

MOORPARK COLLEGE  
**Facilities/Technology – Committee on Accreditation and Planning**  
**(T-CAP/F-CAP)**  
**MEETING MINUTES**  
 Wednesday, March 19, 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	X
Co-Chair: Academic Senate Representative	Martin Chetlen	X		Tom Ogimachi	X
				Michael Walegur	X
Academic Senate President, ex officio	Mary Rees	X	Behaviorial & Social Sciences	Kari Meyers	X
				Jack Miller	
Deans	Julius Sokenu Inajane Nicklas	X X		Lee Ballestero	
Business Services	John Sinutko	X	Enrollment Services, Health & Life Sciences	Christina Lee	X
	Darlene Melby	X		Brenda Woodhouse	X
	Todd Hampton	X		Audrey Chen	X
Associated Students Representative	Andrew Anderson Malik Sanders (alt.)		Business, Languages & Learning Resources	Hart Schulz	X
				Faten Habib	X
Guests				Kara Lybarger-Monson	X
	Dave Fuhrmann	X	Performing Arts & Student Life	Traci Allen	X
	John Dobbins	X		Nathan Bowen	X
				Dena Stevens	
			Visual Arts & Applied Sciences	Howard Davis	X
				Gerry Zucca	
				Ashley Chelonis	

TOPIC	ACTION
1. <b>WELCOME and INTRODUCTION</b>	The meeting was called to order at 1:16 p.m. and introductions were made around the room
2. <b>Approval of Minutes February 12, 2014 meeting</b>	The minutes were approved as submitted.
<b>3. INFORMATION/REPORTS</b> <ul style="list-style-type: none"> <li>○ <b>IT UPDATE – Mr. Dave Furhman and Mr. Todd Hampton</b>  <u>Mr. Furhmann</u> <ul style="list-style-type: none"> <li>• The District website has been adopted. The website will now adjust to the devices screen and is more colorful and has more graphics. It is mobile friendly and goes hand and hand with current mobile site. We have a new search engine as well. The conversion is completely ADA 508 compliant on every page. We are updating webpages for each campus as we go.</li> <li>○ The District is moving away from Omni Update and going to Drupal. The move will save over \$30,000 per year. The District is creating templates for instructors to update their page more easily. Should be completed in May.</li> </ul> </li> </ul>	

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<ul style="list-style-type: none"> <li>○ Grades First is going to Board for approval next month as the district is moving away from SARS. It was difficult to get data out of SARS to report to the State and Grades First has a better user experience and lets the District be compliant with the State. <ul style="list-style-type: none"> <li>• John Dobbins asked about shortening the URL's that the students have to type in to go to a particular part of the website. The URL's around the website are all too long. Ashley Chelonis said to contact Victory Kitamura at District IT and he can assist to make the URL shorter.</li> </ul> </li> </ul> <p><u>Todd Hampton</u></p> <ul style="list-style-type: none"> <li>○ More Lync phones are on order. The phone deployment is almost done with 30-40 more to go. An email was sent out from Iris Ingram last week regarding the phone trees and that IT will be coming around to work on those. Should be done by next month. Some phone numbers will change in order for 911 to work correctly. An individual communication will be going out to those whose numbers will be changed as well as their divisions.</li> <li>○ Mr. Hampton asked that the computer orders not be requested all at once on April 14. Co-Chair Ingram said the computer orders should be in program plans already.</li> <li>○ <b>INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis</b> <ul style="list-style-type: none"> <li>➤ Course Studio &amp; Desire to Learn - ITAC committee discussed Course Studio since its ability to load files is very limited and it is set to change quite a bit. So the district will be moving away from Course Studio and using Desire to Learn (DTL). For those that don't want to take the 6 hours training to learn DTL and want to use just the basics of the program can now use DTL Lite. It is a scaled down version of DTL. DTL Lite is more user friendly. Ms. Chelonis asked the committee to please let people in their division that currently use Course Studio know that it will be gone by this summer and replaced with DTL Lite. Ms. Chelonis added that having everyone in DTL will allow for more options and fuctions as well as we will be able to fulfill SLO requirements. It has alot of big benefits. Questions from the departments should be directed to Ms. Chelonis.</li> </ul> </li> </ul>	<p>Ms. Chelonis will send something to Co-Chair Ingram to put out to the campus via email regarding the change over to DTL.</p>
<p><b>4. TRAWG PRIORITIZATION (ONLY)</b></p> <ul style="list-style-type: none"> <li>➤ Mr. Julius Sukenu told the committee that TRAWG received all the request for technology prioritization. They then looked at items that needed clarification and went back to the individual programs to narrow down the request. They sent back any requests that were work orders. Smart classrooms were looked at as well. IT recommendations come from Todd Hampton for FRAWG to look at. Making recommendations for refresh and non-refresh and making recommendations for smart classroom requests go to this committee for approval.</li> <li>➤ Co-Chair Ingram went over the lists from TRAWG with the committee, they are IT Refresh recommendations, Refresh Recommendation- TRAWG, and Smart Classroom Rank. Mr. Hampton adds up what it will cost and Co-Chair Ingram looks at what is appropriate to spend. The campus receives IELM money from the state which helps pay for these requests. The job of this committe is to look at the recommendations and affirm or reject the recommendation of TRAWG for these requests. Refresh is a rotating out of old technology with newer technology according to an IT schedule that is managed districtwide. Co-Chair Ingram said that we are looking to further refine these documents so that they can be posted on our website and be understood by everyone. This technology list gets folded in to the "big buy" that is done by district for IT.</li> </ul>	<p>Tom Ogimachi asked for a motion of recommendation for the TRAWG list to be accepted by this committee. Motion passed.</p>
<p><b>5. MEETING DATE/TIME CHANGE FOR NEXT ACADEMIC YEAR</b></p> <ul style="list-style-type: none"> <li>➤ Co-Chair Ingram proposed to the committee that we change the time/date of this meeting in the next academic year. The meeting is now proceded by a meeting that starts at 2:30 p.m. there fore we can not run late if needed. She is proposing to meet the 1<sup>st</sup> Wednesday of the month instead of the 3<sup>rd</sup> (currently) and also to extend the time to 1:15-3:00.</li> </ul>	<p>This item will be brought back to April meeting to make a decision on meeting date/time.</p>

