MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, September 18, 2013 | 1:15-2:30 p.m., Campus Center Conference Rooms

POSITION	NAME	ATTEND		DIVISION	DEPARTMENT	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X		Mathmatics & Physical Sciences	Math	Kahroline Di Passero Marcos Enriquez Tom Ogimachi	X X
Co-Chair: Academic Senate Representative (1)	Martin Chetlen	X			Physics/Astronomy	Clint Harper	
					Chem/Earth Sciences	Karen Savage Michael Walegur	X
Academic Senate President	Mary Rees	X		Behavorial & Social Sciences	Behavioral Sciences	Kari Meyers	X
					History/Institutions	Jack Miller	X
Deans or Directors (3)	Julius Sokenu Inajane Nicklas VACANT	X X		Enrollment Services, Health & Life Sciences	Health Sciences	Christina Lee	X
					ANSC/EATM	Brenda Woodhouse	X
Information Technology Representative (1)	Todd Hampton	X			Life Sciences	Norm Marten Audrey Chen Lan Nguyen/Mary Swenson (alts.)	X
Director, Facilities, Maint. & Ops.	John Sinutko Scott Colvin (alt.)	X		Business, Languages & Learning Resources	English/ESL	Hart Schulz	X
					Library	Faten Habib	X
Learning Resource Supervisor	John Dobbins	X			World Languages	Kara Lybarger-Monson	X
Associated Students Representative (1)	Andrew Anderson Malik Sanders (alt.)	X X			Business	VACANT	
				Performing Arts & Student Life	Theater/Communications	VACANT	
ACCESS Representative (1)	Sherry D'Attile Shannon Bowen (alt.)				Counseling	Traci Allen	
					Music/Dance	Nathan Bowen	X
Student Services Council Representative (1)	VACANT				Health Center	Dena Stevens	X
Guests	Darlene Melby	X		Visual Arts & Applied Sciences	Kinesiology/Health Ed/Ath.	Howard Davis	X
					Visual & Applied Arts	Timothy Samoff Gerry Zucca	X
	Dave Fuhrmann	X			Sci/CNSE/CIS	Martin Chetlen	X
					Distance Education	Ashley Chelonis	X

TOPIC	ACTION
1. **WELCOME and INTRODUCTION of combined committees** Co-Chair Ingram welcomed the committee and gave a brief background of the two committees affirming they have been combined since both are important to the completion of the Master Plan. She suggested that the meeting stay combined for the duration of the year and then re-evaluate at that time.	The meeting was called to order at 1:25 p.m.

TOPIC	ACTION
2. Approval of Minutes from May 1, 2013 meeting	The minutes were approved with no changes by the committee.

3. INFORMATION/REPORTS
  ➤ **IT UPDATE – Mr. Todd Hampton/Mr. Dave Fuhrmann**
 	
Mr. Hampton – It was a busy summer and we are still finishing projects. The Refresh was the biggest part. Classroom technology is on hold while we are testing thin clients and moving to Windows 8. New helpdesk software is more helpful and has emailed details regarding the problem and status. Currently IT is very backed up with over 140 tickets outstanding. Co-Chair Ingram reminded everyone to put work orders through the work order system in order to track, analyze and document.
 	
Mr. Fuhrmann – Also very busy at the District. A Portal redesign was completed on the student side. It has been tested and has made a smooth transition. We are now looking at redesigning the public website. A committee is getting feedback and meeting again soon. The goal is to look more like the portal. The mobile application for students is being tested to include an interface with desire to learn and the portal. Testing with students should begin in mid October. It will also include alerts and campus announcements and will work with apple and android. Should work with Boost mobile within the year. Document imaging will release in October will allow documents and checklists to be scanned and share electronically. Financial Aid and A&R will use online forms that require many signatures and they will now be using electronic signature. In the long term, the project should be up and running in spring. We have been using Degreeworks for about a year with many challenges. The State will probably adopt degreeworks, so we will then have to arrange for additional training. Lync is about 1/3 of the way installed here at Moorpark College. Todd and Dave will be re-ramping up in the next few weeks to finish installing around campus. Marc Bowman is working with Lync and Desire to Learn to make the two systems link up. Should have full transition of Lync by next summer.
 	
