MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, September 3, 2014 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X
Co-Chair: Academic Senate Representative	Michael Walegur	X
Academic Senate President, ex officio	Mary Rees	X
Deans	Julius Sokenu Inajane Nicklas	X
Business Services	John Sinutko Darlene Melby Dan McMichael	X X
Associated Students Representative	Cheyenne McAlister	X
Guests	Dave Fuhrmann	X
	John Dobbins	X

DIVISION	FACULTY NAME	ATTEND
Mathmatics & Physical Sciences	Martin Chetlen Erik Reese Tom Ogimachi Marcos Enriquez (Alt.)	X X
Behavorial & Social Sciences	Kari Meyers Jack Miller	X
Enrollment Services, Health & Life Sciences	Christina Lee Norman Marten Cynthia Stringfield Giselle Ramirez	X
Business, Languages & Learning Resources	Faten Habib	X
Performing Arts & Student Life	Nathan Bowen Mickey Howell Brian Koehler (Alt.) Sherry D'Attile	X
Visual Arts & Applied Sciences	Steve Callis Gerry Zucca Ashley Chelonis	X X X

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	The meeting was called to order at 1:21 p.m. , Introductions around the room
2. **Approval of Minutes March 19, 2014 meeting** 3. **Approval of April 16, 2014 meeting**	The minutes for both meetings were approved as amended.
4. **INFORMATION/REPORTS** ➢ **UPDATE ON RESOURCE ALLOCATION – Iris Ingram** Co-Chair Ingram handed out copies of the Resource Allocation Decisions for Facilities, Technology, Classified Staff and Faculty (full and part time) to the committee. This handout is what Co-Chair Ingram is proposing we post on our website. For the Facilities section, Co-Chair Ingram would have a blurb along with it to make it more understandable. Staff would like to be able to track the status of where ordered computers are in the ordering process. This is not available now but is a work in progress. Dan McMichael will look into how this can be achieved. Suggestion to put a "status column" under the Technology section. John Sinutko said that he can load approved projects into his system so folks can see those. ➢ **LOCALLY FUNDED CAPITAL OUTLAY IMPROVEMENT PROJECTS HANDOUT – Iris Ingram (added to agenda at**	

meeting – Informational Only)

Co-Chair Ingram handed out a one page copy of all improvement capital projects for the district. It is part of the adoption budget and on the district website. Moorpark College has projects totaling over half the page. Some are improvements that we all agreed to do in this committee and others are safety issues. This comes from local money, not state.

➢ **IT UPDATE – Dave Fuhrmann/Dan McMichael**

Dave Fuhrmann

o Mr. Fuhrmann introduced Dan McMichael as Todd Hampton's temporary replacement. The District is currently working on restructuring IT including upgrading IT supervisory positions on all three campuses. Mr. McMichael works closely with Darlene Melby and Iris Ingram.

o *Power outage update* – A power sensor went out which powers the main data center at the DAC. Battery backups came up and worked at DAC. By 11:30 the banner and portal was back up but took a total of 8 hours to get everything back to normal. Have had meetings to work on what we can do to avoid that happening again. We have a disaster recovery emergency system here at Moorpark. We are excellorating projects now. Also looking at how Blackboard connect could have been used. As a district we can not use the outreach message but we can use the emergency message. Looking into how we can utilize it. Also looking at creating an alternate website here at MC that we could use in a similar situation.   Emergency District Preparedness committee has discussed moving a data center on our own facilities at the District, Mr. Fuhrmann is now becoming more agressive to see that happen.

o *Desire to Learn Changes* – The committee at the district pulled the plug on course studio. Because of changes to the program there needed to be a lot of training to keep it and Portal upgrades were making it more difficult. Changed to Desire to Learn (DTL) over the summer which was hard for Faculty coming back in the fall with no instruction. Instructors here at Moorpark were not able to look at the email changes in DTL before it changed over during the summer and we won't let that happen again in the future. Nice feature is that DTL tracks the email and by law we have to retain emails for 7 years between faculty and students.

o *Pilot of the online education system* - Ventura College decided they wanted to be a part of it and was chosen to participate starting next summer. They will be one of 8 colleges in California that decide whether it goes forward or not once the pilot is over. Students could potentially take classes at another college district if the one needed is full in our district. Mr. Fuhrmann said that the District wants this to be a districtwide dicision not just to be made by Ventura College. If this program goes through, we would all be using the same systems throughout the state.

Dan McMichael

o *Wireless Upgrades* - We are making progress with the wireless upgrades. LLR and Fountain Hall are the first two to be updated. This update is instant access points, like a cloud base controller. It is a continual project that may take years for the whole campus to be moved over to the wireless system. It is a huge capital project that the district has taken on. We here at Moorpark College are in more need due to our topography. We did purchase a couple of outdoor access points as well.

o *Firewall upgrades* – The firewall upgrades protects against safisticated attacks that the old one didn't blocked. We have had over 1100 attacks since 8/11/14. This blocks downloading videos and illegal file sharing.

o *Lync* – Lync is fully deployed. Adjustments are being made continually. SIP circuits have been installed for the internet based phone circuit. If our circuit goes out then it is routed over to Ventura College. This circuit helps it expand as more calls comes in. Discussion about voicemail and phone numbers for

TOPIC	ACTION

part timers. Some of them do not know that they have their own number or how to get voicemail. Mr. McMichael will check into making sure that they have been notified.
   o *Refresh Equipment* - Refresh equipment has been completed, instructional systems almost done. Reminder that refresh requests must follow proper protical.
   o *Adobe Site License* – We have received our Adobe site licence, Acrobat Pro can now be installed on systems. Put in a work order for it.
   o *Smart classrooms* – Finished two weeks of cabling in HSS. The work will continue from there. They have to work around classes so that will slow the process.
  ➢ **INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis**
    Due to time constraints, Ms. Chelonis did not give an update.
  ➢ **FACILITIES PROJECTS UPDATE – John Sinutko**
    Due to time constraints, Mr. Sinutko did not give an update but did ask if there were any questions. None at this time.
  ➢ **TRAWG Update**
    Nothing to report.
  ➢ **FRAWG Update**
    Nothing to report.	

5. **Goals & Objectives for 2014-15** Goals & Objective for 2014-15 were handed out to the committee. Since the meeting was coming to a close, Co-Chair Ingram asked the committee to look it over and we will bring it back next month.	Tabled until the October meeting.
6. **Facilities Master Plan** First campus wide discussion will be during the annual Fall Fling set for September 19th in the campus. Faculty, Staff, and students are invited. Will be the first in the series of conversations to be done argarding the master plan. Gensler will be there facilitating the discussion.	
7. **ADJOURNMENT**	The meeting was adjourned at 3:01 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
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP) *Committee of Academic Senate*	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.	**Co-Chairs** • Vice President of Business Services • Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council **Members** • 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