

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING MINUTES
 Wednesday, March 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	Languages & Learning Resources	Danielle Kaprelian	x
				VACANT	
				VACANT	
Co-Chair: Academic Senate Representative	Erik Reese	x	Business, CD & Student Engagement	Lydia Basmajian	x
				Wayne Snyder	
				Felix Masci	
Academic Senate President, Ex Officio	Nenagh Brown	x		Shannon Macias	
				Brenda Woodhouse	
				Audrey Chen	
Dean	Carol Higashida	x	EATM, Life & Health Sciences	Armine Torabyan	x
	Samuel Lingrosso	x		Norman Marten	x
Business Services	Michele Perry	x		Mary Swenson (Alt)	
	Dan McMichael	x		Lan Nguyen (Alt)	
	John Sinutko	x		VACANT	
Associated Students Representative	Rahyen Heilmann		Physical Science & Career Education	VACANT	
				VACANT	
				VACANT	
Instructional Technologist	Tracie Bosket	x	Student Health, Athletics, Kinesiology, ACCESS, Math	Vance Manakas	
Student Services Council	Kim Korinke	x		Kevin Balas	x
ACCESS	Shyan Diaz-Brown			VACANT	
Classified Staff	John Dobbins	x	Social & Behavioral Sciences	Richard Kemp	x
Vice President, Ex Officio	Amanuel Gebru			Lee Ballestero (Alt)	
	Julius Sokenu				
GUEST	Cynthia Osuna		Arts, Media & Communication Studies	Steve Callis	
				Mickey Howell	x
				Gerry Zucca	x

TOPIC	ACTION
1. WELCOME and INTRODUCTIONS – Welcome was extended and Introductions were made.	
2. PUBLIC COMMENTS – Hope that everyone was enjoying the rain and noted that Silvia was a little bit late to the meeting.	
3. APPROVAL OF MINUTES: February 6, 2019 There were a few typos that were corrected and Item 8 was updated to read “TRAWG reviewed new requests...”	Moved by John Sinutko, Second by Lydia Basmajian. Motion to approve the minutes as amended carried with the following abstentions – Danielle

TOPIC	ACTION
	Kaprelian, Armine Torabyan, and Kim Korinke.
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael IT project list was sent out with the agenda. There were no new items to add and the committee did not have any further questions. ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket The next and final scheduled Canvas training for the Spring 2019 semester will be March 11-April 14. There are still open spots. To register go to the DE Website. For those faculty members that would like to teach on-line for the summer session but are unable to attend March 11–April 14 training please contact Ms. Bosket. ➤ FACILITIES PROJECTS UPDATE – John Sinutko Facilities project list was sent out with the agenda. There were no new items to add. The committee asked about the outdoor classroom. Mr. Sinutko advised that it was for Kinesiology. The committee also asked for an update on the gender neutral bathrooms. Ms. Barajas advised that the issue was discussed at President’s Council. Associated Student presented the results of a survey that was conducted. The survey results were favorable to the need for gender neutral bathrooms in the second floor of the AC Building. The Building was different than originally identified. It was determined by the students that there was a greater need for gender neutral bathroom options for the lower campus. Ms. Barajas will provide a copy of the survey to the committee members. The President is awaiting feedback from the Chancellor and the Board of Trustees then a decision will be made. ➤ DISTRICT-WIDE IT UPATE- Dan McMichael Dan McMichael reported on behalf of Mr. Dan Watkins who was unable to attend. He stated that at the next FT CAP meeting Mr. Watkins will be providing us with a schedule for the Web Redesign. 	
<p>5. Strategic Technology Plan Update – Silvia Barajas Part of the FT CAP Annual Work Plan is the review and approval of the Strategic Technology Plan. However, since the Strategic Technology Plan is based on the Educational Master Plan which will not be completed and approved by the Board of Trustee until June 2019, we will not be able to complete this item. Mr. McMichael will also need to align the plan with the District Technology Plan. We will take up this item in Fall 2019.</p>	
<p>6. Faculty Web Pages- Erik Reese Mr. Reese presented a sample faculty web page. Everyone was in support of the design. It was acknowledged that this is just a temporary “Band-Aid” until the web redesign project is completed in the next two years. With the new web redesign, hopefully the pages will be updated automatically when faculty leave or change in classes.</p> <p>The plan is to hire a student assistant to create the faculty web pages for all tenure and tenure track faculty. Work with Photography faculty and staff to photograph individual faculty during professional development day so we can include their picture on the website.</p> <p>Items to resolve:</p> <ul style="list-style-type: none"> a. Work with Mr. McMichael to identify host, permissions, and key people to access pages for completion and minor updates. b. Ideally will create a hyperlink from the directory to the faculty home page. 	
<p>7. Lack of accessible parking near AC Building The committee discussed this item and agreed to the following:</p>	

