

MOORPARK COLLEGE  
**Facilities/Technology – Committee on Accreditation and Planning**  
**(T-CAP/F-CAP)**  
**MEETING MINUTES**  
 Wednesday, October 16, 2013 | 1:15-2:30 p.m., A-138

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

TOPIC	ACTION
1. <b>WELCOME and INTRODUCTION</b>	Co-Chair Chetlen welcomed the committee at 1:16 p.m.
1. <b>Approval of Minutes from September 18, 2013 meeting</b>	The minutes were approved as submitted with no changes.

TOPIC	ACTION
<p><b>2. INFORMATION/REPORTS</b> – Co-Chair Chetlen updated the committee on the membership revisions: Because of workgroups needed for this committee, we are revising the membership for the committee from 2 members for each division to 4. Iris Ingram, Martin Chetlen and Mary Rees will meet next week to discuss and to move to Academic Senate for approval.</p> <p><b>3. IT UPDATE – Mr. Todd Hampton</b></p> <ul style="list-style-type: none"> <li>➤ <u>Services Level Agreement (SLA) – 12/13 review &amp; 13/14 update</u> – Mr. Hampton told the committee that when the SLA was approved in 2012 they were supposed to revisit it every 6 months. At that time IT had no way of tracking work orders but now they do. The SLA document currently is for faculty and staff. Questions were raised by the committee about student equipment and how to assist them. Mr. Hampton said that currently we don't support students beyond wireless. Student equipment would be considered out of scope which is any equipment not owned by the district but IT does currently help students when they are available. A suggestion was made to have someone in the student areas that would have training to help students when they have computer problems.</li> </ul> <p><b>4. PROJECTS – Mr. John Sinutko</b></p> <ul style="list-style-type: none"> <li>➤ The parking structure is on schedule and will finish on time or maybe early.</li> <li>➤ Fountain Hall is moving along and on schedule, hopefully completed for classes on the 6<sup>th</sup> of January.</li> <li>➤ Out to bid on the EMS project (energy management system). It is an 8 month long project that includes the Prop. 39 energy efficiency project for parking lighting that will have LED's with motion sensors. We are in the application stage right now.</li> </ul> <p><b>5. TRAWG Update –Co-chairs Julius Sokenu and Kahroline Di Passero</b></p> <ul style="list-style-type: none"> <li>➤ Mr. Sokenu – TRAWG met on the September 21st. The committee went through the review process. We did not have enough faculty representatives. EVP Lori Bennett told Mr. Sokenu to expect the program plans by the end of the week to both TRAWG and FRAWG.</li> </ul> <p><b>6. FRAWG Update - Co-chairs – Inajane Nicklas and Gerry Zucca</b></p> <ul style="list-style-type: none"> <li>➤ Ms. Nicklas – FRAWG has not met, we need membership from each division and IT.</li> </ul> <p><b>7. Master Plan Timeline/RFP/RFQ Update – John Sinutko</b></p> <ul style="list-style-type: none"> <li>➤ <b>Master Plan Timeline</b> – Hiring of an architect to help us facilitate the process. We would like to have this completed by next year. We are the source of information for the architect. Mr. Sinutko asked the committee to think ahead to 2014-2020; what would you like to see your classroom look like? That is the type of information that we would provide to the architect. The end document should produce guidelines for what is to come. "Ya'll Comes" will help get the information from the campus. We need to have our role better defined in order to help facilities. We should refer to the Strategic Plan, Educational Master Plan and the Program Plans to feed into the Facilities Master Plan. The architect's role in this plan is they are doing the writing, researching and making our vision happen. We would then review their work product and go back to the architect for changes, etc... The architect would also provide the costs, etc.. This plan is for implementing our vision.</li> </ul> <p><b>8. Smart Classroom Process</b></p> <ul style="list-style-type: none"> <li>➤ Co-Chair Chetlen asked to bring this back to next month's meeting due to time constraints and asked the committee to look over the powerpoint presentation which was sent to all members on the prioritization process and the document about the definition and prioritization criteria in the meantime.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The committee asked for a more permanent solution for students and would like to bring this back to look at it again in the future.</li> <li>➤ The committee asked to add computer labs to the SLA priorities list. Mr. Hampton will add it.</li> <li>➤ Suggestion to number computer stations, Mr. Hampton will look into it but thinks they are already numbered. Possibly add numbering to the back of the monitor for the instructor can see it.</li> </ul> <ul style="list-style-type: none"> <li>➤ Committee is asked to give John the go ahead for the timeline and RFQ/RFP. The committee agreed.</li> <li>➤ Committee asked to have the Facilities Master plan added to the agenda each month.</li> <li>➤ John asked the committee to look at the summary of specific services desired and the evaluation process and give him feedback. We need to put a committee together to work on this.</li> <li>➤ Send out John's powerpoint presentation to the committee.</li> </ul>
<b>9. ADJOURNMENT</b>	The meeting was adjourned at 2:30 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
<p>TECHNOLOGY– Committee on Accreditation and Planning (Tech-CAP)</p> <p><i>Committee of Academic Senate</i></p>	<p>Plans, monitors, evaluates</p> <ul style="list-style-type: none"> <li>› institutional technology including hardware, software, and training needed to support student learning</li> <li>› the Technology Master Plan and Technology Inventory</li> <li>› 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.</li> <li>› The Accreditation Self-Study</li> </ul> <p>Monitors the implementation of Agenda 3C of the self-study relative to facilities</p> <p>Ed Code 53200(c): processes for institutional planning and budget development</p>	<p><b>Co-Chairs</b></p> <ul style="list-style-type: none"> <li>• Vice President of Business Services</li> <li>• 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>)</li> </ul> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>• One faculty member from each Academic Division appointed by the Academic Senate Council</li> <li>• Two Deans/Two Directors selected by the Executive Vice President and the Vice President of Business as appropriate <ul style="list-style-type: none"> <li>• Learning Resources Supervisor</li> </ul> </li> <li>• One representative from Information Technology</li> <li>• One representative from the Accessibility Coordination Center and Educational Support Services</li> <li>• One student appointed by Associated Students</li> </ul>

### 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"> <li>› facilities and project-specific issues</li> <li>› The Facilities Master Plan</li> <li>› <i>The Accreditation Self-Study</i></li> <li>› Monitors the implementation of Agenda 3B of the self-study relative to facilities</li> </ul> <p>Ed Code 53200(c): › processes for institutional budget development</p>	<p><b>Co-Chairs:</b> Vice President, Business Services Faculty appointed by ASEC</p> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>› One faculty from each Division appointed by Academic Senate</li> <li>› Director of F, M&amp;O</li> <li>› Two Deans appointed by EVP</li> <li>› One IT representative</li> <li>› One Student Services Council rep</li> <li>› One student appointed by ASG</li> </ul>