

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)

MEETING Minutes

Wednesday, October 2, 2019 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas	x	English & Student Life	Jeff Baker	x
Co-Chair: Academic Senate Representative	Norm Marten	x	ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Danielle Kaprelian	
				Vance Manakas	x
				Kevin Balas	x
Academic Senate President, Ex Officio	Nenagh Brown	x		Sherry Ruter (Alt)	
				Brenda Woodhouse	x
				Audrey Chen	
Dean	Carol Higashida	x	EATM, Life & Health Sciences	Armine Torabyan	
	Sam Lingrosso				
Business Services	Michele Perry	x			
	Dan McMichael	x		Mary Swenson (Alt)	
	John Sinutko	x		Lan Nguyen (Alt)	
Associated Students Representative	Brigit Quezada		Physical Science & Career Education	Rick Edwards	x
				Jennifer Mallory	x
Instructional Technologist	Tracie Bosket	x	Business, Social & Behavioral Sciences, Child Development & Languages	Shannon Macias	
Student Services Council	Kim Korinke	x		Felix Masci	x
ACCESS	Shyan Diaz-Brown	x		Hugo Hernandez	x
Classified Staff	John Dobbins		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	
Vice President, Ex Officio	Amanuel Gebru				
	Mary Rees				
GUEST	Dan Watkins	x	Arts, Media & Communication Studies	Steve Callis	x
				Mickey Howell	
				Gerry Zucca	x

TOPIC	ACTION
1. WELCOME and INTRODUCTIONS	Meeting called to order at 1:17 pm by Silvia Barajas. Introductions were made
2. PUBLIC COMMENTS	No Public Comments
3. APPROVAL OF MINUTES: September 4, 2019	Motion to approved by Carol Higashida, second by Vance Manakas. Motion carried with the following

TOPIC	ACTION
	<p>corrections: Add Norm Marten to TRAWG Group.</p> <p>Jeff Baker and Kim Korinke abstained.</p>
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE – Dan McMichael A written report was provided along with the following: <ul style="list-style-type: none"> a. Adobe Creative Suites was added to the open computer lab in Library and PS b. Engineering Class for Dual Enrollment need Solid Works License installed. Felix asked if the thin clients that were replaced could be used for this purpose. The answer was no for two reason, first they would not be able to process the required software also because they have already been recycled through e-waste. c. Allied Health Daba Base conversion is progressing d. Emergency Notification System progressing e. IT is working with various departments to assist them with purchasing items that were approved and funded through TRAWG. ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket A written report was provided along with the following: <ul style="list-style-type: none"> a. Camtasia Licenses are available for installation on college owned faculty and staff computers. Tracie has a few license for PT faculty that do not have a college owned computer. Please contact her if you know someone that is interested. Dan will also work with Tracie to install Camtasia in LLR121 so that faculty may use the program. Gerry Zucca asked about C3 Media and Tracie advised that Camtasia does a better job with captioning, though she’s seen Gerry’s videos and they are fantastic and while there is Adobe Premier and it is powerful it is difficult to use. Comments were made that Camtasia screen casting helps to enhance teaching and that is does a better job with captioning than some videos on YouTube. b. A question was asked about Pronto – Tracie advised that Pronto allows you to text using Canvas rather than your personal phone. ➤ FACILITIES PROJECTS UPDATE – John Sinutko A written report was provided along with the following: <ul style="list-style-type: none"> a. Gym Renovation completion was pushed back a week. b. Field house is just about ready for occupancy c. Wayfinding – Latest update has not been received. d. Lion/Tiger Enclosure – Approval for construction going to Board next month. e. Spectrometer – Engineers working on drawings for bid. Hopeful installed for Spring Semester. ➤ DISTRICT-WIDE IT UPATE – Dan Watkins A written report was provided along with the following: <ul style="list-style-type: none"> a. Emergency Notification System – AVC Watkins provided an update on the Emergency Notification System Project. A project timeline was provided and will be sent electronically to everyone on the committee. The first phase of the project is the implementation of Activate with is the abililty to provide immediate notification to the college via an application on a phone or computer and outdoor speakers. This system will not only notify via email/text it will also provide a notification on computers in classrooms and offices. Training will be provided on how to use the Activate system during this phase. The work for this phase should begin at MC in early February. A question was asked if this will slow 	

