

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

Wednesday, November 7, 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
				Wayne Snyder	X
				Felix Masci	X
				Shannon Macias	X
Academic Senate President, Ex Officio	Nenagh Brown	X	EATM, Life & Health Sciences	Armine Torabyan	X
Dean	Carol Higashida	X		Audrey Chen	
	Jane Morgan	X		Brenda Woodhouse	X
Business Services	Michele Perry	X		Mary Swenson (Alt)	
	Dan McMichael	X		Lan Nguyen (Alt)	
	John Sinutko	X		Norman Marten	X
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			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		Arts, Media & Communication Studies	Steve Callis	
GUESTS	Cynthia Osuna	X		Mickey Howell	X
	Dan Watkins	X			

TOPIC	ACTION
1. WELCOME and INTRODUCTION Conducted member introductions.	Silvia Barajas called meeting to order at 1:18 p.m.
2. PUBLIC COMMENTS <ul style="list-style-type: none"> Nenagh did a call for Faculty Co-Chairs for Fall 2019-Spring 2021. November 16th is the closing date. Elections will be held on November 28th. This is open to all faculty. You are welcome to nominate faculty. 	

TOPIC	ACTION
<ul style="list-style-type: none"> Multi-Cultural Day- April 9, 2019. This event was started by Ranford and Cynthia. Dr. Tamarra Coleman will be coordinating upcoming event. She is looking for volunteers. The event will move in a new direction. Please contact Dr. Coleman for further details and to volunteer. 	
3. APPROVAL OF MINUTES: October 3, 2018	<p>Vance Manakas motioned to approve minutes with the following corrections:</p> <ul style="list-style-type: none"> Armine Torabyan and Shannon Macias are members not guests. Norman Marten needs to be added to the TRAWG membership. <p>Norm Marten seconded motion.</p> <p>Abstentions: Michele Perry & John Dobbins</p> <p>Motion carried</p>
4. INFORMATION/REPORTS <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael Dan shared that IT has been busy working on new projects, refreshing equipment, and keeping existing technology functional. IT completed the following projects/items: <ul style="list-style-type: none"> Updated campus servers with latest security patches Completed the migration of all non-faculty staff to Exchange Online Full-time faculty migration to Exchange Online beginning this month Refreshed several faculty and staff computers Updated campus firewall with latest protections Installed new printers in T-205 lab Installed new smart classroom in AA-115 Installed replacement Ricoh devices in multiple areas Additional updates and applications added to LMC-121, LMC-138, LMC-139, T-217, and T-205 lab images and deployed fresh images Increased security measures within Active Directory to limit exposure to unauthorized elevation of privileges Updated the wireless controller software and all wireless access point firmware to protect against vulnerabilities and add feature and capabilities Created new mobile computer lab with a total of 30 new laptops AC-205 Updated the campus anti-virus and anti-malware applications to protect against new viruses and vulnerabilities Blocked over 63,000 vulnerability attacks in October Blocked 131,000 user attempts to access malicious websites in October 	

