

MOORPARK COLLEGE

T-CAP/F-CAP

MEETING MINUTES

Wednesday, May 1, 2013 | 1:15-2:30 p.m., Campus Center Conference Rooms

Technology – Committee on Accreditation and Planning

POSITION	NAME	ATTEND		DIVISION	DEPARTMENT	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X		Education, Visual Arts, Math and Physical Sciences	Math	Kahroline de Passero	X
Co-Chair: Academic Senate Representative (1)	Martin Chetlen	X			CNSE/CS	Martin Chetlen	X
					Physics/Astronomy	Clint Harper	X
					Visual & Applied Arts	Erika Lizee	
Academic Senate President	Riley Dwyer			Enrollment Services, Behavioral and Applied Sciences	Behavioral Sciences	Kari Meyers	X
Information Technology Representative (1)	Todd Hampton	X		Health, Life and Natural Sciences	Health Sciences	Christina Lee	
	Dean Adams (alt.)				Chemistry/ Earth Sciences	Karen Savage	
Deans or Directors (3)	Julius Sokenu	X			Geography	Michael Walegur	
	Lori Bennett	X			English/ESL	Nils Slattum	X
Director, Facilities, Maint. & Ops.	John Sinutko				X	Library	
Learning Resource Supervisor	John Dobbins	X			Social Sciences, Languages and Learning Resources	Distance Education	Ashley Chelonis
				History/Institutions		Renee Fraser	
Associated Students Representative (1)	Christopher Conway			Student Life, Performing and Media Arts	ACCESS/LS	Shannon Bowen	X
Guests	Darlene Melby	X			Music/Dance	Nathan Bowen	
	Dave Fuhrmann	X			Digital Media Arts	Timothy Samoff	
					Theater Arts/Communication	Karen Peck	

Facilities – Committee on Accreditation and Planning

POSITION/DEPARTMENT	NAME	ATTEND	DIVISION	DEPARTMENT CHAIR OR DESIGNEE	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Education, Visual Arts, Math & Physical Sciences (2)	Erika Lizee*	X
				Gerry Zucca*	X
Co-Chair: Academic Senate Appointee	VACANT		Enrollment Services, Behavioral and Applied Sciences (2)	Marcos Enriquez*	
				Cindy Reed	
Associated Students' Representative (1)	Elijah Coyle		Health, Life and Natural Sciences (2)	Vance Manakas*	
Deans' Council Representatives (2)	Norm Marten	X	Social Sciences, Languages and Learning Resources (2)	Lupe Aldana	X
	Inajane Nicklas			Jack Miller	
	Kim Hoffmans*	X	Student Life, Performing and Media Arts(2)	Hart Shulz	X
	Julius Sokenu	X		Robert Salas*	
Director, Facilities, M&O	John Sinutko*	X	GUESTS	Traci Allen	X
Student Services Council Representative (1)	VACANT			Darlene Melby	
ACCESS Representative (1)	Sherry D'Attile				
Information Technology Representative (1)	Todd Hampton	X			

T-CAP/F-CAP MEETING MINUTES

TOPIC	ACTION
1. WELCOME! INTRODUCTIONS! Co-Chair Ingram opened the meeting and made introductions around the room.	The meeting was called to order at 1:21 p.m.
2. DISCUSSION <ul style="list-style-type: none"> ➤ Requests and Prioritization of Smart Classrooms Many program plans requesting fully outfitted smart classrooms or those that were partially outfitted will get the pieces to make them whole. The committee went through papers handed out which contained a list of audio visual needs in each building. These items were pulled from the program plans related to smart classrooms. Another handout was the appendix supplied by Todd Hampton which showed building by building and what is needed in each classroom. A discussion about how to prioritize using Todd's list and the TracDat list and whether all on Todd's list should be looked at right now or just the items from Tracdat. According to Todd the Gym still needs to be inventoried. The committee then went through the Items on the appendix line by line to create a more accurate picture of what is really needed in each building. ➤ Facilities Master Plan – Path Forward Need to update Facilities Master Plan but we are waiting for the Education Master Plan which is almost complete. John put together and presented a PowerPoint to begin discussion about the process. Q&A followed. ➤ Future Plans for the F-CAP and T-CAP Committees Co-Chair Ingram told the committee that in the fall she will call a joint committee meeting with F-CAP and T-CAP and the committees can decide after a couple of meetings whether they would like to remain joint or separate the two committees again. 	
3. ADJOURNMENT	The meeting was adjourned at 2:45 p.m.

