Delaware Tech Board of Trustees Technology Committee Meeting

Date: September 15, 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: Robert E. Hagerty

Present by phone: Gary Moyer

Absent: Vince Borelli, Michael Maksymow, and Rob Nicholson

Others Present: Mark Brainard, George Cognet, Kathy Janvier, Rick Kralevich, Tommy Lu, Kelly McVeigh, Paul Morris, Bill Morrow, Melissa Rakes, Justina Sapna, Steve Shirey, Lisa Strusowski, Chuck Whealton, and Rob Wiltbank

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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 3:00 pm. He discussed the book *The Everything Store: Jeff Bezos and the Age of Amazon*.

2. Review/Approve Minutes
The May 11 minutes were approved as written.

3. Report: America's Promise Grant

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

Mr. 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. Mr. Morris reported on enrollment numbers for the program currently running or due to start soon and discussed targeted recruitment efforts to market the programs. The training schedule was disseminated which included this year's discussed course titles, times, and locations.

The second quarterly report, documenting grant activities from April 1, 2017, through June 30, 2017, was provided to the committee members.

Jobs for the Future (JFF) is performing an industry scan of the State of Delaware to determine a replacement program for .NET programming. Information is expected back by the end of the year.

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

4.1 Tech@Tech—Rick Kralevich (Associate Vice President for Information and Instructional Technology)

Dr. Kralevich announced the kick off date for the Tech@Tech initiative. The kickoff will be held at the Terry Campus on October 2 with dinner at 4:30 pm and a general session at 5 pm followed by breakout sessions and focus groups. He also reported that the newly appointed Tech@Tech committee held their first meeting on August 11.

4.2 Major Technology Initiatives
Learning Management System (LMS) Approval and Deployment Update—Kelly McVeigh (Director of the Center for Creative Instruction and Technology)

Ms. Mcveigh reported that the contract for the College's new learning management system (LMS) was signed in July. Ms. McVeigh will oversee the College's transition to the new product, Brightspace by Desire2Learn (D2L). Center for Creative Instruction and Technology (CCIT) staff will run training sessions this fall for select faculty, and three courses in the RN to BSN program will use the new system starting in January. A demonstration will be prepared for the Board of Trustees to highlight the functionality and improved features of the product which help support student success at the College.

NelNet—Rob Wiltbank (Director of Applications)

Mr. Wiltbank reported that the College completed the first phase of outsourcing financial aid refund distributions to the third-party vendor NelNet this summer. Students now have a choice to receive financial aid funds electronically or by paper check, and the timeline from disbursement of funds to availability to students has been greatly reduced. Mr. Wiltbank thanked Ms. Deepa Komdepudi, Mr. Dan Ehmann, and Ms. Christine Gillan for their assistance with the first phase of the project. The second phase, which will offer online payment plans to students, is expected to ready for spring registration in November. Mr. Wiltbank thanked Dr. Melissa Rakes for serving as the student affairs liaison throughout the process.

Policy Library—Rick Kralevich
Dr. Kralevich discussed the need for a central repository for the College's policies and procedures. A committee has been formed and has been meeting regularly with the goal of completing this work in spring 2018.

Syllabus Tool—Rick Kralevich
Dr. Kralevich reported on the progress of posting course syllabi online. The target date for completing this work is December 1.

4.3 Information Security Update—Steve Shirey (Director of Systems)
Mr. Shirey provided an update on information security at the College. Cyber security reminders were posted on the College's portal today, and cybersecurity training for and outreach to employees is ongoing.

Mr. Moyer expressed concern around cyber security as it pertains to the Third Parties/Vendors that Delaware Tech uses and asked for follow-up information. The Technology Committee would like a review to be conducted by senior staff with such vendors to ensure that they have the proper controls and monitoring to protect the College.

Dr. Kralevich shared that the Terry Campus will host CCISP training in November through a partnership between the State of Delaware Department of Technology and Information (DTI) and the College. The College's information security professionals are slated to attend.

