

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING MINUTES
 Wednesday, September 5, 2018 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas	X	Languages & Learning Resources	Danielle Kaprelian	X
				VACANT	
				VACANT	
Co-Chair: Academic Senate Representative	Erik Reese	X	Business, CD & Student Engagement	Lydia Basmajian	X
				VACANT	
				VACANT	
Academic Senate President, Ex Officio	Nenagh Brown	X	EATM, Life & Health Sciences	Jeny Joy	X
Dean	Carol Higashida			Audrey Chen	
	Jane Morgan	X		Michlyn Hines	
Business Services	Michele Perry	X		Mary Swenson (Alt)	
	Dan McMichael	X		Lan Nguyen (Alt)	
	John Sinutko	X		Andrew Kinkella (Alt)	
Associated Students Representative	Rahyen Heilmann	X	Physical Science & Career Education	VACANT	
				VACANT	
				VACANT	
Instructional Technologist	Tracie Bosket	X	Student Health, Athletics, Kinesiology, ACCESS, Math	Vance Manakas	X
Student Services Council	Kim Korinke	X		VACANT	
ACCESS	Matt Spinneberg	X		Kevin Balas	X
Classified Staff	John Dobbins	X	Social & Behavioral Sciences	VACANT	
	VACANT			VACANT	
	VACANT			Richard Kemp	X
Vice President, Ex Officio	Amanuel Gebru			Lee Ballestero (Alt)	
	Julius Sokenu				
GUESTS	Cynthia Osuna	X	Arts, Media & Communication Studies	Steve Callis	X
	Wayne Snyder	X		Mickey Howell	X
				Felix Masci	X
				Gerry Zucca (Sabbatical)	

TOPIC	ACTION
1. WELCOME and INTRODUCTION Silvia Barajas called the meeting to order. Introduction of committee members. 1.5 added Public comments - None	Meeting called to order at 1:21 pm.

TOPIC	ACTION
2. APPROVAL OF MINUTES: May 2, 2018	Michele Perry motioned to approve minutes as presented. Vance Manakas seconded motion. Motion carried with Jane Morgan, Danielle Kaprelian, Dan McMichael, Steve Callis, Brenda Woodhouse, Richard Kemp, and Rahyen Heilmann abstaining.
3. INFORMATION/REPORTS <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael Dan reported that IT staff were busy upgrading 20 buildings during the summer session. In addition, IT installed greater fire walls and blocked 1,400 attacks and 660 malicious hacking attempts. IT also set up new router, computer labs, and refereshed faculty, staff, and classroom computers. He also noted that IT migrated phone system. Analog phone lines were installed in elevators. IT has also replaced 24 projectors with HD projectors. Currently, building a new wireless controller. Go to cp.moorparkcollege.edu. With Silvia's approval IT will be installing a projector in the CC Conference Rroom along with permanent AV equipment. Working with various departments to repair broken web links. Acknowledged IT team for their continuous effort. ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket Tracie mentioned she has a new OEI Coordinator. The next Canvas training is scheduled for September 7-10, and October 9. This fall more canvas basic trainings and Camtasia training are scheduled. Dean Jennifer Goetz will send an email with all the upcoming dates. She also stated that OEI has a Design Academy. She clarified that the role of the OEI Coordinator is to assist with course set up and not provide content. Spaces will fill up quickly. She mentioned that we still have the Professional Learning Network, which is now referred to as the CCCC. Training such as Linda.com is available. They also have resources regarding Guided Pathways at https://visionresourcecenter.cccco.edu/ ➤ FACILITIES PROJECTS UPDATE – John Sinutko John stated that gym renovations has started. Demolition will start September 7. Scheduled completion is September 24, 2019. The field house is up for bids on September 12. In regards to the Wayfinding Committee, Silva is looking for examples for team to add braille. Architects will phone in during the next meeting. Katharine is coordinating meeting. Need additional information to complete Makerspace. Outdoor kinesiology is open for bids. There is a final design. There is no ADA standard. We have funds set aside in the contract. There is room to grow. Will we have signs this academic year. John believes once we resolve the braille issue we can go to formal bidding. Members asked what information is needed for Makerspace. John said we need information from Svetlana. He needs to know what they need so we can continue with the process. Steve volunteered to follow up with the department. In the meantime, the field house bid is pending. Total project is 18 million, including the gym and field house swing space. Anticipating it will cost 18 million for the student center renovation. 	
4. Committee Orientation- Silvia Barajas, Jane Morgan, Erik Reese Committee leads provided committee overview for FRAWG, TRAWG, & PAWG. Jane is the lead for FRAWG that handles facilities requests. Meetings are set based on member availability. Erik is the faculty lead for TRAWG that processes technology requests based on set criteria. TRAWG meets Wednesday at 1 pm, around the same time as FT	

