



**Delaware Technical Community College
Board of Trustees Technology Committee Meeting**

**April 17, 2019
Innovation and Technology Center**

MINUTES

PRESENT: Greg Ballance, Robert Hagerty, Rob Nicholson, Mathew Payne, and Richard Roux

ABSENT: Michael Maksymow, Gary Moyer, Vincent Borrelli

OTHERS PRESENT: Rodney Bailey, Mark Brainard, Jason Brown, Sara Carter, Kathy Janvier, Bob Jones, Kelly McVeigh, Paul Morris, Melissa Rakes, and Steve Shirey

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, concerning IT strategic directions, operating policies, and student, faculty and staff IT needs.

1. Welcome/Opening Remarks

Mr. Hagerty called the meeting to order at 3:00 p.m. He welcomed everyone to the first meeting of the year.

Dr. Brainard introduced Kelly McVeigh as acting vice president of information and instructional technology. He explained she was appointed when Richard Kravevich left the College in January.

He shared the approval of Senate Substitute 2 for Senate Bill 50; to find a permanent solution to address the College's \$100 million+ in deferred maintenance projects.

2. Review/Approval of Minutes

The November 15, 2018 minutes were approved as written.

3. Information and Instructional Technology (IIT) Overview

3.1. IIT Strategic Roadmap Overview

On March 27, 2019 IIT directors and managers met to classify eighty-seven current and forecasted projects aligning with the College's strategic direction and Achieving the Dream. Projects were then prioritized, necessary resources (cost, time, personnel, etc.) determined and overlap within IIT departments identified.

3.2. IIT Operations Planned Projects

- **Applications, overview provided by Kelly McVeigh**

Banner 9 Phase II.A, target FY20: Complete implementation of financial aid self-service, accounts receivable self-service and Banner general modules.

Banner 9 Phase II.B, target FY21: Improve communication to targeted groups of students. Implement new compliance functionality in which students agree to institutional policies, accept the financial obligations for registering, confirm emergency contacts and enter local contact information before enrolling or registering. Ellucian is not currently ready to deploy.

Curriculum Integration Management System, target FY21: IIT is working with academic affairs evaluating systems that will support academic programs with concentrations, as well as integrate with Banner and Degree Works; since the legacy course catalog does not.

College Human Resource Management System, target FY21: Replace our current legacy system with one that integrates all campuses and includes contract management.

The committee discussed the vendor selection and requirements process for the HRMS (Human Resource Management System). The Technology Committee offered their help with this process. Ms. McVeigh agreed to follow up with the committee after discussing the project with the other Vice Presidents and identify opportunities for the committee members to assist with this project. Ms. McVeigh will provide an update of the status of this project at the next committee meeting.

- **Systems, overview provided by Steve Shirey**

Desktop Virtualization (VDI), target FY21: Virtualization will enable increased security, centralized management, costs savings and prolong the life of desk systems.

Redundant Fiber Connectivity, target FY20: Collegewide fiber redundancy will aid in ensuring no educational downtime, increased online education stability and virtual desktop infrastructure.

Disaster Recovery-Business Continuity, target FY21: Investigating a system outside the eastern seaboard for the College's disaster recovery center; so that in the event of a large scale natural disaster the disaster recovery center will not be impacted. The College's current disaster recovery center is located at the Owens campus.

Data Center/Server Room Consolidation, target FY22: Planning to migrate equipment and services provided to the Owens and George campus server rooms to the Terry and Stanton campus data centers; in an effort to continue to make data service resources more efficient and less costly.

- **Computing and Media Support (CMS), overview provided by Kelly McVeigh and Jason Brown**

Collegewide 'IT Help Desk' Phone Number, target May 2019: This initiative will provide universal call distribution across all campus locations. A single phone number allows any help desk employee to respond to an initial call and increase support availability to all campuses.

JAMF, target FY20 for additional coverage: Collegewide management framework for select Apple devices which enhances device support and improves security by centrally managed updates.

Zoom Room Technology, target FY20: Exploring technology to reduce the College's dependency on aging Codecs and bridge for video conferencing.

- **Center for Creative Instruction & Technology (CCIT), overview provided by Sara Carter**

Learning Management System (LMS) additions:

- Intelligent Learning Platform (ILP), target FY21, integration will aid in streamlining processes and lowering costs.
- Early Alert, target FY20, identifies at-risk students early in semester and alerts student support services.
- Attendance Tracker FY20, supports Academic Affairs new attendance processes and procedures.

- Plagiarism Detection Tool, target FY20, provides instructors and students with tools to identify and prevent plagiarism. Enhances instructor feedback to students through enhanced online grading tools.
- Course Evaluation System, FY 19, improves timely access to instructors, chairs and deans regarding student feedback of courses.

Curriculum Development: Redesign the business program for both in-person and online using the concentration model. Develop respiratory care bachelor's program. Expand dual enrollment offerings. Ensure distance education offerings are equitable to all types of students.

Accessibility Initiatives: Ensure all digital course content and college digital materials are accessible and meet ADA standards. Expand professional development offerings to instructors to increase awareness and skills developing and presenting accessible content.

4. Innovation and Technology Center Tour

At 4:09 p.m. Rodney Bailey, educational training specialist, lead a tour of the facility.

5. Next Meeting

The next meeting will be held June 19, 2019 from 3:00 – 5:00 p.m. at the Amazon Fulfillment Center in Middletown.

The meeting adjourned at 5:01 p.m.