TOPIC	ACTION
<p>computers and the response was that the footprint is small and should not affect the computer speed. The second phase is the installation of notification systems in the classrooms and open areas. This system will be an appliance that will be ADA compliant as it will flash, make an oral announcement, and project a digital message. AVC Watkins is hoping to place a few samples of this on the MC campus this fall. Full installation will be November 2020.</p> <p>b. District IT Security Policy that was reviewed by F/T CAP last year and the Academic Senate is now in its final review by Classified Senate. Following that review it will be forwarded to the Board of Trustees for final review and approval.</p> <p>c. A question was asked about mobile credit card charging devices. As this was out of the scope of District IT, Silvia Barajas will bring this item forward to District Fiscal Services. Dan McMichael added that validation of system security also remains a concern for charging cards.</p>	
<p>5. Solar Project Update - The Solar Project will begin in the next few weeks. The first thing that will occur is the location of underground utilities and some coring. Actual construction will not begin until after the end of the Spring 2020 Semester. The solar panels will be installed in Parking Lots A, AA, B, C. While Electric Charging Stations and Cameras will not be part of the project, the infrastructure will be put in place for possible future installation. The solar panel car covers will be taller than one's you typically see and this is to ensure that heavy equipment can maneuver. Jerry Zucca was asked about watts generated, will it meet our full need, and will extra go back into the grid. John advised that at our peak, we need 2.5 megawatts. The current solar array design will generate an impressive 2 megawatts. When we generate more that we need it will return to the grid however the credit will go to the solar company as they are paying all the cost of installation and maintenance for the next 20 years. Rick Edwards add about the light pollution and he was concerned about its effect on the observatory. John replied that there should be less light pollution as the lighting will be under the solar panel structures.</p>	
<p>6. FRAWG/TRAWG/PAWG Update The program plan request were sent out to all the chairs. There was some changes in the Chairs. Sam Lingrosso will be joining Kevin Balas as the Co-Chair of TRAWG. Carol Higashida will connect with Andrew Kinkella and Audrey Chen to clarify representation on the TRAWG committee.</p>	
7. Other- Discussion & Recommendation related to Committee Goals	
8. Good of the Order	
9. ADJOURNMENT	Meeting adjourned at 2:00 pm

HANDOUTS	FT-CAP 2019/20 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
FT-CAP Agenda 10/02/19 – MC Share & Website	2019 9/04, 10/02, 11/06, 12/04
FT-CAP Meeting Minutes 9/04/19	2020 2/05, 3/04, 4/01, 5/06
IT Update Instructional Technology Update Facilities Projects Update	

Facilities and Technology - Committee on Accreditation and Planning

- The Facilities and Technology Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to facilities for educational programs and student service and those related to campus instructional and administrative digital technology. Monitors the implementation of Standard 3B & 3C of the self-study relative to facilities.

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP)</p> <p><i>Committee of Academic Senate</i></p>	<p>The committee recommends funding for technology based on a general allocation guideline that assumes budget stability or growth. As a rule of thumb, the committee recommends an allocation of a minimum of 30% of the college's total instructional equipment funding assigned each year to technology equipment, software, and hardware. The accreditation component under the purview of the Facilities and Technology Committee on Accreditation and Planning is the development of plans to address any self-study advisement or visiting team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.</p>	<p>Co-Chairs</p> <ul style="list-style-type: none"> • Vice President of Business Services • Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council <p>Members</p> <ul style="list-style-type: none"> • Three faculty members from each Student Learning Division appointed by the Academic Senate Council • Three Classified representatives appointed by the Classified Senate • Two Deans selected by the Vice Presidents of Academic Affairs and Student Support • Three Business Service representatives selected by the Vice President of Business Services • One representative from Student Services Council appointed by the Vice President of Student Support • One representative from the Accessibility Coordination Center and Education Support Services • One representative from Instructional Technology • One student appointed by Associated Students who serves in an advisory role • Vice President of Academic Affairs (ex-officio, non-voting) • Vice President of Student Support (ex-officio, non-voting) • Academic Senate President (ex-officio, non-voting)

FRAWG Members	TRAWG Members	PAWG Members
<ul style="list-style-type: none"> • Carol Higashida - Co-Chair • John Sinutko • Vance Manakas • Gerry Zucca- Co-Chair • Mickey Howell • Brenda Woodhouse • Felix Masci • Kim Korinke 	<ul style="list-style-type: none"> • Sam Lingrosso - Co-Chair • Dan McMichael • Kevin Balas- Co-Chair • Tracie Bosket • John Dobbins • Andrew Kinkella • Lydia Basmajian • Steve Callis 	<ul style="list-style-type: none"> • Silvia Barajas – Co-Chair • Nenagh Brown- Co-Chair • John Sinutko • Danielle Kaprelian • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci

<ul style="list-style-type: none"> Shyan Diaz-Brown 	<ul style="list-style-type: none"> Michele Perry Rick Edwards Norm Marten 	<ul style="list-style-type: none"> Hugo Hernandez Shyan Diaz-Brown
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Goals 2019/20	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	
2. Implement Way-Finding Project.	
3. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	
4. Make recommendations for updating the annual Information Technology Operations Plan and Technology Master Plan.	
5. Implement faculty and staff webpages.	
6. Update Facilities Master Plan.	
7. Review committee charge and membership for Decision Making Handbook.	