

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

Wednesday, November 6, 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 | |
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| Co-Chair: Academic Senate Representative | Norm Marten | X | ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning | Danielle Kaprelian | |
| | | | | Vance Manakas | |
| | | | | Kevin Balas | X |
| Academic Senate President, Ex Officio | Nenagh Brown | X | EATM, Life & Health Sciences | Sherry Ruter (Alt) | |
| | | | | Brenda Woodhouse | X |
| | | | | Audrey Chen | |
| Dean | Carol Higashida | X | EATM, Life & Health Sciences | Armine Torabyan (Alt) | X |
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| Business Services | Sam Lingrosso | X | EATM, Life & Health Sciences | | |
| | | | | Mary Swenson (Alt) | |
| | | | | Lan Nguyen (Alt) | |
| Associated Students Representative | Dan McMichael | X | Physical Science & Career Education | Rick Edwards | X |
| | | | | Jennifer Mallory | X |
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| Instructional Technologist | John Dobbins | X | Business, Social & Behavioral Sciences, Child Development & Languages | Navreet Sumal | |
| | | | | Felix Masci | |
| | | | | Hugo Hernandez | X |
| Student Services Council | Mary Rees | | A&R, Counseling, Student Life & Support, EOPS, & Student Health Center | Lydia Basmajian | X |
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| ACCESS | Dan Watkins | X | Arts, Media & Communication Studies | Steve Callis | |
| | | | | Mickey Howell | X |
| | | | | Gerry Zucca | X |
| Classified Staff | Patti Blair | X | | | |
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| Vice President, Ex Officio | Cynthia Osuna | X | | | |
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| GUESTS | | | | | |

| TOPIC | ACTION |
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| 1. WELCOME and INTRODUCTIONS | Meeting called to order by Silvia Barajas at 1:18 pm. |
| 2. PUBLIC COMMENTS- None <ul style="list-style-type: none"> Hugo Hernandez announced that there is a faculty meeting today @ 3 pm in HSS 121 to discuss the effects of District declaring impass. Siliva announced that there is a Benefit Information Meeting scheduled for classified staff members @ 2 pm in the PAC. Some members may leave early to attend this meeting. | |

| TOPIC | ACTION |
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| <ul style="list-style-type: none"> Dan Watkins shared that MC is # 1 and OC #17 according to the Best Community Colleges. | |
| 3. APPROVAL OF MINUTES: October 2, 2019 | <p>Motion to approve by Hugo Hernandez second by Carol Higashida. Motion carried with the following correction: page 2 under IT update (c) should be Allied Health Database. Mickey Howell, Sam Lingrosso, Lydia Basmajian, and Armine Torabyan abstained.</p> |
| <ul style="list-style-type: none"> ➤ INFORMATION/REPORTS ➤ IT UPDATE –Dan McMichael <ul style="list-style-type: none"> Finished replacing the last 30 of the thin client replacements in the open access lab Reimaged the labs in LMC-121, 138 and 139 to resolve some issues students were having Working on the 42 laptops for the Library laptop loan program Finalized the device count of devices for the Emergency Notification Project Upgraded 52 laptops in one of the AC mobile labs Upgraded an additional 50 devices to the latest version of Windows 10 Implemented additional network security measures to block the latest threats Working with the contractor to finalize the data cabling in the GYM before we occupy building Implemented new processes to change the campus main line message which allowed us to react more quickly during the fires Worked with Agoura High School to bring the proper engineering software needed to run a dual enrollment class hosted at Agoura High School ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket <ul style="list-style-type: none"> The upcoming Canvas Certification training is Nov 4-Dec 8. Training has an extra week due to the holidays. Hugo Hernandez inquired who was Canvas certified. Tracie will email list of Canvas certified faculty. Cynthia will forward list to members. You can always find Distance Education at moorparkcollege.edu -> Scroll down to Distance Education (-> Faculty) An opportunity for an internal transfer for an Instructional Designer was posted on 10/21. ➤ FACILITIES PROJECTS UPDATE – John Sinutko <ul style="list-style-type: none"> Field House and Shade Structure is substantially completed. Owner has taken possession of the facility. Gymnasium Renovation first floor is substantially completed. Approximately two more weeks till full completion. Lion Habitat began construction on October 20, and is scheduled for completion on February 16, 2020. Wayfinding Project is developing final engineering, design and schedule. Stadium Road Waterline Replacement project is complete. Paving and Roadway Maintenance will begin the last phase on November 6, and is scheduled to be completed by November 15, 2019. | |

