Introduction
H. Lavity Stoutt Community College seeks to maintain a high level of technological support for instructional, student services, and administrative areas. An array of technology, technological systems, and software is used to assist the College in meeting its vision, mission, and goals. The Information Technology Department provides technological support in the areas of data network administration, desktop computers, IP telephones, software and database support, data storage, server administration, web administration, private cloud services, SharePoint, audio-visual services, IP-based cameras, learning management system, print management, electronic record-keeping, access-control, and instructional computer labs.
The passage of two major hurricanes in 2017 (Irma and Maria) resulted in tremendous infrastructural damage to the British Virgin Islands, and to individual institutions, including the College. Damage to governments Wireless High-Speed Radio Network on which the College relied impacted the delivery of services to our remote campus. On campus damage to buildings, facilities and equipment limited the ability of the institution to effectively manage day-to-day operations and highlighted the need for additional measures to secure our technological resources against natural disasters thus enabling a quick recovery period for business operations.
Further, the College is seeking to advance its online presence in offerings and services to students. Initial work had been done in these areas prior to the passage of the hurricanes. However, much of this work had to be redone due to infrastructural damage. This new reality emphasized the need to reduce the vulnerability of the College's technological resources and some initiatives have begun in this area to address this. Creativity in stretching limited financial resources has become paramount and this is also reflected in the Technology Plan.
The HLSCC Technology Plan (Plan) is part of the College's integrated planning process and is therefore aligned with the Institutional Priorities.   The Plan was presented to various governance groups for comment prior to final review and approval by the President's Cabinet. It is a living document designed to assist the College in maintaining the requisite technological support in accomplishment of its mission and goals.

Purpose of the Plan
The purpose of the Plan is to develop a guide to consolidate technological initiatives, projects and activities in support of the accomplishment of the College's Mission and Institutional Priorities.

College Vision, Mission and Core Values

College Vision Statement	College Mission Statement
H. Lavity Stoutt Community College will be a regional college of choice for higher education and lifelong learning. It will aid in the improvement of life, a vibrant economy, and nation building.	H. Lavity Stoutt Community College provides quality higher education and lifelong learning that is responsive to changing community needs, the global economy, and evolving technology. The offerings promote individual growth, economic, social, and cultural development.

Core Values	
Student Centeredness • Educational, personal and social development • Honoring learning styles • Adapting teaching and learning behaviors	Responsiveness • Education and training opportunities • Community partnerships • Individual, industry and organizational participation
Respect and Tolerance • Cultural and national diversity • Inclusiveness • Mutual respect	Accountability • Integrated planning • Institutional assessment • Disclosure of College performance
Integrity • Free exchange of ideas • Honor commitments • Honesty, fairness, personal responsibility	High Standards • Innovative and flexible teaching and learning opportunities • High quality teaching and learning experiences • Life-long learners
Decisions by data • Objective decision making • Data and information on College performance	Cooperation • Teamwork • Resource sharing • Internal and external partnerships

College Goals (Pending approval)

In its quest to fulfill its mission, the College is committed to

1. **Provide high-quality academic programs, courses, and instruction** including:
   ▪ Associate degree programs for students planning to transfer to four-year colleges and universities offering baccalaureate degrees
   ▪ Associate degree and certificate programs that prepare students to enter the workforce and meet workforce needs
   ▪ Developmental courses that prepare students for entry into transfer, career, and technical programs
   ▪ General education courses that provide students with the skills, knowledge, habits of mind, and values that prepare them for success in their academic field and in their personal and professional lives

- High-quality instruction and engaging learning experiences from dedicated faculty

2. **Offer high-quality continuing education programs and courses** including:
- Professional opportunities for individuals to enhance existing skills, learn new skills, and obtain industry certifications
- Training programs for businesses, government agencies, and not-for-profit organizations
- Personal development and enrichment programs and courses that are responsive to the current and emerging needs of individuals throughout the community