TOPIC	ACTION
CAP. Silvia is the lead for PAWG. May meet three times during the end of the fall semester to discuss long range time planning. Each committee needs representation from each division to facilitate process. Members are welcome to join multiple committees. The intent is that each division sends three representatives with each representative serving on one workgroup. You do not need to be a member to join workgroups. Nenagh encouraged participation from everyone.	
5. Review Committee membership and Committee Assignment (2017/18 Committee Assignments Listed Below) See revisions in red.	
6. FRAWG/TRAWG/PAWG Project approved and funded for 2018/19 Silvia reviewed handouts for FRAWG, TRAWG, & PAWG recommendations for categorical and general funds. Need to replace main stage speaker cluster in the amount of \$200,000. This may not move forward unless we obtain CTE funding. Large number items have been ranked if we move forward with bond project. Institutional Effectiveness (IE) pulls data and compiles spreadsheet. Jane recommended that IE should not lock spreadsheet formatting. Silvia will share recommendation with IE. Trying to determine where evaluations should be kept. Evaluations have been placed on the webpage. Common issue is that although information is posted online the information may not be read. In an attempt to address this issue, program leads will also receive information.	
7. Establish 2018/19 Goals (goals from 2017/18 listed at the bottom of the agenda) Silvia discussed last years goals. See revisions. Goals will be presented to committee during the next meeting as a second reading for review and approval.	
8. 2017/18 Committee Evaluation Results Silvia shared that moving forward John, Dan, and Traci will provide a written information/report. This year we will work on posting information on the website faster. Erik mentioned that a large discussion took place on how to handle in a cohesive manner general funds and categorical funds. Steve mentioned that they were still waiting to know what was funded on last years program plans. Silvia said it would be interesting to talk to Oleg about selecting more options. Erik recommended that members select general fund if you are not 100% sure if it is a categorical fund. Nenagh mentioned that the CTE work group has the most money for technology and facilities. Recommends that both committees work together despite having different deadlines (fall and spring). TRAWG looks at the request and checks to see that everything is in line.	
9. ADJOURNMENT	Meeting adjourned by Erik at 2:32 pm.

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 09/05/2018 – MCShare & Website	2018 09/05 , 10/03, 11/07, 12/05
F-CAP/T-CAP Meeting Minutes 05/02/2018 – DRAFT	2018 02/06, 03/06, 04/03, 05/01
FRAWG/TRAWG/PAWG Approved Items	
Committee Survey Results	
Committee Accomplishments 2017-18	
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	

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.</p> <p>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"> • Jane Morgan • John Sinutko • Vance Manakas • Gerry Zucca- on sabbatical <i>Steve may join if he has time. Will let us know later.</i> • Mickey Howell • Brenda Woodhouse • Felix Masci • Kim Korinke 	<ul style="list-style-type: none"> • Carol Highashida • Dan McMichael • Kevin Balas • Tracie Bosket • John Dobbins • Erik Reese • Andrew Kinkella • Lydia Basmajian • Steve Callis • Michele Perry 	<ul style="list-style-type: none"> • <i>Silvia Barajas</i> • <i>Nenagh Brown</i> • <i>John Sinutko</i> • <i>Daniel Kaprelian</i> • <i>Gerry Zucca- Steve</i> • <i>Erik Reese</i>

Draft Goals 2018/19	Date of Action/Completion
<p>1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests. <i>Continue to pursue how attachments may be included and retrieved effectively from program plans. Develop method to insert and access pictures in plans. When Silvia moves list forward to Executive</i></p>	

Council. She is able to sort them. As long as she is able to sort them she is okay with process. Please assess your request by placing a dollar amount or your request will not go anywhere.	
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds. Formulate an information exchange with CTE to discuss workflow process. Mary chairs committee. Jeff also is on the committee. Suggestion was made that they could be invited to a meeting.	
3. Discuss campus wide Way-Finding Project. Nenagh, John, Erik are on committee. An email notification will be sent out to let everyone know when architects will be on campus.	
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents. Post information on website and through department chairs.	
5. Make recommendations for updating the Information Technology Operations Plan.	
6. Explore options for faculty webpages. Need to clarify what is our role with the faculty webpages. Victory & Marc would develop a template and then we would provide them with updates once a year. Dan will contact them to see what progress they have made. Silvia will invite them to our next meeting.	
7. Update Strategic Technology Plan.	