



## 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, March 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
Associated Students Representative (1)	Lisa Audish	X	Language & Learning Resources (2)	Faten Habib Kara Lybarger-Monson	X
Information Technology Representative	Rick Shaw Todd Hampton Dean Adams	X X	Mathematics & Physical Sciences (2)	Ed Garcia Michael Walegur	X
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	
Academic Senate President	Riley Dwyer				
GUESTS					

TOPIC	ACTION
<b>1. WELCOME! INTRODUCTIONS!</b> Co-Chair Ingram welcomed everyone in attendance. Introductions were made around the room.	<b>Meeting began at 1:20pm.</b>

TOPIC	ACTION
<p><b>2. REVIEW &amp; APPROVE MEETING NOTES</b></p> <ul style="list-style-type: none"> <li>➤ <b>TCAP Meeting Notes   February 2, 2011</b> The February 2, 2011 TCAP Meeting Notes stand as distributed.</li> </ul>	<p>Co-Chair Ingram called for a motion to approve the February 2, 2011 TCAP Meeting Notes. Dean Lisa Miller motioned for approval. Mr. Michael Walegur seconded the motion. Motion carries.</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 reported that there was an ongoing Domain Name Server (DNS) issue. Virus updates were not being deployed to the student used computers on campus. The issue has been resolved and the computers are undergoing scheduled updates.  Mr. Hampton indicated that he recently gave the TRAC workgroup a refresh list to consider. Additionally, he reported on the conversion of desktop computers to virtual computers. He indicated that this conversion would take place in the LLR Open Access Lab. Training for the 48 virtual machines will occur sometime during Spring Break for the IT Staff. Mr. Rick Shaw reported that a microwave guide at Ventura College was damaged by a General Contractor or a subcontractor, resulting in a degraded signal. It will be replaced sometime during Spring Break. Mr. Shaw indicated that an outage is not likely to occur. Mr. Shaw mentioned the installation of internal and external cameras campus-wide. He noted that announcements would go out to employees prior to future installations in the affected buildings/areas.</li> <li>➤ <b>TRAC (Workgroup) – Lisa Miller</b> Ms. Faten Habib discussed the handout titled, “Technology vs. Equipment” with the members of TCAP. She indicated TRAC was tasked to come up with something that would help program plan writers determine which line to place their requests on and what happens to that request. TCAP members reviewed the handout. Co-Chair Chetlen requested that the faculty statement on the second page also be placed on the first page. Co-Chair Chetlen also requested that Ms. Lisa Putnam receive a copy of the finalized handout so that she can give it to the various departments during program plan creation. It was also suggested to distribute the handout to members of EdCAP and Dean’s Council.  Dean Lisa Miller reported that TRAC reviewed the technology requests against the established criteria. As discussed during the February TCAP meeting, some items were removed as they were not applicable to technology. Co-Chair Ingram stated that Ms. Darlene Melby would like to review the final lists with Mr. Todd Hampton to pin down more of the details. The lists (New and Refresh) identified the requests per the following ranking (5-high, 3-medium, 1-low). Dean Miller noted that most of the requests were either high or low, very few medium. Dean Miller asked whether or not TRAC was to prioritize the requests within each of the categories (i.e, all the 5’s, 3’s, 1’s). Co-Chair Ingram stated that TCAP would do the final prioritization.</li> </ul>	

TOPIC	ACTION
<p>Dean Miller indicated a majority of the requests are for smart classrooms. Considerable discussion was held regarding this issue. It was agreed to extract the smart classroom requests and continue to move forward with the other requests. The smart classroom requests will be separated; however, they will run parallel with the non-smart classroom requests. Co-Chair Ingram will bring the extracted requests and a letter written on behalf of TCAP to the chairs of FCAP and EdCAP, detailing the need for smart classrooms and requesting a plan of action for the requests for prioritizing those needs across the campus. Mr. Rick Shaw indicated that he would have the IT Department prepare a smart classroom inventory (smart room, partial room, none).</p> <p>Discussion was also held regarding the development of a crossfunctional team to include members from each of the Committees on Accreditation and Planning (TCAP, FCAP, EdCAP).</p> <p>➤ <b>IELM/Tech Refresh Budget Update – Iris Ingram</b> Co-Chair Ingram will have the updated IELM/Tech Refresh Budget to the members by the April TCAP meeting.</p>	
<p><b>4. DISCUSSION</b></p> <p>➤ <b>Making Decisions Revisions (TCAP portion) – Iris Ingram</b> Not discussed.</p>	
<b>5. ACTION</b>	
<b>6. ADJOURNMENT</b>	Meeting adjourned at 2:26pm.

HANDOUTS	MEETING CALENDAR 10/11 1 <sup>st</sup> Wednesday, 1:15 p.m., PCR
<b>AGENDA</b>   03/02/11 – <b>MCS</b> hare & Webpage	<b>2010</b>   09/01, 10/06, 11/03, 12/01
<b>MEETING NOTES</b>   02/02/11 – <b>MCS</b> hare & Webpage	<b>2011</b>   02/02, 03/02, 04/06, 05/04
<b>GOALS</b>   2010-11 – <b>MCS</b> hare & 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>	<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> </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>○ One representative from the Accessibility Coordination Center and Educational Support Services</li> <li>○ One student appointed by Associated Students</li> </ul>
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