3. **Provide services and activities that support individual student success** including:
- Academic support through faculty, computer facilities, library resources, and student support services to assist students in attaining their individual education objectives and career goals
- Co-curricular activities services that build leadership skills, foster social and emotional growth, promote health and wellness, and prepare students for global citizenship

4. **Cultivate community connections that not only support the college but also create opportunities for the college to serve the community** including:
- Cooperative relationships with other educational institutions, government agencies, community organizations, professional associations, and business and industry
- Activities and programs which contribute to the civic, cultural, aesthetic, and recreational life of the community

5. **Cultivate a college culture that uses assessment results to improve institutional effectiveness** by celebrating and valuing:
- Innovation and technology in programs, services, and methods of instruction that respond to community needs and contribute to student achievement and success
- The principles of shared governance
- Innovation in the planning and management of financial and institutional resources for the long-term sustainability of the institution
- A well-maintained campus that guarantees a safe learning/working environment for all students, staff, and faculty

Institutional Priorities 2018 - 2021
Institutional Priority 1: Student Learning and Success
Enable students to succeed in accomplishing their educational and career goals by (a) offering relevant programs, (b) providing them with high quality education and training, and (c) providing support services that meet their needs.

Institutional Priority 2: Institutional Image and Community Relations
Strengthen the college community and its ties with the wider community by developing organizational capacity and new and improved channels of dialogue, participation, and collaboration.
Institutional Priority 3: Accountability, Sustainability, and Stewardship
Improve accountability and stewardship of financial and institutional resources for the long-term sustainability of the institution.

Institutional Priority 4: Enrollment and Retention
Enroll, retain, and graduate a larger and more diverse student body by improving access and opportunity for traditional and non-traditional students

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Information Technology Goals
1.   Design, enhance, and maintain infrastructure to support the technological needs of students, faculty, staff and administration;
2.   Develop, enhance, and maintain technological systems that will enable HLSCC to deliver online services to students;
3.   Cultivate an environment of technical proficiency and open effective communication through professional development opportunities for faculty, staff and administration;
4.   Support quality and growth in online education and access to online educational resources;
5.   Ensure integrity, security and availability of data and technologies; (Cloud and Security)
6.   Implement practices that promote and support accountability, sustainability and good stewardship.

<p align="center">**Campus computing infrastructure description**</p>

[The IT Department maintains library access to academic and administrative networks on campus and coordinates shared services (Microsoft Office 365 - including Web-based resource for e-mail, data storage and collaboration), network printing and wireless internet access.

- Specialized software for the Library research workstations includes Readers for Microsoft Word and Adobe PDF files, Internet Explorer, Public Web Browser Interface for OPACs, library management software (KOHA), genealogy database (Webtrees) and other specialized as needed.
- The College also uses the open-source course management system – Moodle which is also accessible to students both on and Off campus.

Computer Labs:
To support the growing demand of faculty and student, the College maintains 8 computer labs for instruction as well as 5 additional areas to provide student access to computers without having to access the academic computing labs, allowing for more classes to be scheduled.

Labs in the Administration Building (All Labs are located on 2nd Floor and each a capacity of 21)
1.   Lab 1
2.   Lab 2
3.   Lab 3 (formerly PEC)
4.   Lab 4 (formerly VCR)

Lab in the Learning Resource Building
1.   LRC Library Lab (capacity 12)

Labs in the Marine Center Building (All Labs have a capacity of 21)
1.   CAD Lab (located on 2nd Floor)
2.   Auto Lab (located on 1st Floor)

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The computers in the CAD lab in the Marine Centre were upgraded to 16Gb of RAM in order to facilitate the AutoCAD classes when rendering large drawings.

