

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
 Wednesday, April 16, 2014 | 1:15-2:30 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Mathmatics & Physical Sciences	Marcos Enriquez Tom Ogimachi Michael Walegur	X X
Co-Chair: Academic Senate Representative	Martin Chetlen	X			
Academic Senate President, ex officio	Mary Rees	X	Behaviorial & Social Sciences	Kari Meyers Jack Miller Lee Ballestero	
Deans	Julius Sokenu Inajane Nicklas	X X			
Business Services	John Sinutko Darlene Melby Todd Hampton	X X	Enrollment Services, Health & Life Sciences	Christina Lee Brenda Woodhouse Audrey Chen	X
Associated Students Representative	Andrew Anderson Malik Sanders (alt.)		Business, Languages & Learning Resources	Hart Schulz Faten Habib Kara Lybarger-Monson	X X
Guests	John Dobbins	X			
			Performing Arts & Student Life	Traci Allen Nathan Bowen Dena Stevens	X
			Visual Arts & Applied Sciences	Howard Davis Gerry Zucca Ashley Chelonis	

TOPIC	ACTION
1. WELCOME and INTRODUCTION	The meeting was called to order at 1:21 p.m. and introductions were made around the room. No quorum.
2. Approval of Minutes March 19, 2014 meeting	The minutes had two corrections. With no quorum, they could not be approved. Will bring to the fall meeting.
3. INFORMATION/REPORTS ➤ IT UPDATE – Mr. Todd Hampton <u>Mr. Hampton –</u> <ul style="list-style-type: none"> <u>LYNC</u> - The phone orders have been placed. Balance of deployment is 27 phones. Response groups are currently being created. Co-Chair Ingram added that the creation of the response groups is an important piece since once it is done, it's done. She asked the committee to please be sure the persons in your divisions that are making these decisions know that. Looking at migrating the switchboard over to Lync in the next few weeks. Co-chair Ingram, Darlene Melby and Todd Hampton will meet to put out a campus communications email. Mr. Hampton told the committee 	

TOPIC	ACTION
<p>that he will be scheduling Lync trainings for the campus. Co-Chair Ingram added that since these trainings will be on Fridays, to please make an effort to be there. Mary Rees thanked IT for being so flexible with this process.</p> <ul style="list-style-type: none"> • <u>COMPUTERS</u> - Mr. Hampton told the committee that the computer order should be received within 6 weeks and IT will be pushing the refresh as quickly as they can. • <u>WIRELESS UPGRADE</u> – IT has selected Aruba as the wireless vendor. IT will start testing in parking structure, LLR and then finish the wireless upgrade throughout the campus during the summer. IT will be replacing old access points with newer connections so that they have faster service. Co-chair Ingram added that the stronger wi-fi will benefit students located anywhere on campus. • <u>ADOBE</u> - IT will be purchasing a site license for the entire campus which will include Adobe Cloud, Photoshop, Indesign, Illustrator, etc. IT will be able to upgrade Adobe Acrobat Professional remotely. <p>➤ INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis Not present – no report</p> <p>➤ FACILITIES – John Sinutko – Not present – Co-chair Ingram gave the committee an update on Mr. Sinutko's behalf.</p> <ul style="list-style-type: none"> • <u>FACILITIES MASTER PLAN</u> – The Board of Trustees approved the architect, Gensler. A contract is currently being drawn up and executed. The Consultant will then meet with the subcommittee. There will be a number of public forums to provide feedback to the committee and the consultant. The consultant will then provide a draft plan. That plan goes to the campus and Board of Trustees for approval. Co-Chair Ingram asked the committee to review the newest Educational Master Plan that is online over the summer so that feedback going to the consultant is informed. Co-Chair Ingram will be putting out an email to the campus regarding this process. This process will include what buildings are currently used, how they are used and if we need any new buildings. This does not guarantee that anything will happen but what the campus thinks we should do with secondary effects. The invitation will be extended to students to attend meetings and give feedback. It will take at least 9 months to get a document that we can take to the Board. 	
<p>4. TRAWG FINAL FOLLOW-UP ITEMS complete</p>	
<p>5. MEETING DATE/TIME CHANGE FOR NEXT ACADEMIC YEAR FCAP/TCAP Chairs are proposing a new time and day for this combined committee to the Academic Senate. The new time/day would be the 1st Wednesday of the month from 1:15-3:00 p.m. Mary Rees told the committee that Martin Chetlen will be on pre-retirement in the spring of 2015 so we will need a new co-chair while he is gone. Michael Walagur expressed interest. It will go to the academic senate meeting as a request.</p>	<p>The proposal of the new time slot for FCAP/TCAP was not opposed by any member of the committee. The time will change for the next academic year.</p>
<p>6. SURVEY RESULTS Co-chair Ingram told the committee that 5 committee members responded to the feedback request for the survey on Facilities/Tech CAP Prioritization and Committee Processes. She then went through those results with committee.</p>	
<p>7. ASSESSMENT/EVALUATION, NEW GOALS FOR FY15 At the first FCAP/TCAP meeting in Fall 2014 we will review the accomplishments. Co-chair Ingram told the committee that she will be working with the president to get a campus wide email out regarding the planning and resource allocation process. Mary Rees added that she would like to know how to get the information back into TracDat for the people doing next years program plans. Co-Chair Ingram added that they are trying to figure out how to get this information in a readable form for the public. Co-Chair Chetlen added that one of the goals for</p>	<p>Send out goals to the committee</p>

TOPIC	ACTION
<p>FY15 should be a feedback group.</p> <p>Suggestions from the committee:</p> <ul style="list-style-type: none"> • Possibly have everyone that is creating a program plan go to flex events that teach them how to write a program plan so it saves the TRAWG/FRAWG subcommittees time. Make this Flex event a yearly standing item so that any changes to TracDat will be part of that event. • Identify who is going to be on committees earlier in the academic year or possibly the year before. • Having people on board that already know the process to act as liasons to the new committee members or program plan people. • Have a session to talk about the process and learning outcomes 	
8. ADJOURNMENT	The meeting was adjourned at 2:12 p.m.

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 • Two Deans selected by the Executive Vice President • Three Business Service representatives selected by the Vice President of Business Services • One student appointed by Associated Students