

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(F/T-CAP)
MEETING MINUTES
 Wednesday, Nov 01, 2017 | 1:15-3:00 p.m., A-138

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

TOPIC	ACTION
1. WELCOME and INTRODUCTION	
2. Public Comments	
3. APPROVAL OF MINUTES:	
➤ October 4, 2017	Minutes from October 4 th were approved with no abstentions
4. INFORMATION/REPORTS	
➤ IT UPDATE –Dan McMichael The upcoming infrastructure upgrades (HP order) - will provide faster connectivity for users	

TOPIC	ACTION
<p>Performed final testing of the new dual 10 Gbps Internet circuits - we will cut over to the new circuits in December</p> <p>Heightened security alerting - alerts sent when malware or ransomware are detected so we can clean the system quickly before it spreads</p> <p>Phishing attempts are increasing, please let users know to notify IT of any potential phishing attempts</p> <p>Formal change control policy - forces IT to submit a formal request to make changes to servers, infrastructure, etc., and have a fallback plan</p> <p>Setup of new virtual reality system in gaming lab - allows students to interact with the games being created</p>	
<p>➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket</p> <p>MC has 100+ OER classes and many more Low Cost classes. Canvas training is going well. Tracy encouraged everyone to take a look at the Distance Ed Website and the Guided Pathways Website. There is a new tool Ally which helps to make websites, documents, and videos accessible. Tracie also encouraged faculty to use the Professional Learning Network provided by the CCC System.</p>	
<p>➤ FACILITIES PROJECTS UPDATE – Including Wayfinding - John Sinutko</p> <p>John gave a brief update on the wayfinding Town Hall held on October 18. An update was provided on the Gym Renovation, drawings should be moving forward to DSA in November and December and to bid shortly thereafter. We should know the cost of the construction by early March. The cost of construction is increasing rapidly and we are expecting the cost to be higher than the funds set aside. Funds from the infrastructure Fund will be set aside to address the gym renovation cost. Gerry Zucca asked about the old lockers and requested that they be moved to the AA building for use by the ceramic students. PAC renovation is substantially complete, but unfortunately there was not enough funds to install new speakers (\$200,000). Campus Center drawings will be reviewed with the affected parties in early November. We are also expecting that the cost for renovation will exceed the budget. No decisions will be made regarding the Campus Center until we are able to determine the full cost of the gym renovation. John continues to work with Dave Fuhrmann to come up with a solution for panic buttons throughout the campus. Softball dugouts are being modified to comply with league/conference standards. John is working with faculty and deans to determine the needs of COM Building. HSS and LLR will receive an LED light upgrade similar to the ones in Fountain Hall. The LED upgrade is to existing light configuration, the budget does not allow for different configurations. The Environmental Committee main focus this year is the Fountain and what to do with the Fountain area. A survey will be sent to students, faculty, and staff for input.</p>	
<p>5. Goal #2 - Prioritization Process for TRAWG/FRAWG (Norm/Erik and Jane/Gerry/Silvia)</p> <p>The committee chairs shared how projects are ranked.</p> <p>FRAWG – Committee reaches consensus and gives a rank of 1 (high), 2(Medium), 3(Low), Priority</p> <p>TRA WG – Committee members gives each project a score. The scores are totaled and that is the project score.</p> <p>The list is provided based on scores high to low.</p>	

TOPIC	ACTION
PAWG – Committee reaches a consensus and gives each project a High, Medium, Low, Explore, Submit Work Order, or Capital Project Request. All three committees also refer projects to FRAWG/TRAWG/PAWG as appropriate.	
6. PRT Update - November 9 at 12:40pm Reminder to the group that the PRT visit for F/T CAP will be on November 9.	
7. ADJOURNMENT	

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F/T-CAP Agenda 10/04/2017 – MCSHare & Website	2017 09/06 , 10/04 , 11/01, 12/06
F/T-CAP Meeting Minutes 04/05/2017 & 09/06/2017 – 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.	Co-Chairs <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> Members <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"> • Jane Morgan • Michael Walegur • John Sinutko • Angela Wilkins • Vance Manakas • Gerry Zucca • Mickey Howell • Brenda Woodhouse 	<ul style="list-style-type: none"> • Norman Marten • Dan McMichael • Kevin Bales • Tracie Bosket • John Dobbins • Erik Reese • Andrew Kinkella • Lydia Basmajian • Steve Callis • Michele Perry 	<ul style="list-style-type: none"> • Silvia Barajas • Nenagh Brown • John Sinutko • Faten Habib • Gerry Zucca • Erik Reese

Goals 2017-18	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	
3. Discuss campus wide Way-Finding Project.	
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	
5. Make recommendations for updating the Information Technology Operations Plan.	
6. Explore options for faculty webpages.	