  ➤ **PROJECTS – Mr. John Sinutko/Mr. Scott Colvin**
 	
Mr. Scott Colvin - attended on behalf of Mr. Sinutko.
• Over the summer a contractor put panic buttons in locations on campus offices that might need to call campus police quickly. That was phase 1, there will be a phase 2 coming soon.
• The Parking Structure should be completed by February.
• Conversion to AA complex almost complete.
• This summer we moved everyone out of FH into the SSA. First stop projects started this week. Should be done end of December.
• Cyberkeys - should have all hardware in by the end of the week. Added software to a couple of laptops so they can be programmed on the spot. Every division office has a charger/docking station. If someone looses a key, the master key has to touch every door that the key was programmed to open. If the lost key is put into a lock then they can kill the key. This project started 3 years ago with test buildings to help with the problem of having too many keys with too much access. The State mandated to change the locks, so the campus decided to go forward with the cyberkeys at that point. Makes us more safer and over time it will be more economical	

➤ **TRAWG Update –Co-chairs Mr. Julius Sokenu and Ms. Kahroline Di Passero –** The charge of the TRAWG sub-committee is to review technology requests from Program Plans on behalf of this committee. TRAWG ranks the request high to low and then forwards the recommendations to this committee (T-CAP). There is a list of criteria that helps with ranking. TRAWG makes the decisions as to what is important and this committee votes on prioritization. The recommendation is then taken forward to the Vice Presidents Council and the President. TRAWG and FRAWG members come directly from this committee (T-CAP/F-CAP). Last year the two work groups broke out further regarding the requests for smart classrooms. And since they go through facilities and technology, Co-Chair Ingram would like to keep that separation going forward. Program plans are in the works now and this committee will vote in January or sooner for proposed priorities.	This committee charges TRAWG and FRAWG to look at facilities requests as a whole and make recommendations to this committee.

TOPIC	ACTION
➢ **FRAWG Update - Co-chairs – Ms. Inajane Nicklas and Mr. Gerry Zucca** Nothing to add at this time. **4. DISCUSSION** ➢ **Goals & Objectives for 2013-14** The proposed Goals & Objectives for 2013-14 was sent out prior to the meeting and gone over during the meeting. ➢ **Smart classroom definition** Because of time constraints, it was agreed that the smart classroom definition would be sent out via email to the committee for comment/approval. ➢ **Facilities Master Plan** Because of a time constraints, it was agreed that the timeline for the master plan implementation would be sent via email to the committee for comment/approval.	A motion was made and the combined F-CAP/T-CAP 2013-14 goals were passed by the committee.
5. ADJOURNMENT	The meeting adjourned at 2:36 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) *Committee of Academic Senate*	Plans, monitors, 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 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** • 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 (*Proposed change; pending final discussions and decision of the Academic Senate Executive Council*) **Members** • 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 • Learning Resources Supervisor • One representative from Information Technology • One representative from the Accessibility Coordination Center and Educational Support Services • 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
FACILITIES – Committee on Accreditation and Planning (CAP) *Committee of Academic Senate*	Plans, monitors, evaluates ‣ facilities and project-specific issues ‣ The Facilities Master Pan ‣ *The Accreditation Self-Study* ‣ Monitors the implementation of Agenda 3B of the self-study relative to facilities Ed Code 53200(c):	Co-Chairs: Vice President, Business Services Faculty appointed by ASEC Members: ‣ Two faculty from each Division appointed by Academic Senate ‣ Director of F, M&O

‣ processes for institutional budget development	‣ Two Deans appointed by EVP ‣ One IT representative ‣ One Student Services Council rep ‣ One student appointed by ASG