Technology – Committee on Accreditation and Planning

Plans, monitors, and evaluates institutional technology including hardware, software, and training needed to support student learning; the Technology Master Plan and Technology Inventory; funding for technology based on an allocation of at least 30% of instructional equipment funding dedicated each year to technology equipment, software, and hardware needs identified in the Technology Plan and annual program plans; The Accreditation Self-Study; and Monitors implementation of Agenda 3C of the self-study relative to facilities.

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
TECHNOLOGY– Committee on Accreditation and Planning (Tech-CAP) <i>Committee of Academic Senate</i>	Plans, monitors, evaluates <ul style="list-style-type: none"> ▸ institutional technology including hardware, software, and training needed to support student learning <ul style="list-style-type: none"> ▸ the Technology Master Plan and Technology Inventory ▸ funding for technology based on an allocation of at least 30% of instructional equipment funding dedicated each year to technology equipment, software and hardware needs identified in the Technology Plan and annual program plans. ▸ The Accreditation Self-Study Monitors the implementation of Agenda 3C of the self-study relative to facilities Ed Code 53200(c): processes for institutional planning and budget development	Co-Chairs <ul style="list-style-type: none"> • Vice President of Business Services • Faculty member appointed by the Academic Senate Council and is a member of the executive committee of the Academic Senate Council (<i>Proposed change; pending final discussions and decision of the Academic Senate Executive Council</i>) Members <ul style="list-style-type: none"> • One faculty member from each Academic Department appointed by the Academic Senate Council • Three Deans/Directors selected by the Executive Vice President and the Vice President of Business as appropriate <ul style="list-style-type: none"> • Learning Resources Supervisor • One representative from Information Technology • One representative from the Accessibility Coordination Center and Educational Support Services <ul style="list-style-type: none"> • One student appointed by Associated Students

Facilities – Committee on Accreditation and Planning

Plans, monitors, and evaluates facilities and project-specific issues, the Facilities Master Plan, the Accreditation Self-Study, and Monitors the implementation of agenda 3B of the Self-Study relative to Facilities.

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>FACILITIES – Committee on Accreditation and Planning (CAP)</p> <p><i>Committee of Academic Senate</i></p>	<p>Plans, monitors, evaluates</p> <ul style="list-style-type: none"> ▸ facilities and project-specific issues ▸ The Facilities Master Plan ▸ <i>The Accreditation Self-Study</i> ▸ Monitors the implementation of Agenda 3B of the self-study relative to facilities <p>Ed Code 53200(c):</p> <ul style="list-style-type: none"> ▸ processes for institutional budget development 	<p>Co-Chairs:</p> <p>Vice President, Business Services</p> <p>Faculty appointed by ASEC</p> <p>Members:</p> <ul style="list-style-type: none"> ▸ Two faculty from each Division appointed by Academic Senate ▸ Director of F, M&O ▸ Two Deans appointed by EVP ▸ One IT representative ▸ One Student Services Council rep ▸ One student appointed by ASG



MOORPARK COLLEGE

Technology – Committee on Accreditation and Planning

Plans, monitors, and evaluates institutional technology including hardware, software, and training needed to support student learning; the Technology Master Plan and Technology Inventory; funding for technology based on an allocation of at least 30% of instructional equipment funding dedicated each year to technology equipment, software, and hardware needs identified in the Technology Plan and annual Program plans; The Accreditation Self-Study; and Monitors implementation of Agenda 3C of the Self-Study relative to facilities.