4.4 Innovative Learning Spaces—Dr. Kralevich
Dr. Kralevich provided an update on upgrades to the College's learning spaces and office suites. He thanked Mr. Hagerty and Mr. Moyer for sharing collaboration models incorporated into these spaces, as well as Dr. Brainard and the many teams who played a part in upgrading these spaces.

5. Discussion: Instructional Design Initiatives

5.1 NC-SARA Update—Kelly McVeigh
Ms. McVeigh shared that the College's membership in the National Council for State Authorization Reciprocity Agreements (NC-SARA), which allows the College to offer online programs to students in participating states, requires a financial obligation. A budgetary proposal to eliminate Delaware Department of Education's (DeDOE) NC-SARA funding would have meant that the College and four other Delaware high education institutions would have been unable to retain their current membership, resulting in burdensome implications, such as entering into agreements with individual states. Ms. McVeigh thanked Ms. Justina Sapna for speaking with the DDEO on behalf of the State's higher learning institutions to highlight the need for continue membership in SREB. Dr. Kralevich echoed this and thanked also Ms. McVeigh for her efforts to highlight this issue.

5.2 New Distance Education Course Classification Approval—Kelly McVeigh
Ms. McVeigh thanked the members of President's Council for approval of new distance education course classifications. The new classifications—video conferencing, web conferencing, hybrid, and online—reflect the diversity of learning environments available at the College and will allow the College to more accurately report out to its institutional accrediting agency, the Middle States Commission on Higher Education.

5.3 RN to BSN Curriculum—Ms. McVeigh
Ms. McVeigh reported that the RN to BSN online curriculum design, for which the Center for Creative Instructional Technology (CCIT) is leading, is yielding positive feedback and results. Course pass rates are in the range of 95-100%. She thanked Ms. Sara Carter and praised nursing faculty for their work developing these courses. Only four courses remain to be developed for the program with the first graduates expected in December 2018.

5.4 America's Promise – Oracle Development—Dr. Kralevich
Dr. Kralevich thanked Mr. Bradley Thomspon for serving as the lead designer on the Oracle curriculum, as well as Ms. Carter, Ms. McVeigh, Mr. Chuck Whealton, and Mr. Wiltbank for their assistance.

5.5 Computer Information Systems Curriculum Redesign Update—Dr. Kralevich
The proposed redesign of the College's computer information systems programs will create one Information Technology & Networking (ITN) program with a generalist track and concentrations in information security, programming, and networking. Cloud development, application programming interface (API), agility, and team work are integrated in the curriculum. The proposal has been approved by the College's curriculum committee and deans of instruction, and will be presented next to President's Council for approval, then to Tech@Tech's external partners, and the Board of Trustees for final approval. Full approval is expected mid-October.

Ms. Sapna will share the proposal with the committee members. She thanked Dr. Kralevich for his leadership organizing the Tech@Tech initiative and for spearheading the curriculum redesign resulting in this innovative and creative new program, as well as Ms. McVeigh, Ms. Carter, Mr. George Cognet, Dr. Tommy Lu, and Mr. Whealton.

6. New Business
Mr. Moyer invited the group to nominate students to participate in the Code for Good event taking place November 3-4. Mr. Hagerty recommended the students from Junior Java Academy.

7. Next Steps

7.1 CIS Advisory Committee Meeting
Mr. Hagerty reviewed the following tasks and assignments from the meeting:

- Dr. Lu will share the JAVA curriculum with Mr. Moyer.

- Dr. Kralevich will arrange a meeting with Mr. Moyer and Mr. Shirey to discuss third-party vendors.
- Ms. Sapna and Dr. Kralevich will arrange for the next committee meeting to take place in person to allow committee members to tour a redesigned learning space or office suite.
- Ms. Sapna and Ms. McVeigh will coordinate a demonstration of the new LMS for the spring Board of Trustees meeting.
- Ms. Sapna will send the ITN proposal to the committee.
- Mr. Moyer will provide information and arrange for students to participate in Code for Good.

7.2 Next Meeting
The meeting schedule for the committee is as follows:

November 16, 2017 – in person meeting
January 11, March 8, and May 10, 2018 – location TBD

The meeting adjourned at 4:43 pm.