| TOPIC | ACTION |
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| <ul style="list-style-type: none"> • Solar PV –Continues to work with consultants to generate site specific research and information gathering. • Wayfinding discussion held regarding when we get deliverables and how long the process takes. We need to have the result prior to the Board date. We are hoping for April if we can get deliverables. Hoping to start work in summer. <p>➤ DISTRICT-WIDE IT UPATE – Dan Watkins</p> <p>➤ Emergency Notification Solution project moving along as expected. Doing change order and adding an extra network drop and cloud speaker. MC will need to designate point person. The additional drop will be in all classes. John Sinutko stated that the new buildings will have double the capacity. Dan, Dan McMichael and John Sinutko will meet to discuss this further and check out rooms.</p> <p>➤ Patti Blair- Faculty web pages moving as scheduled and all pages will be migrated by December 1. Please make sure documents are in pdf format. Silvia mentioned that MC wanted to work on the faculty web pages but we were instructed to wait. Patti stated that we have 1800 employees and maintaining web pages will be a challenge. Web page access will be issued to the designated individuals who will be responsible for maintaining web pages. Guidelines will also be provided. Silvia asked how the web page template design will look. Patti will bring the template design to the next meeting in December and provide demonstration. Meanwhile, Patti is visiting all the colleges and sharing the information and showing design. She also encouraged members to submit campus photos on the online gallery. She shared about creating videos for the different programs in an effort to market campus events and programs. You will receive a visit from the district vendor to produce videos. Videos will be produced in the next couple of months. Armine Torabyan mentioned that the Rad Tech program would be interested in creating a video. Last week Patti maximized the VC alert web page and had 37,000 hits.</p> | |
| <p>4. FRAWG/TRAWG/PAWG Update</p> <ul style="list-style-type: none"> • FRAWG- Met couple times and missed a couple meetings due to campus closure. As each list is completed they will forward all those that do not belong. Currently, contacting requestor and admin regarding work order requests. Gerry Zucca recommends that a dollar amount needs to be noted. John Sinutko suggested that a breakdown drop box be added. F/T CAP will make this recommendation to Institutional Effectiveness. AVC Dan Watkins shared that at his prior place of employment they only ranked items that included quotes, data, and cost. John Sinutko shared that he is not sure if that would work for MC due to the short time frame. He mentioned that we look at the most need and then what can we do and cost is not always the driver. Dan Watkins suggested that cost should be indicated if you want your project to be vetted. • TRAWG- Norm stated they are organizing requests by money and figuring out what belongs to TRAWG. Will be emailing the various departments. • PAWG- Silvia stated that the committee has not met because they have not received any requests. You can send your requests by the middle of January. | |
| <p>5. Review Committee Charge and Membership for Decision Making Handbook (Handout)</p> <p>Silvia stated that committee charge and membership needs to be revised. She asked members to please review committee charge so that it can be discussed in December. Nenagh will need it by March. Please review and come back with suggestions.</p> | |
| <p>6. Other- Discussion & Recommendation related to Committee Goals</p> | |

| TOPIC | ACTION |
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| Dan Watkins asked if the emergency notification timeline was emailed. Silvia was not sure and will check and let Dan know. | |
| 7. Good of the Order | |
| 8. ADJOURNMENT | Meeting adjourned at 1:51 pm. |

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

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) |

| 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 • Shyan Diaz-Brown | <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 • Michele Perry • Rick Edwards • Norm Marten | <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 • Hugo Hernandez • Shyan Diaz-Brown |

| 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. | |