



## 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

**Wednesday, February 2, 2011 | 1:15-2:30 p.m., PCR**

POSITION	NAME	ATTEND	DIVISION FACULTY REPRESENTATION	NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Applied & Social Sciences (2)		
Co-Chair: Academic Senate Representative (1)	Martin Chetlen	X	Art, Media, Education, & Enrollment Services (2)	Steve Callis Katherine Zoraster	X X
Associated Students Representative (1)	Lisa Audish	X	Language & Learning Resources (2)	Faten Habib Kara Lybarger-Monson	X X
Information Technology Representative	Rick Shaw Todd Hampton Dean Adams	X X	Mathematics & Physical Sciences (2)	Ed Garcia Michael Walegur	
Deans or Directors (3)	Lori Bennett Lisa Miller Inajane Nicklas	X	Natural Sciences (2)		
ACCESS Representative (1)	Shannon Bowen Obie Younan (alt.)		Performing Arts and Student Life (2)	Vail Keck Mickey Howell	X X
Academic Senate President	Riley Dwyer				
GUESTS	Darlene Melby	X			
	Ashley Chelonis	X			

TOPIC	ACTION
<b>1. WELCOME! INTRODUCTIONS!</b> Co-Chairs Iris Ingram and Martin Chetlen welcomed everyone in attendance. Introductions were made around the room. Co-Chair Ingram indicated that all of the meeting information pertaining to TCAP was now accessible on the MC website. Per the Brown Act, all meeting information (agendas, minutes, etc.) should be made public. Additionally, for those members who are having difficulty accessing MCSHare, this option allows you to retrieve the information more easily.	<b>Meeting began at 1:15p.m.</b>

TOPIC	ACTION
<p><b>2. REVIEW &amp; APPROVE MEETING NOTES</b></p> <ul style="list-style-type: none"> <li>➤ <b>TCAP Meeting Notes   December 01, 2010</b> The December 01, 2010 TCAP Meeting Notes were approved as corrected.</li> </ul>	<p><b>Co-Chair Ingram called for a motion to approve the December 01, 2010 TCAP Meeting Notes as corrected. Mr. Todd Hampton motioned for approval. Dean Lisa Miller seconded the motion. Motion carries.</b></p>
<p><b>3. REPORTS</b></p> <ul style="list-style-type: none"> <li>➤ <b>I.T. Update – Todd Hampton/Rick Shaw</b> Mr. Todd Hampton indicated that the remaining refresh items, approved last year, were installed and ready to go. Additionally, he noted that he finished reviewing the TRAC Refresh recommendations for this year.</li> </ul> <p>Mr. Rick Shaw indicated that they are currently reviewing virtual desktop deployment for our campus. A virtual desktop is the practice of hosting a desktop operating system within a virtual machine running on a centralized server. It is a variation on the client/server computing model. Basically, instead of having to update every computer individually, they will be able to build one operating system and one image and then push it out to multiple devices. Additionally, it comes with the eventual benefit of identity management. As the user logs-on, their credentials are geared to their individual needs. The user could log-on to any virtual machine and have their applications available to them based on their credentials. The first location to receive virtual desktops will be the Open Access Lab in the LLR. The computers that are currently in the LLR OAL will be used as spares.</p> <p>Mr. Shaw reported that on February 12, they will be doing a round of upgrades on the Storage Area Network (SAN). This should not affect operations. Mr. Shaw acknowledged that there are points of failure with our email structure, which is consolidated at the District. If a break occurs along the email structure at the District, we can't get email. Discussions are ongoing to possibly have the structure replicated at Moorpark to be used as an alternate in the event it goes down at the District.</p> <p>Mr. Shaw noted that the long term goals of the I.T. Department are to convert the phones over to IP. Brief discussion was held.</p> <p>Co-Chair Ingram thanked the Moorpark College IT Department for their hard work with regards to closing out IT Work Orders.</p>	

TOPIC	ACTION
<p>➤ <b>TRAC (Workgroup) – Dean Lisa Miller</b>  Dean Lisa Miller indicated that TRAC has been working through all of the technology requests that were in the department program plans. Dean Miller distributed an eleven page list outlining the various technology requests. Discussion was held regarding the technology requests list. Dean Miller requested that department representatives of TCAP review the various pages for accuracy. Any corrections need to be given to TRAC on or before February 15, 2011.</p> <p>Co-Chair Ingram and Ms. Darlene Melby are meeting weekly at the District to review the Operating Budget. By March 2011, Co-Chair Ingram will have an estimated budget for the formerly known IELM/Tech Refresh/Lottery funds. Purchases of technology will need to be coordinated with the District technology buy.</p>	
<p><b>4. DISCUSSION</b></p> <p>➤ <b>Making Decisions Revisions (TCAP portion) – Co-Chair Ingram</b>  Co-Chair Ingram indicated that the TRAC Workgroup brought forward to TCAP, drafts of their work including their charge, composition, how they operate and timelines for the purposes of including it into the Making Decisions document. After TCAP accepted the work of TRAC, it was forwarded to the President for review. Further discussion was held with the President and the Academic Senate President regarding the definitions of subcommittees, it was determined that TRAC would be relabeled as a Workgroup. A subcommittee is covered under the provisions of the Brown Act; therefore, all of the minutes, agendas, etc. would need to be posted and made public. Information that was submitted by TRAC will not be included in the Making Decisions document. Co-Chair Ingram applauded TRAC for their hard work and noted that other committees on campus are considering adopting TRACs model and forming their own Workgroups.</p> <p>➤ <b>Budget</b>  Co-Chair Ingram indicated that the Budget Townhall was held on January 31, 2011. She reviewed the possible scenario cuts of 3%, 5%, and 7%. Co-Chair Ingram noted that a special election in June for tax extensions will take place. If the tax extension is not voter approved, it won't matter how much is set aside for IELM/Tech Refresh as the college budget will need to be revised.</p> <p>➤ <b>Operations Plan</b>  Mr. Shaw will have a draft of the Information Technology Operations Plan by April for adoption in May.</p>	
<p><b>5. ACTION</b></p>	
<p><b>6. ADJOURNMENT</b></p>	<p><b>Meeting adjourned at 2:12p.m.</b></p>

HANDOUTS	MEETING CALENDAR 10/11 1 <sup>st</sup> Wednesday, 1:15 p.m., PCR	
AGENDA   02/02/11 – MCSHare & Webpage	2010	09/01, 10/06, 11/03, 12/01
MEETING NOTES   12/01/10 – MCSHare & Webpage	2011	02/02, 03/02, 04/06, 05/04
GOALS   2010-11 – MCSHare & Webpage		

TECHNOLOGY - CAP		
RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>TECHNOLOGY– 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>› 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>	<ul style="list-style-type: none"> <li>○ Co-chairs: Vice President of Business Services and a Faculty member appointed by the Academic Senate Executive Council</li> <li>○ Two faculty members from each Student Learning Division appointed by the Academic Senate Executive Council</li> <li>○ Three Deans/Directors selected by the Executive Vice President</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>