MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, December 02, 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	Steve Callis	X
Co-Chair: Academic Senate Representative	Michael Walegur	X		Gerry Zucca	X
Academic Senate President, ex officio	Mary Rees	X	Enrollment Services, Mathematics & Physical Sciences	~~Marcos Enriquez~~	
Deans	Norm Marten	X		~~Thanh Trinh~~	
	Inajane Nicklas	X		David Mayorga (Alt.)	X
Business Services	John Sinutko	X		Angela Wilkins (Alt.)	X
	Darlene Melby	X	Behavioral & Social Sciences	Jack Miller	X
	Dan McMichael	X		Steve Pfeffer (Alt.)	
Associated Students Representative	Neema Sheshebor	X	EATM, Health & Life Sciences	Christina Lee	
Instructional Technology	Tracie Bosket			Audrey Chen	
				Michlyn Hines	
Guests	Dave Furhman	X		Mary Swenson (Alt.)	
				Lan Nguyen (Alt.)	
MEMBER	Kari Meyers	X		Andrew Kinkella (Alt.)	
MEMBER	Erik Reese	X	Languages, Library & Learning Resources	John Dobbins	X
				Faten Habib	
			Performing Arts & Student Life	Brian Koehler	
				Sherry D'Attile	X
				Lydia Basmajian	X
				Michael Grimes	
			Athletics, Arts & Institutional Research	Howard Davis	X

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	Start time: 1:25pm
2. **APPROVAL OF MINUTES: November 04, 2015 meeting**	John Dobbins motioned to approve minutes as amended. John Sinutko seconded the motion. No objections. Howard Davis abstains.
3. **INFORMATION/REPORTS** ➢ **IT UPDATE –Dan McMichael** IT closed 293 tickets in November 2015 with a 98.9% SLA compliance. Moved services from the DAC to MC. Library resources will be moved over winter break. MC IT is working with DAC IT to get more services moved (Banner) to MC. Reimaging for Spring in labs is done. Canon to Ricoh change happening after Fall Semester is over. Question was brought up on who approves text book with software to check with accessibility, not done in IT. PCI compliance project, working with Dell Secure Networks. Time Warner (TW) and library databases have been re-engaged and are accessible, appears to be working right now. Dan will continue to test and work with the TW engineers to fix the problem. Wifi upgrade is a rolling project, replaced all old	

APPROVED

TOPIC	ACTION

access points, now filling the gaps and adding access points. Determining where new access points are to be put we look at usage in each area and the changes as needed with the budget in mind.
        o **Review District Technology Plan - Dave Fuhrmann**
            PCI has 12 areas with 200 standards/items. Documentation with charge cards failed initial assessment. The primary focus is on Banner and the Student Business Office. If we don't comply with the standards, we can have our right to run cards revoked and fined up to $5000 per day. In the process of working on the accessibility of all public websites. Canvas was approved to move forward at VC from D2L. Pat James will be here for flex week as a state leader in online education. Canvas transition at VC has gone very well 20 out of 112 have moved to Canvas and another 60 on step to move to canvas in California. Marc Bowman can get set up early if instructor wishes. MC is the merchant for the Ricoh pay print. We are looking into Apple & Droid Pay features.
   ➢ **FACILITIES PROJECTS UPDATE – John Sinutko**
     Road project is physically done. Ran a test with Performing Arts (PA) using smoke machines and need to change some devices. Prop 39 is in year 3. PA lighting project to start on December 19, 2015. Working with purchasing department and city permitting for the LLR generator. Campus wide High Efficiency (HE) fixture upgrade is still being worked on. F, M & O remodel has not been done yet. Three scenarios were presented to the end users for the Gym renovation and one was selected. An update meeting will take place on 12/09/2015. Way Finding advisory group created of Silvia Barajas and Howard Davis. Preliminary discussions have begun on the space development for the SSA building; the trailer is available for use by either Financial Aid (FA) or EOPS. Need to procure a generator with a federal government contractor, need to get a permit first, and then get it approved before buying. Timeline is still being worked on for this.	

4. **Recommendation to Charge and Source of Authority - Silvia Barajas** Proposed changes are from the Making Decisions document. Silvia will look further at adding guidelines from the Making Decisions document.	
5. **Accreditation - John Sinutko/Dan McMichael** Both Standards IIIB and IIIC have been revised. Will review at a later date.	

6. **Work Group Updates**
     Senate will request 3 people per division for this committee to allow 1 per person per division to be on each of the 3 work groups.
   ➢ **FRAWG**
     Gerry Zucca –FRAWG has reviewed the initial request. They have decided that all space allocation should go to PAWG. Program plans now have rankings/categories. Astronomy has equipment and software requests. Need representatives from all different areas to give a voice in the work groups. FF&E wasn't ranked last year, will rank this year. Add an option to have money allocation next to requested resources.
   ➢ **TRAWG**
     Software will stay with Technology. Work group has gone through all the categoricals and sent their approval list to VP. Work group is about 2/3 of the way through the non-categorical requests. Question was proposed to create a separate category for software, web requests and new physical technology. Committee agrees to keep one list for all on campus and one list for the District.
   ➢ **PAWG**
     Needs to establish guidelines and get more people. PAWG agreed that they would be responsible for rating the space allocation requests.
	Recommendations for categorical items from TRAWG will be sent out to the committee for prioritization. The due date is 12/11/2015.

7. **Ongoing Discussion – Integrating general and non-general funds for Facilities/Technology planning** ➢ **Copy Center & Savings**	

APPROVED

TOPIC	ACTION
The switch from Canon to Ricoh will take place at the end of the Fall Semester. There will be an estimated $85,000 in savings to the District with the switch. The technology with Ricoh is superior and more modern. With the switch MC also receives all new copy equipment.	
8. ADJOURNMENT	Howard Davis motioned to adjourn at 2:46pm.

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

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