TOPIC	ACTION
<p>Mr. Sinutko will evaluate the parking lot to determine if an additional disabled parking spot can be added to the parking lot. Mr. Sinutko needs to determine if all ADA requirements (access path, slope etc.) can be met. If it can be added it was agreed that Ms. Barajas should take the recommendation to Executive Council for approval. Further Ms. Barajas was asked to work with Campus Police to request their assistance to evaluating disabled parking and faculty/staff parking between the 3-4 week of each semester to determine where adjustments need to be made.</p>	
<p>8. Wayfinding – John Sinutko Meeting to review Wayfinding will be held hopefully this month. Mr. Sinutko was advised to schedule the meeting Monday, Wednesday, or Thursday after 2:30 pm to ensure maximum faculty input.</p>	
<p>9. TRAWG Prioritizations Vote</p>	<p>General Fund TRAWG Prioritization - Motion to approve by Sam Lingrosso, Second by Norm Marten. Motion Carried Unanimously</p> <p>Categorical TRAWG Prioritization - Motion to approve by Dan McMichael, Second by Lydia Basmajian. Motion Carried Unanimously</p> <p>Refresh TRAWG Prioritization - Motion to approve by Norm Marten, Second by John Dobbins. Motion Carried Unanimously</p> <p>Site Licenses TRAWG Prioritization - Motion to approve by Tracie Bosket, Second by Sam Lingrosso. Motion Carried Unanimously</p>
<p>10. FRAWG/TRAWG/PAWG Committee Reports – FRAWG Report – Mr. Lingrosso reported that the FRAWG Group met and has eight (8) items left to review. They are on target to bring their prioritizations to the April 3 FT CAP meeting. PAWG Report – Ms. Barajas reported that the PAWG Group met. There are a few items that need review however they are also on track to meet the April 3 deadline. Ms. Barajas extend her thanks to new member Richard Kemp. Mr. Kemp’s addition to the group has provided invaluable input to the committee when evaluating program needs. It reminds us why it is important to have someone from each division in one of the workgroup as it makes our work more informed.</p>	
<p>11. Update and Discussion on 2018/19 Committee Goals Nenagh Brown advised the group that Mr. McMichael and Mr. Sinutko will be leading discussions at the April 5 Education Master Plan College Wide meeting. This will allow students, faculty, classified, and staff to provide input into vision for technology and facilities. It was also discussed that once the time length of the Educational Master Plan is determined, FT CAP may need to adjust the cycle of when the Technology and Facilities Plan are prepared to ensure alignment.</p>	
<p>12. Good of the Order –</p>	
<p>13. ADJOURNMENT</p>	<p>Meeting adjourned 2:20 pm</p>

HANDOUTS	F-CAP/T-CAP 2018-19 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 3/06/19 – MC Share & Website	2018 09/05 , 10/03 , 11/07 , 12/05
F-CAP/T-CAP Meeting Minutes 2/06/2019	2019 02/06 , 03/06, 04/03, 05/01
IT Update Instructional Technology Update Facilities Projects Update	
TRAWG Prioritizations	

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"> Samuel Lingrosso John Sinutko Vance Manakas 	<ul style="list-style-type: none"> Carol Higashida Dan McMichael Kevin Balas 	<ul style="list-style-type: none"> Silvia Barajas Nenagh Brown John Sinutko

<ul style="list-style-type: none"> • Gerry Zucca • Mickey Howell • Brenda Woodhouse • Felix Masci • Kim Korinke 	<ul style="list-style-type: none"> • Tracie Bosket • John Dobbins • Erik Reese • Andrew Kinkella • Lydia Basmajian • Steve Callis • Michele Perry • Wayne Snyder • Norm Marten 	<ul style="list-style-type: none"> • Danielle Kaprelian • Steve Callis • Gerry Zucca • Erik Reese • Richard Kemp • Felix Masci
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Goals 2018/19	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	10/03
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	
3. Discuss campus wide Way-Finding Project	09/05
1) Continue to provide a report on completion of requested resources and communication out to the campus constituents.	
4. Make recommendations for updating the Information Technology Operations Plan and Strategic Technology Plan.	
5. Explore options for faculty webpages	09/05, 10/03