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<ul style="list-style-type: none"> Completed 400 work orders in October <p>➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket Tracie reported that Proctorio, the video proctor for online/hybrid classes, is now available to Moorpark. She will be getting trained and then offer trainings for online and hybrid instructors.</p> <p>The district purchased Ally, an accessibility program that is integrated into Canvas. The project kicked-off on October 26 and all three colleges' Instructional Designers will be trained on Ally. After then she will offer trainings for faculty and staff.</p> <p>There are two trainings this month:</p> <ul style="list-style-type: none"> Canvas Basics: Thursday 11/29/18 from 4-6 pm. Details will be sent out to the campus Camtasia Workshop: Friday 11/30/18. Participants will receive a free Camtasia license. Details will be sent out to online and hybrid instructors. If you do not attend workshop, please check with Jennifer Kalfsbeek-Goetz if you would like to obtain a Camtasia license. <p>Anasheh Gharabighi, our new DE Coordinator, sent out a call for online instructors to send their online classes to the California Virtual Campus - Online Education Initiative (CVC-OEI) for review. Courses that are approved will have the opportunity to be included in the CVC Exchange at https://cvc.edu</p> <p>We have 253 Canvas Certified instructors, with 13 more currently being trained.</p> <p>2018 Can-Innovate Conference recorded sessions can be found by accessing the following link: https://ccconlineed.instructure.com/courses/2533/modules</p> <p>OEI tutor will be through Tracie or Anasheh. 10-12 people want to go through OEI.</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko John provided the following project updates:</p> <ul style="list-style-type: none"> Gym Renovation – Demolition/abatement began on September 11, 2018. We are in the ninth week of the physical work on the project. Additional ACM abatement is nearly complete, and new concrete floors are in the process of being poured. The project is scheduled to be completed on September 24, 2019. Field House – The Field House project start date is October 1, 2018. The project is in its 4th week. Underground utilities are going in. This project is scheduled to be completed in January 2019. Wayfinding – The first meeting of the Wayfinding Committee was held on October 8th, at 1:00 pm. Architects conducted an internet presentation on the project from their Georgia offices. We are currently reviewing information sent by Little on signage location. Links do not work on the architects Excel spreadsheets. He is working on this matter. Campus Center Preliminary Design – The cost was estimated to be \$10,363,995.00 without FF&E or Swing Space, the cost could reach \$12,000,000.00. It may be possible for Outreach and International 	<p>Camtasia Workshop- Tracie will clarify training time.</p>

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<p>Students to relocate to the Campus Center, in what is currently known as the Poly Room. On hold until further notice.</p> <ul style="list-style-type: none"> • PA HVAC Replacement Phase 2 – Complete. Closing out with DSA. • Communication Building Renovation – 150–151 Completed. Additional information is needed to set up Makers’ Space. • Film TV Media Renovation – This project began on October 17, 2018, and we are in the 5th week of project. The demo is nearly complete. We are on-track for meeting the CTE Funding deadline. • Outdoor Classroom Facility – The project started on October 13, 2018. We are scheduled to pour concrete on Friday, November 9th. We are on-track to meet the CTE funding deadline. • Tiger Habitat & Lion Habitat – The Tiger Habitat project has been combined with a new habitat for the lion. The revised architectural services fees are in the process of revision. Development of the Tiger habitat has gone through conceptual ideas, and will be developed in conjunction with the Lion Habitat. Please see the attached conceptual drawings. • Atomic Absorption Spectrometer PS-127 – Counter top installation is scheduled. • HSC 103- Computer Lab – Plan drawn, awaiting approval to proceed. • Replacement Panic Buttons – Project is tied to the District Wide Mass Notification Project. No new information. • Access Coaching Lab – Design & n Cost – A/E cost is \$43,820.00. On hold. • Parrot Structure – Working on using alternate, lower cost structure. • T-211 Computer Classroom – Plan for a 40 seat classroom has been approved. Scheduling work in progress. • LLR IT Rooms HVAC Replacement – Expect plans and cost information on November 12. 	
<p>5. Information Security Board Policy and Administrative Procedure – First Reading (Dan Watkins)</p> <p>Dan talked about the purpose of the Information Security Board Policy and Administrative Policy. They are working to make information more secure. Do not give your user name and password to anyone, not even IT. All California colleges are going through the process of implementing similar procedures. Members had questions regarding Board Policy #1 & #8. Dan stated he can be clearer on the difference between the two. Nenagh suggested to add faculty to it. This is going to ATAC and then to consultation. Nenagh would like to put this on the Academic Senate Council agenda for further review. Dan is happy to make changes that will work for each of the colleges. Nenagh asked membership if they are okay after Dan provides draft if it can be taken straight to council. Members voted to make a recommendation that the final draft goes through FT-CAP before forwarding on to the Academic Senate Council.</p> <p>Dan also mentioned that in the future you will not be able to access Banner through your personal computer. In an effort to protect everyone you will need to use a work issued computer/lap top and VPN.</p>	<p>Motion by John Dobbins for FT-CAP to receive Board Policy draft with the following changes:</p> <ul style="list-style-type: none"> • Edit Board Policy to include staff & faculty. • Provide clarification on #1 & #8. <p>Wayne Snyder seconded motion.</p> <p>Abstentions: Nenagh Brown</p> <p>Motion carried.</p> <p>Final draft will be presented to committee for review.</p>
<p>6. Website Redesign Update – Dan Watkins</p> <p>Website will be redesigned and take approximately 18 to 24 months to complete. Content and navigation may also be redesigned when migrating pages into new system. A new web developer will be hired. Not sure if we have the resources to do both and promote faculty webpages. Not sure if we will have time to develop website and promote faculty web pages. It was discussed that Drupal is not user friendly. Currently, there are 91 Drupal users. There are</p>	