Lab in the Virgin Gorda Center
1. Lab 1 (capacity 15, located on 2ᴺᵈ Floor of Main Building)

Additional computers can be found in the following areas:
Learning Resource Center Atrium (LRG General – capacity of 26)
Student Success center (capacity of 8)
Marine Center Bridge (capacity of 6 - Utilized mainly for marine and electronics classes)
Virgin Gorda Center Library (capacity of 2)
Virgin Gorda Center Student Lounge (capacity of 6) check quantity

All the Lab computers run the same Microsoft Office 365 suite of applications. Installation of specialize software like Adobe Creative suite for desktop publishing classes and AutoCAD Educational Master Suite are being installed in more labs to help with the scheduling of the labs.

The additional computer areas outside of the labs designated for student use, have the same software installed as in the labs, allowing students to continue working at the same pace as if they were seated in the lab.

Department/Area Role and Technological Usage/Needs Identification
Student Success Center
The Student Success Center exists to provide matriculated students with a variety of tools necessary for their success during their tenure while at the HLSCC and well into the workforce. The Student Success Center provides students with educational assistance via online tutoring programs, (SmartThinking), institution transfer and personal advising and career counselling. Smarthinking is an online service, utilized by more than 25% of community colleges in the United States. It is an easy to use online tutoring system with tutors available 24 hours. This is critical for non-traditional students with other obligations who may not have access to campus support services. Paragraph and essay reviews are provided for developmental education students. Smarthinking also provides individualized feedback is on essays, reports and resumes, eliminating the need for tutors, counsellors and advisors.
The Student Success Center is equipped with a computer lab where students must sign in to gain access to network resources. The center also has a private room, used for counselling, private one on one session as well as for showing videos of areas of interest; colleges and universities etc.
SIGI3 by Educational Testing Services (ETS) is a career building program used to aid students and job seekers in choosing a career, based on personal choices, interests by examining key motivating factors and matching work-related values. SIGI3 keeps track of your record for future use, while giving you suggestions for college and graduate schools.

Learning Resources Centre
The H. Lavity Stoutt Community College's Learning Resource Center (LRC) strives to be a learning-centered library which provides information services to meet the needs of a diverse

==student body by providing physical and online access to quality print, electronic, and multi-media resources and other information support services.== The LRC staff also assist with promoting academic excellence and student success regardless of location by emphasizing skills in research, information literacy, and critical thinking through its efforts in facilitating students, faculty, and staff to achieve their individual educational, occupational, and life goals.

Specific technological goals and objectives include:
■ Keeping on the cutting edge of technology in order to provide quality services, access to quality information and research materials, appropriate study facilities, and instructional programs that support the College's curricula, the students' information literacy and research needs, and faculty information needs.

■ Supporting the College's foundational skills through its instructional programs that assist students in "demonstrating information competency – defined as the ability to find, evaluate, use, communicate and appreciate information in all its various formats, and to "demonstrate technological literacy." (*General Education*)

■ Providing timely, appropriate, current, and knowledgeable responses to students and faculty requests for information not only in print but also in electronic and web-based formats so that our users have anywhere, anytime access to these resources.

▪   Providing professional services in the use of the library's resources and technology (including audio-visual/multi-media) to support academic, administrative, collegial, and organizational needs.

■ Providing assistance and access within physical and financial constraints, to persons with special needs, and ensure a comfortable, safe, clean, and technologically appropriate learning environment.

The LRC's goals for the use of technology were largely determined from the results of annual Student Satisfaction Surveys, regular interaction with students and logging of their various requests, and regular consultation with IT Department on applications and equipment that can best serve students' needs as well as our administrative needs for scanning equipment, photocopying and printing etc.

Current Status of Technology in the LRC
1. ==LMS (Library Management System) - The system in use at the LRC over the years was Alexandria. From this system patrons were able to conduct searches (both in-house via the OPAC== and remotely through our catalog via the www (World Wide Web). The LRC switched to Koha; which is an open source LMS that offers all the same features as Alexandria but at no cost to the institution approximately 6 years ago. However, the intention is to switch back to Alexandria as the institution seeks to host its IT infrastructure off site, and also explore Folio (a project which aims to facilitate a sustainable, community-driven collaboration around the creation of a modern technology ecosystem that empowers libraries