

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

MEETING Minutes

Wednesday, February 7, 2018 | 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 Felix Masci	X X
Academic Senate President, ex Officio	Nenagh Brown	X	EATM, Health & Life Sciences	Jeny Joy	X
Dean	Norman Marten	X		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	X	Athletics & Institutional Effectiveness	Vance Manakas	X
Instructional Technologist	Tracie Bosket	X	Mathematics & Sciences		
Student Services Council	Kim Korinke	X		Michael Walegur	X
ACCESS	Matt Spinneberg	X		Kevin Balas	X
Classified Staff	John Dobbins	X	Social & Behavioral Sciences	Matthew Morgan	
	VACANT			Kari Meyers	
	VACANT				
Vice President, ex Officio	Amanuel Gebru			Lee Ballestero (Alt)	
	Julius Sokenu			Steve Pfeffer (Alt)	
<b>GUESTS</b>			Arts & Communications	Steve Callis	X
				Gerry Zucca	X
				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>Minutes were approved with the following change:</b> <b>Change Control Policy requires IT to submit a formal request before making changes to district servers.</b>	Motion to approve minutes by John Sinutko second by Mike Walegur. Motion carried with Norm Marten and Vance Manakas abstaining.
<b>4. INFORMATION/REPORTS</b>	

TOPIC	ACTION
<p>➤ <b>IT UPDATE –Dan McMichael</b>  Over the next six months IT will be replacing data switches which will result in a faster speed and greater reliability. Life expectancy of the new switches is 7-8 years.  M Drive data will be migrated to a new server. This will also include changes in the data architecture to ensure security access. The migration is scheduled to take place over 2 days during the spring break.  Microsoft Exchange is also being migrated to the cloud.  Elevator phones are being worked on. The solution is to use cellular technology with the emergency phones as a default. Subsequent to the meeting it was determine that it would be best to use analog technology as the cellular technology was unreliable.  MC is interested in using One-Drive on a larger scale. There is concern about the safety of data on One-Drive. The committee requested that VP Barajas bring this item forward at ATAC.</p>	
<p>➤ <b>INSTRUCTIONAL TECHNOLOGY – Tracie Bosket</b>  March 2 DE workshop from 8:30 to 12:30.  Canvas Basic 2 classes being offered this semester. Committee requested that Canvas Files are made not accessible to students as the default. Tracy will check to see if this can be done.  Canvas Training Feb 25 and April 2-27.  There is a form that can be completed if a faculty member wanted to retrieve courses from DTL. A link will be sent to committee members.  There is a test site that everyone can use in Canvas. A link will be sent to committee members.  OEI group is working on a rubric that includes infrastructure and accessibility.  Michael Walegur expressed a concern that in the VCCCD app everyone can see everyone in the class including their social media. Tracie was going to look into this. Donna Rahgoshay suggested that perhaps a disclaimer could be added to the VCCCD site.</p>	
<p>➤ <b>FACILITIES PROJECTS UPDATE – Including Wayfinding - John Sinutko</b>  Gym – John will be meeting with Department of State Architect (DSA) on Feb 19  Wayfinding – presentation was made on January 23 to Deans and Chairs. There seems to be a consensus to use the school colors of Blue/Black/Silver. Steve Callis asked if there was a possibility of painting the building. This was cost prohibitive. The copy of the PowerPoint from the architects will be sent out with comment due by the end of next week  John reported that he is currently working on the following projects: EATM Security that is awaiting cards and training of staff, Panic Buttons, Access/Coaching Space, Outdoor Classroom Space, tiger enclosure, Field Hockey Closeout, Campus Center Renovation, and Fire Station Enunciator.</p>	
<p>5. <b>Committee Updates and Issues– FRAWG/TRAWG/PAWG (Norm/Erik and Jane/Gerry and Silvia)</b>  Norm and Erik reviewed the process and items from TRAWG with the group. They discussed 4 handouts: 2017/18 TRAWG General Fund, 2017/18 TRAWG Tech Refresh, 2017/18 TRAWG Categorical Funds, and 2017/18 TRAWG General Fund Ongoing Budget Items. One item that was forwarded to TRAWG from PAWG for the 2017/18 TRAWG General Fund was ranked as High with a score of 35. This item was to update the COM122 to a smart classroom.  Gerry reviewed the process and items from FRAWG he explained the rankings. High, Medium, and Low refers to Cost. 1, 2, 3 refers to priority. So if an item has High-1, this means it is a high cost item with a high priority.</p>	

TOPIC	ACTION
<p>Corrections were made to Page 3, first item to correct this to the appropriate unit (M&amp;O) and page 10 second item to correct this to the appropriate unit (Biology)</p> <p>Silvia reviewed the process and items for PAWG. Page 8 Unit name was corrected to Counseling. Many of the items that were ranked required bond funding. The group decided that we need to review and possibly update the masterplan to ensure the priorities of the campus are reflected.</p> <p>Matt Spinneberg was concerned that the remodel of Access Services was not highly ranked by FRAWG. Subsequent to the meeting it was decided that a walk through would take place to see if there low cost alternatives could be found. That walk through will take place in late March</p>	
6. Update and Discussion on 2017/18 Committee Goals	
7. Good of the Order	
8. ADJOURNMENT	Motion to adjourn by Norm, second by Dan. Motion carried.

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 2/7/2017 – MCSHare & Website	2017   <del>09/06, 10/04, 11/01, 12/06</del>
F/T-CAP Meeting Minutes   11/1/2017 – DRAFT FRAWG Recommendations TRAWG Recommendations PAWG Recommendations	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
<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.</p> <p>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><b>Co-Chairs</b></p> <p><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></p> <p><b>Members</b></p> <p><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></p>

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> <li>Felix Masci</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><i>Silvia Barajas</i></li> <li><i>Nenagh Brown</i></li> <li><i>John Sinutko</i></li> <li><i>Faten Habib</i></li> <li><i>Gerry Zucca</i></li> <li><i>Erik Reese</i></li> </ul>

Goals 2017-18	Date of Action/Completion
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.	