

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

Wednesday, May 2, 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	Faten Habib	X
Co-Chair: Academic Senate Representative	Erik Reese	X	Business, CD & Student Engagement	Lydia Basmajian Felix Masci	X X
Academic Senate President, ex Officio	Nenagh Brown	X	EATM, Health & Life Sciences	Jeny Joy	X
Dean	Norman Marten			Audrey Chen	
	Jane Morgan			Michlyn Hines	
Business Services	Michele Perry	X		Mary Swenson (Alt)	
	Dan McMichael			Lan Nguyen (Alt)	
	John Sinutko	X		Andrew Kinkella (Alt)	X
Associated Students Representative	Donna Rahgoshay	X	Athletics & Institutional Effectiveness	Vance Manakas	X
Instructional Technologist	Tracie Bosket	X	Mathematics & Sciences		
Student Services Council	Kim Korinke	X		Michael Walegur	X
ACCESS	Matt Spinneberg	X	Social & Behavioral Sciences	Kevin Balas	X
Classified Staff	John Dobbins	X		Matthew Morgan	
	VACANT			Kari Meyers	
	VACANT				
Vice President, ex Officio	Amanuel Gebru			Lee Ballestero (Alt)	
	Julius Sokenu			Steve Pfeffer (Alt)	
GUESTS			Arts & Communications	Steve Callis	
	Veronique Boucquey	X		Gerry Zucca	
	Jenine Daly	X		Brian Koehler	

TOPIC	ACTION
1. WELCOME and INTRODUCTION	
2. Public Comments	
3. APPROVAL OF MINUTES: April 4, 2018	Motion to approve made by Felix seconded by Vance. Motion passed with the following people abstaining: Kevin, Tracy, and Michael.
4. Faculty Web Pages – Victory Kitamura Time Certain 1:15pm 5. Faculty and staff are interested in updated webpages to include at the minimum pictures of faculty/staff and basic contact information. Victory Kitamura and Marc Bowman from District IT met with the committee to discuss the possibilities for Faculty and department webpages. Samples from CSUCI were shared and IT will use those as an option to see if they can develop a template for everyone to use. Jenine Daly mentioned that student	

TOPIC	ACTION
services council is also working on a similar project for the student services pages. Donna Rahgoshay, speaking on behalf of the students, said it would be nice if all faculty would do this as it is helpful to students.	
6. INFORMATION/REPORT	
➤ IT UPDATE –Dan McMichael No Report	
➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket Camtasia Workshop – Camtasia allows you to screen record/record video/record lectures. First 24 registrants will receive free software. Canvas Training – June 14-29, Sept 10 – Oct 7, Oct 29 – Dec 2. Website – Distance Ed has a faculty link PD = Link to Google Calendar is now empty. How is this maintained? Perhaps Brian Burns/VP Gebru/Dean Rothstein. Program ALLY – Negotiations with the vendor through Mike Rose and the ATAC committee. Blackboard ALLY – Accessibility – Possible funding through OEI. OEI – Moorpark has officially been accepted. This brings free resources for on-line education. Net Tutor included but we don't know if it will be free on a permanent basis. 5 seats need to be left open in each class that is offered through OEI. ZCT Grant Group. Zero Cost Textbooks. Purpose is to develop programs with zero cost textbooks.	
➤ FACILITIES PROJECTS UPDATE – Including Wayfinding - John Sinutko Gym is still with DSA the items of concern are the elevator and the moving storage shelves. PA – HVAC COM – Makers space, Fabrication Design Lab, Graphic Design classroom area, TV Editing should go to DSA on May 16. Outdoor Classroom Space – Construction Documents to DSC Old Financial Aid – Termite Treatment/Carpet/Furniture. Tiger Habitat Relamping Ballast	
7. Information Technology Operations Plan – Dan McMichael	Motion to approve made by Nenagh seconded by John Sinutko. Motion Passed
8. FTCAP Goals/Accomplishments 2017-18 Review and Approval– Erik Reese The Committee goals and accomplishments were reviewed and approved.	Motion to approve made by Vance seconded by Michael Walegur. Motion Passed
9. Update and Discussion on 2017/18 Committee Goals	
10. Committee Survey – Committee members were reminded to please complete the committee survey. An email with a link to the survey will be sent.	
11. Good of the Order – Thanks were extended to Faten Habib for her years of service to the committee and the college. We wished her well in her retirement.	
12. ADJOURNMENT	

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F/T-CAP Agenda 05/02/2018 – MCSHare & Website	2017 09/06 , 10/04 , 11/01 , 12/06
F/T-CAP Meeting Minutes 04/04/2018 – DRAFT	2018 02/07 , 03/07 , 04/04 , 05/02

Information Technology Operations Plan	
F/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> <p><i>Vice President of Business Services</i> <i>Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council</i></p> <p>Members</p> <p><i>Three faculty members from each Student Learning Division appointed by the Academic Senate Council</i> <i>Two Deans selected by the VP of Academic Affairs and Student Support</i> <i>Three classified representatives appointed by the Classified Senate</i> <i>Three Business Service representatives selected by the VP of Business Services</i> <i>One rep from Student Services Council appointed by the VP of Student Support</i> <i>One representative from ACCESS</i> <i>One student appointed by Associated Students</i></p>

FRAWG Members	TRAWG Members	PAWG Members
<ul style="list-style-type: none"> Jane Morgan Michael Walegur John Sinutko Vance Manakas Gerry Zucca Mickey Howell Brenda Woodhouse Felix Masci Kim Korinke 	<ul style="list-style-type: none"> Norman Marten Dan McMichael Kevin Balas Tracie Bosket John Dobbins Erik Reese Andrew Kinkella Lydia Basmajian Steve Callis Michele Perry 	<ul style="list-style-type: none"> Silvia Barajas Nenagh Brown John Sinutko Faten Habib Gerry Zucca Erik Reese

Goals 2017-18	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	11/1/2017, 02/07/2018, 03/07/2018, 04/04/2018
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	PRT Visit 11/9/2017, 04/04/2018
3. Discuss campus wide Way-Finding Project.	11/1/2017, 02/07/2018, 03/07/2018, 04/04/2018
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	Email to Faculty Chairs and Deans on 08/31/2017. Presentation at F/T CAP Meeting 09/06/2017 Email to Faculty Chairs and Deans on 04/04/2018

5. Make recommendations for updating the Information Technology Operations Plan.	04/04/2018, 05/02/2018
6. Explore options for faculty webpages.	05/02/2018