TOPIC	ACTION
<b>6. SURVEY</b> <ul style="list-style-type: none"> <li>➤ Co-Chair Ingram developed this survey to bring to this committee to evaluate how this committee feels on how we did this year. Please put it in Co-Chair Ingram's mailbox by the 31<sup>st</sup> of March. She will tabulate and evaluate the results and bring to the next meeting in April. This will be used to establish the 14/15 goals and achievements.</li> </ul>	<p>The survey results will be brought back to the committee in April.</p>
<b>7. APRIL MEETING DEVOTED TO ASSESSMENT/EVALUATION, NEW GOALS FOR FY15</b> <ul style="list-style-type: none"> <li>➤ At the April FCAP/TCAP meeting we will assess our process and discuss new goals for FY15.</li> </ul>	
<b>8. OTHER DISCUSSED ITEMS</b> <ul style="list-style-type: none"> <li>➤ Co-Chair Chetlen had a question regarding the scantron vending machines and a rumor that those might not be available to evening students. Darlene Melby replied that the scantrons will be taken care of by Barnes and Noble and they will be putting a machine outside the bookstore. Currently the Scantrons are with Paul Mattson in the evening and also in the library for emergencies.</li> <li>➤ A comment was made about the need for more ATM's on campus. This was one of the items on the FRAWG priorities list. Co-Chair Ingram told the committee that the contract is done at the District level and there this subject has been discussed among the 3 Vice President's. The Board of Trustees is interested in how many ATM's there are and where they are located. Higher One's contract has been extended one more year. At the end of their contract the district is going to let an RFP go out for any financial industry member, ATM, etc... who wants to come on campus put in a bid. John Dobbins added that the campus is also in need of bill changers. Darlene Melby replied that there is a bill changer in the vending area. John Dobbins said that since Fountain Hall is open until 10 that maybe we should have a bill changer there. Co-Chair Ingram proposed that maybe it can be moved to Fountain Hall.</li> <li>➤ Dave Fuhrmann told the committee that the computers in Fountain Hall's center area were supposed to have SARS installed for students to do a self check-in. They are password protected currently until the service can be implemented. It will be another few weeks until it is a self service kiosk. John Dobbins added that there is no printers for students to use in Fountain Hall. Todd Hampton replied that we could use wireless printers in the area if we can get the printers.</li> <li>➤ Michael Walegur asked why we can't have food trucks on campus. Co-Chair Ingram replied that per EdCode 88033.1-4 states that it is against the law to contract out to certain services. We can not use contractors to do what college employees used to do at the cafeteria. Michael Walegur asked why food service trucks are at OC and VC. Co-Chair Ingram said it is because they have onstreet parking there, so the trucks are not parking on campus. We do not have that here at Moorpark.</li> </ul>	
<b>9. ADJOURNMENT</b>	<p>The meeting was adjourned at 2:30 p.m.</p>

**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><b>Co-Chairs</b></p> <ul style="list-style-type: none"><li>• Vice President of Business Services</li><li>• Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council</li></ul> <p><b>Members</b></p> <ul style="list-style-type: none"><li>• Three faculty members from each Student Learning Division appointed by the Academic Senate Council</li><li>• Two Deans selected by the Executive Vice President</li><li>• Three Business Service representatives selected by the Vice President of Business Services</li><li>• One student appointed by Associated Students</li></ul>