TOPIC	ACTION
6,000 web pages. Need to look for duplication and redundancy. Dan will continue attending our committee meetings. Whatever partner we work with they will come to every college to redesign and make it user friendly. Dan stated that some things will be archived, merged, or recreated. Also have to ensure that web content is mobile phone and user friendly. Dan will keep members updated on the progress.	
7. Committee Reports – FRAWG/TRAWG/PAWG <ul style="list-style-type: none"> FRAWG – Jane mentioned they have been meeting as scheduled. They are 2/3 completed and anticipate being done by the end of the semester. TRAWG- Norm stated that Dan conducts much of the informational follow-up. They also anticipate to be done by the end of the semester. Something that pops up in TRAWG is site annual licensing. This needs to be paid every year and is not a one-time purchase. Norm stated that they will note it as a budget issue and that it needs to go to budget. Silvia mentioned it needs to go to budget meetings. If things don't meet criteria for FRAWG or TRAWG then forward to budget. PAWG- Silvia mentioned that they are waiting to receive items. No further update until items are received. <p>Erik is meeting with both groups in order to streamline process. Hoping to develop a template between the two groups. Silvia asked how FRAWG is handling categorical and general fund requests. Jane mentioned that they are struggling with that. She suggested that a more standardized process be established. Norm mentioned that if it's categorical to just recommend it since the funding is there. Checking for appropriateness. For general funds you need to prioritize accordingly. Nenagh mentioned that they are also going through similar things with the faculty prioritization.</p>	
8. Update and Discussion on 2018/19 Committee Goals <p>Erik stated that one of our goals is to meet with CTE to develop consistent systems. Silvia will schedule meetings with them.</p> <p>Jane stated that the staff parking concern near the AC building was not discussed at Deans Council due to their long agenda.</p> <p>Silvia was asked if staff or faculty are allowed to carry pepper spray, mace, or taser. According to board policy this is not allowed. If so, President of the college must be notified if such items are carried on campus.</p>	
9. Good of the Order	
10. ADJOURNMENT	Meeting adjourned at 2:17 p.m.

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 11/07/2018 – MC Share & Website	2018 09/05 , 10/03 , 11/07 , 12/05
F-CAP/T-CAP Meeting Minutes 10/03/2018	2018 02/06, 03/06, 04/03, 05/01
BP/AP 3721 Information Security	
IT Report	

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"> • Jane Morgan • John Sinutko • Vance Manakas • Gerry Zucca- on sabbatical in Fall • Mickey Howell • Brenda Woodhouse • Felix Masci • Kim Korinke 	<ul style="list-style-type: none"> • Carol Higashida • Dan McMichael • Kevin Balas • Tracie Bosket • John Dobbins • Erik Reese • Norman Marten • Lydia Basmajian • Steve Callis • Michele Perry • Wayne Snyder 	<ul style="list-style-type: none"> • Silvia Barajas • Nenagh Brown • John Sinutko • Danielle Kaprelian • Steve Callis (Gerry Zucca-Sabbatical) • Erik Reese • Richard Kemp • Felix Masci

Draft Goals 2018/19	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	
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	
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	