GOALS & ACCOMPLISHMENTS 2012-13

GOALS	ACCOMPLISHMENTS
1. Review the progress of staff implementation of the MC Operational Technology Plan 2011-12.	Completed.
2. Update the MC Operational Technology Plan as needed 2011-12.	Completed.
3. Assess the impact of the fulfillment of technology resource requests and the allocation process on program and non-program (administrative) areas.	Ongoing discussion which is included in current year's Program Plans.
4. Evaluate and make recommendations on the requests submitted by the various departments for distribution of the IELM and Technology Refresh funds.	Completed.
5. Communicate to the campus community during the Town Hall meetings on the committee accomplishments and activities for the academic year.	Completed through the Presidents Council.
6. Update the 3-year MC Strategic Technology Plan as needed.	In process.
7. Work with Facilities CAP to develop a process for recommending the creation, prioritization, and provisioning of "Smart Classrooms" across the campus.	In process; committees have been combined for FY 2013-14 to: create Facilities Master Plan, prioritize smart classroom requests, review and update Operational Technology Plan, recommend changes to Strategic Technology Plan.



MOORPARK COLLEGE

Facilities and Technology– Committees on Accreditation and Planning

Plans, monitors, and evaluates facilities and project-specific issues, The Facilities Master Plan, The Accreditation Self-Study and monitors implementation of Agenda 5 of the self-study relative to facilities.

GOALS 2013-14

2012-13 GOALS	PROPOSED REVISION TO PRIOR YEAR	PROPOSED NEW GOAL (2013-14)?
1. Review Facilities Master Plan process to gain understanding in order to recommend a district wide process for tying the 5-year Capital Plan to Facilities Master Plan and the Education Master Plan in relation to both the Resource Allocation Planning cycle and Technology Plan.		1. Undertake the management and implementation of the campus Facilities Master Plan (FMP) process including: facilitate the campus wide discussions and engagement, develop the draft document to include secondary effects, sustainable, green technologies, specific plans for areas such as EATM, and support the process to its conclusion.
2. Secondary Effects – Continue and document discussions of the secondary effects to the campus of the completion for all new construction projects and their impact on remaining capital planning priorities.	Included in Facilities Master Plan Goal.	2. Review and assess the effectiveness and outcomes of combining the Facilities CAP and Technology CAP Committees into one committee for the current fiscal year. And make recommendations for the future configuration.
3. Assess the effectiveness of the FRAWG workgroup and its impact on the facilities prioritization process.		3. Continue to assess the prioritization processes undertaken by the Committee to assess effectiveness and efficacy.

4. Develop a plan for implementing sustainable green technology initiatives throughout the campus.	Included in Facilities Master Plan Goal.	
5. Way- Finding – Review and improve existing and proposed sidewalks, pathways, signage, and campus beautification projects, etc. as impacted by campus construction and renovation projects.		4. Way- Finding – Review and improve existing and proposed sidewalks, pathways, signage, and campus beautification projects, etc. as impacted by campus construction and renovation projects.
6. Special Repairs – Review and prioritize repairs and renovations to existing buildings utilizing bond funds.		5. Special Repairs – Review and prioritize repairs and renovations to existing buildings utilizing bond funds.
7. Review the progress of staff implementation of the MC Operational Technology Plan 2011-12.	Completed.	
8. Update the MC Operational Technology Plan as needed 2011-12.	Completed.	
9. Assess the impact of the fulfillment of technology resource requests and the allocation process on program and non-program (administrative) areas.		6. Create a mechanism where programs can provide feedback to the Committee on the impact of the fulfillment of resource requests in technology and facilities.
10. Evaluate and make recommendations on the requests submitted by the various departments for distribution of the IELM and Technology Refresh funds.	Completed and included in new goal #6.	
11. Communicate to the campus community during the Town Hall meetings on the committee accomplishments and activities for the	Will use campus wide communication processes for Facilities Master Plan process.	7. Insure the inclusion of technology needs in the campus Facilities Master Plan.

academic year.		
12. Update the 3-year MC Strategic Technology Plan as needed.		8. Make recommendations for updating the Strategic Technology Plan.
13. Work with Facilities CAP to develop a process for recommending the creation, prioritization, and provisioning of “Smart Classrooms” across the campus.		9. Continue to develop and refine the process for prioritizing the requests for smart classrooms across campus.

MOORPARK COLLEGE

Facilities/Technology- CAP 2013-14

MEETING INFORMATION

3rd Wednesday, 1:15-2:30 p.m., A-138

2013

09/18

10/16

11/20

12/18

2014

01/15

03/19

04/16