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.

MEETING NOTES - DRAFT
Wednesday, September 5, 2012 | 1:15-2:30 p.m., A-138

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

TOPIC	ACTION
1. WELCOME! INTRODUCTIONS! The meeting was called to order at 1:17 p.m. and a quorum was established.	

TOPIC	ACTION

2. REVIEW & APPROVE MEETING NOTES
    ➤ **TCAP Meeting Notes | May 2, 2012**
      A few changes were made to the meeting notes.
	Accepted as amended

3. REPORTS
    ➤ **I.T. Update –Mr. Todd Hampton/Mr. Dave Furhmann**
      Todd Hampton told the group it was a busy summer. They continue to work on upgrading and distributing laptops and LLC classroom upgrades are in process. LLC 122, 123, and 124 will become smart classrooms. Right now they are on carts in the classrooms so the instructors can use them. IT is waiting cabling to finish the project off. Thin clients are much faster and working well. Slowly moving Lync into the campus and it seems to be working well. Student workers making their way around campus and inspecting computers. IT is working through backlog but in better position than this time last year. Dave said he commends Todd and his team for their work this summer. Lot of issues last fall due to lack of resources but this fall has been quiet with 1/2 the calls as last year. Parking permits and registration on-line seems to be going well and the students seem to know how it all works. Dave shared last year with the Board that we have the smallest IT team, that most colleges have 8-10. Shannon Bowen spoke up to commend how fast IT responds when she calls. Dave spoke more in regards to Lync stating that the Districts initiative is a unified system and that everyone will have Lync within 40-60 days.   It enables you to share your desktop in order to have IT see it in real time, faculty can record and play back, and it is no cost to the district except for new phones since we already owned the system. Iris said they plan to link it into the emergency notification system with phones in every office and classroom so they will get a call if there is an emergency on top of the email/SMS that is sent out through blackboard connect. The siren will be used as well but it is not heard in some parts of the campus. The phones should be in classroom by end of semester. Dave said a new committee has been formed starting in October per the accreditation recommendations called ITAC (Instructional Technology Advisory Committee) which will have 2 faculty members from each college. The Committee will make recommendations that will move forward through ATAC and eventually the Board. This committee will better serve instructional needs. Martin asked Dave if we will have windows 8 soon. Dave said the server version is available now but IT hasn't developed a strategy yet on how or when they will implement it. The Thin clients do support windows 8, so in time IT will be reviewing and will give the committee an idea of when we can move forward. Iris said that IT will be the final determiners as who will be the beta testers. A question regarding what happens when electricity goes out which Dave responded that there is a backup system that will come on and last for approx. 30 minutes.
    ➤ **TRAWG Update – Ms. Lisa Miller/Ms. Faten Habib**
      Lisa Miller reported that they had their first meeting last week. They don't have all the program updates yet so no resource request yet. The Strategic Technology Plan is mostly updated for this 3 year cycle. There are some numbers in question. It will be cleaned up and hopefully distributed to the committee before next month's meeting. TracDat should make it easier for the initial request this year. Iris said all governance committees program plans extraction is usually labor intensive so TracDat should make it easier. Told the group to update your program plans before October 15.	

4. DISCUSSION
    ➤ **GOALS AND ACCOMPLISHEMENTS– 2011/2012**
      Handouts of the 2011/2012 goals and accomplishments were passed out. The committee took some time to look them over and they were approved with no changes.
    ➤ **GOALS – 2012/2013**
      Handouts of the 2012/2013 goals and accomplishments were passed out with the goals for this coming year taken off the minutes from May 2, 2012. Numbers 1 and 2 both had 2011-2012 and were corrected to read 2012-2013. Number 3 read "Develop a process to assess the effectiveness of the resource allocation processes with respect to technology needs." After some discussion Number 3 was changed to "Develop and implement a process and assess the impact fulfilled technology resource requests," Numbers 4-7 were moved down to become 5-8 and number 4 now reads "Assess the impact of the allocation process on program and non-program (administrative) areas."
	FY 11/12 motion of adoption passed
	
	 FY Goals 12/13 adopt as amended passed

TOPIC	ACTION
5. ACTION ➤ None	
6. ADJOURNMENT	**The meeting was adjourned at 2:20 p.m.**

HANDOUTS	**MEETING CALENDAR 11/12** **1st Wednesday, 1:15 p.m., A-138**
AGENDA |9/5/12 – **MCShare & Webpage**	**2012** | ~~9/5~~, 10/3, 11/7, 12/5
MEETING NOTES |5/2/12 – **MCShare & Webpage**	**2013** | 2/6, 3/6, 4/3, 5/1
GOALS | 2012-13 – **MCShare & Webpage (pending approval)**	
GOALS & ACCOMPLISHMENTS | 2011-12 – **MCShare & Webpage (pending approval)**	

TECHNOLOGY - CAP		
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