaced by migration to Banner 9. Mr. Wiltbank explained that after several challenges, the College was informed that Banner XE is not appropriate for production use. Mr. Wiltbank will provide updates to the committee as the migration is completed.

4.6 Videoconferencing System—Dr. Krlevich

Videoconferencing is leveraged heavily for instruction and organizational purposes at the College. Over the next fiscal year, in conjunction with Finance, new video conference systems will be evaluated. Dr. Krlevich asked the committee to share any experiences with both web-based and IP-based systems.

5. Report: Tech @Tech Initiative

5.1 Recommendations and Priorities—Dr. Krlevich

Dr. Krlevich presented the draft report on the Tech@Tech initiative. The initiative aims to change how the College operates, communicates internally, delivers programs to students, and serves employers and external stakeholders. It is a collaboration and communication initiative to help the College adapt to changing technology and workforce needs. The draft report is a collaborative effort between IIT, CCIT, and Computer Information Technologies (CIT) department chairs and faculty.

The committee was invited to provide feedback to Dr. Brainard, Dr. Krlevich, and Ms. Sapna. At the suggestion of Mr. Hagerty, the report will be circulated to all Board of Trustees members for feedback.

6. Report: Information Security Briefing

6.1 Information Security Task Force—Mr. Shirey

Mr. Shirey reported that the College Information Security Task Force has been meeting once per month over the past year. The proposed timeline is to provide the draft policy to Dr. Krlevich by April 30, followed by additional approvals.

6.2 Information Security Overview—Dr. Krlevich and Mr. Shirey

Mr. Shirey provided an overview of the College's information security technology. Cyber security training is being launched for faculty and staff.

Mr. Shirey provided an overview of the College's backup system including recovery times, vulnerability testing, and disaster recovery. He also provided information on dark web monitoring and the College's related efforts in this area. Dr. Krlevich thanked Mr. Shirey and the Systems group for their dedication to keeping the College secure and responding to issues.

Dr. Krlevich and Mr. Shirey provided information on the College's data centers, redundant connections, data retention, and future needs.

Dr. Krlevich praised Mr. Shirey for his negotiations with vendors to build redundant connections in campus locations where there is a need. Business Services and campus directors are involved in these discussions. IIT will craft a formal proposal for review by the committee.

The group discussed cyber liability insurance, including a brief discussion regarding the potential value of cyber liability insurance.

7. Discussion: Information Security Summit at Delaware Tech

Board Chairman Green encouraged the sharing of ideas among higher education institutions and with the State of Delaware Department of Technology and Information.

The group discussed hosting a cybersecurity summit to support statewide collaboration. The College would host the event at a campus location for higher education, public, and private IT representatives to come together to share ideas and discuss best practice, similar to the statewide public safety tabletop meetings. Dr. Brainard suggested hosting the event in the fall as the first Tech@Tech event.

8. New Business

8.1 Technology Committee Membership

Dr. Brainard, Dr. Kravich, and Ms. Sapna have discussed additional proposed members for Technology Committee membership. The proposed names will be sent to the committee for review. The group was encouraged to share names of community members for potential membership.

9. Next Steps

9.1 CIT Advisory Committee Meeting

The CIT advisory committee meeting will take place in June or July. Mr. Hagerty suggested the creation of a survey to gather feedback from advisory committee members. The survey will be created and sent to this committee for feedback before being deployed to advisory committee members.

9.2 Next Meeting

The next meeting is scheduled to take place on May 11 from 9 am to 11 am. Mr. Hagerty will ask the President's Office to schedule meetings in the months of September, November, and January.

The meeting adjourned at 4:48 pm.