

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

Wednesday, October 07, 2015 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas	X	Business, Science & Child Development	Navreet Sumal	
				Edmond Garcia	
Co-Chair: Academic Senate Representative	Michael Walegur	X	Enrollment Services, Mathematics & Physical Sciences	David Myorga	X
Academic Senate President, ex officio	Mary Rees	X		Erik Reese	X
Deans	Norm Marten	X	Behavioral & Social Sciences	Kari Meyers	
	Inajane Nicklas			Jack Miller	
	John Sinutko	X		Lee Ballesterio (Alt.)	
Business Services	Darlene Melby	X	EATM, Health & Life Sciences	Christina Lee	X
	Dan McMichael	X		Audrey Chen	X
Associated Students Representative	Neema Sheshebor	X		Brenda Woodhouse	X
Guests	Dave Fuhrmann	X	Languages & Learning Resources	John Dobbins	X
	Angela Wilkins	X		Faten Habib	X
	Tracie Bosket	X	Performing Arts & Student Life	Brian Koehler	
	Andrew Kinkella	X		Sherry D'Attile	
				Lydia Basmajian	
				Michael Grimes	X
			Athletics, Arts & Institutional Research	Steve Callis	X
				Howard Davis	
				Gerry Zucca	
TOPIC				ACTION	
1. WELCOME and INTRODUCTION					
o Introduction of new Vice President, Business Services: Silvia Barajas					
o Around the room introductions for rest of the committee.					
2. APPROVAL OF MINUTES: September 02, 2015 meeting (no action taken, no quorum) It was requested that Elizabeth send out the minutes again for additional corrections.				Elizabeth Salas to send out minutes electronically to all members.	
3. INFORMATION/REPORTS					
➤ IT UPDATE – Dave Fuhrmann/Dan McMichael					
1. Wireless access has been began to fill in the gaps around campus.					
2. Cableling will start on Friday for the Smart Classrooms identified by TRAWG. After that equipment will need to be installed (computer, projector, document camera, and sound. Work is being done on Friday to not disturb instruction.					
3. In the process of moving IT Server to Moorpark College so that it can be on a more stable platform. On-Base and the ticketing system has been moved to the new server. Banner not yet moved because didn't want to move it in during the first week of instruction so that students would not be affected. The move will provide better and stable service to students/faculty/staff.					
4. Canvas Timeline – No target dates. It needs to go through the consultation process. It is starting at					

DRAFT - PENDING APPROVAL

TOPIC	ACTION
<p>Ventura College probably go live in Summer of 2017. Currently it is free through 2018 and colleges are lobby for it to be extended. Premier Support for Help desk for Canvas support will cost about \$118K.</p> <ul style="list-style-type: none"> ○ Review District Technology Plan – Changes that Nathan provided have been incorporated. Presented to Board in August and approved in September and was approved it will be posted on the website and a link will be sent to everyone. The plan includes our compliance with 508 accessibility. Currently working with district-wide Senate to make decisions on distance learning and this is referenced in the Technology Plan. <p>➤ INSTRUCTIONAL TECHNOLOGY – Tracie Boskett</p> <p>A technology survey will be created for classroom technology to determine what they need and want to learn for their classroom. Starting a certification course for faculty that want to teach on-line but haven't been certified. Currently there are nine (9) people are going through the training to be certified to teach on-line. Looking for people that are doing creative things with technology so their work can be featured during flex week.</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko</p> <p>Parking lot repair project contractor just completed grading at the access road.</p> <p>Fire Alarm replace replacement Phase 1 (Communications, Administration, MM&O) is in Construction Documents</p> <p>High Efficiency Bathroom – Construction Document phase of design</p> <p>Irrigation Control System Upgrade– Construction Document Phase of Design</p> <p>PA Lighting, PA Dimmer Panel, LLR Emergency Generator and Lighting is out to bid.</p> <p>PS 208/209 Engineering Lab Conversion is in Design Development</p> <p>MM&O Remodel Design Development</p> <p>Administration – Secondary Effects – Early Schematics (information gathering)</p> <p>Gym Project kickoff – Information gathering</p> <p>Wayfinding – Information gathering</p>	
<p>There was a question about who owns and maintains the road around campus and Mr. Sinutko clarified that the College owns and maintains a big chunk of it, the city does maintain some of it though it belongs to us. On the south side the city has a right of way. From the southeast corner that bend past the main entrance of the campus at University, the city is maintaining not sure why but the city is maintaining. Co-chair Walegur asked about the area by the observatory as he would like to see a Traffic light put in that area. Mr. Sinutko advise that area does belong to MC.</p> <p>Update on the state law for reduction of rendering and food waste reduction. MC is in compliance right now with food/green waste requirements. We are in compliance with rendering and are working on composting. Food waste is minimal on the college.</p>	
<p>4. Adoption of 2015/16 Goals – Action to adopt Goals was taken in the September 2, 2015 meeting.</p>	
<p>5. OTHER</p> <p>➤ PAWG – Discussion</p> <p>No discussion was held as the program plan request had not been received. Chair will work with Institution Research to make sure information is provided so that the work group can begin their work.</p> <p>There was discussion regarding a Trial workgroup to be formed to discuss secondary effects of moves/remodels to make recommendation to the Senate. This is one of our goals. Co-Chair Barajas had a question on whether this is within our charge as described on the agenda. It was agreed that Co-Chair Barajas would go back and read the Making Decisions Document and update the charge if necessary.</p>	<p>Elizabeth Salas to set up meeting for PAWG</p>

TOPIC	ACTION
Membership for PAWG workgroup – John Sinutko, Mary Rees, Gerry Zucca, and Silvia Barajas. The PAWG groups will look at criteria that was approved for FRAWG/TRAWG to see if it can apply to PAWG. PAWG will work on the criteria and bring it back to this group for approval. ➤ Review and modify methodology and formatting for prioritization	
6. Ongoing Discussion – Integrating general and non-general funds for Facilities/Technology planning – Creating a standard template for FRAWG and TRAWG to use so that it is consistent, more user friendly and easier to read when we are moving forward recommendations. Different revenue streams between categoricals and general fund and how these are address. In particular SSSP and how do we address those items identified in the program plan that require SSSP funds in a timely basis. Work to be done in FRAWG and TRAWG but provide them with recommendations on how to prioritize. Separate funds and make recommendations. After discussion it was determined that the need to separate categorical from general fund was only needed for PRAWG.	
7. ADJOURNMENT	Moved by Brenda Woodhouse Second by John Sinutko. Motion passed.

HANDOUTS	F-CAP/T-CAP 2015-16 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 10/07/2015 – MCShare & Website	2015 09/02 , 10/07, 11/04, 12/02
F-CAP/T-CAP Meeting Minutes 09/02/2015 – MCShare & Website - DRAFT	2016 02/03, 03/02, 04/06, 05/04
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	
F-CAP/T-CAP Approved Goals	

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