

MOORPARK COLLEGE  
**Facilities/Technology – Committee on Accreditation and Planning**  
**(F/T-CAP)**  
**MEETING AGENDA**  
 Wednesday, December 6, 2017 | 1:15-3:00 p.m., A-138

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

TOPIC	ACTION
<b>1. WELCOME and INTRODUCTION</b>	
<b>2. Public Comments</b>	
<b>3. APPROVAL OF MINUTES:</b>	
➤ <b>November 1, 2017</b>	
<b>4. INFORMATION/REPORTS</b>	
➤ <b>IT UPDATE –Dan McMichael</b>	
➤ <b>INSTRUCTIONAL TECHNOLOGY – Tracie Bosket</b>	
➤ <b>FACILITIES PROJECTS UPDATE – Including Wayfinding - John Sinutko</b>	

TOPIC	ACTION
5. Committee Updates and Issues– FRAWG/TRAWG/PAWG (Norm/Erik and Jane/Gerry and Silvia)	
6. Update and Discussion on 2017/18 Committee Goals	
7. Good of the Order	
8. ADJOURNMENT	

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., A-138
F/T-CAP Agenda  12/06/2017 – MCSHare & Website	2017   <del>09/06, 10/04, 11/01</del> , 12/06
F/T-CAP Meeting Minutes   11/1/2017 – DRAFT	2018   02/07, 03/07, 04/04, 05/02
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
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP)  <i>Committee of Academic Senate</i>	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.	<b>Co-Chairs</b>  <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>  <b>Members</b>  <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>

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

<b>Goals 2017-18</b>	<b>Date of Action/Completion</b>
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	11/1/2017
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	PRT Visit 11/9/2017
3. Discuss campus wide Way-Finding Project.	11/1/2017
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
5. Make recommendations for updating the Information Technology Operations Plan.	
6. Explore options for faculty webpages.	