



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, September 1, 2010 | 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)	Ebony Taylor	X	Language & Learning Resources (2)	Faten Habib Kara Lybarger-Monson	X X
Information Technology Representative (1)	Rick Shaw Todd Hampton (alt.) Dean Adams (alt.)	X X X	Mathematics & Physical Sciences (2)	Ed Garcia Michael Walegur	X X
Deans or Directors (3)	Lori Bennett Lisa Miller Inajane Nicklas	X X X	Natural Sciences (2)		
ACCESS Representative (1)	Shannon Bowen Obie Younan (alt.)	X	Performing Arts and Student Life (2)	Vail Keck Mickey Howell	X X
GUESTS	Darlene Melby	X			
	Riley Dwyer	X			
	Ashley Chelonis	X			

TOPIC	ACTION
1. WELCOME! INTRODUCTIONS! Ms. Iris Ingram welcomed everyone in attendance and introduced herself as the Vice President of Business Services as well as the Co-Chair for Technology-CAP (TCAP). Mr. Martin Chetlen will continue to serve as the other Co-Chair. Introductions were made around the table. Co-Chair Ingram reminded the Committee that all of the documents pertaining to each meeting can be located on MCShare. Co-Chair Ingram mentioned that the Moorpark College Academic Senate has authorized six standing committees to execute their responsibilities on academic and professional matters; TCAP being one of them.	Meeting began at 1:15pm.

TOPIC	ACTION
2. REVIEW & APPROVE MEETING NOTES <ul style="list-style-type: none"> ➤ TCAP Meeting Notes May 5, 2010 Meeting Notes stand as distributed. 	<p>Co-Chair Ingram called for a motion to approve the May 5, 2010 TCAP Meeting Notes. Co-Chair Chetlen motioned for approval. Ms. Ebony Taylor seconded the motion. Motion carried.</p>
3. REVIEW OF CHARGE OF COMMITTEE (Source Documents) <ul style="list-style-type: none"> ➤ Educational Master Plan ➤ Making Decisions at Moorpark College ➤ Accreditation Self Study 2010 <p>Co-Chair Ingram discussed and reviewed the Charge of TCAP. Furthermore, Co-Chair Ingram reminded the members of TCAP that the Charge of the Committee is always on the bottom of every agenda. Co-Chair Ingram informed the Committee that the District and three Colleges will undergo Accreditation. The site visit for Moorpark College is scheduled for October 11-14, 2010. Co-Chair Ingram indicated that the TCAP Charter is derived from the Making Decisions document for Moorpark College. In preparation for the site visit, a Self-Study document was created incorporating various standards. Technology-CAP falls under Standard IIIC. The Accreditation Team will make every attempt to attend standing or governance committee meetings while they are here. Additionally, it is highly likely that the team members will contact committee co-chairs.</p>	
4. REPORTS <ul style="list-style-type: none"> ➤ I.T. Report – Rick Shaw/Todd Hampton <p>Co-Chair Ingram commented on what a great job the IT Department has done with the newly opened Academic Center. Mr. Todd Hampton stated that the Academic Center had a successful launch of 31 smart technology classrooms. The amount of submitted Track-it Work Orders was 331 with 251 of them closed. Co-Chair Chetlen asked for an overview of the upcoming changes in technology for the 2010-11 Academic Year. Mr. Rick Shaw noted that there were several. They've rolled out the Cretron equipment, smart classroom management that has backend capability. This will allow the tracking of bulb life, enable the ability for on/off scheduling, it's power management software for PCs that will be rolled out to every computer in the district. The power management software was paid for by a grant through Edison which gives us a modest decrease in our rate for energy consumption. Additionally, IT is currently testing virtual desktops. Mr. Hampton discussed several pilot groups on campus are testing Windows 7; the interface is different. Awaiting feedback from these groups. Co-Chair Ingram suggested that the IT Department connect with the M&O department regarding any future powersaving projects.</p> <p>Mr. Shaw indicated that during registration at the beginning of the semester, it was noted that they literally saw an increase, approximately 40%, in online traffic (students and instructors were camping-out online waiting to see the status of a class) causing major congestion on the server. IT is working to resolve this</p>	

TOPIC	ACTION
<p>issue.</p> <p>Another project that Ms. Darlene Melby commented on was the Financial Aid information conversion to Banner.</p> <p>Brief discussion was held regarding D2L and Course Studio.</p> <p>An update of the EMS Room Scheduling program will be brought to the next TCAP meeting. Additionally, a draft of the Technology Plan, Balanced Scorecard, and Service Level Agreements will also be reviewed at the next TCAP meeting.</p> <p>➤ TRAC SubCommittee</p> <ul style="list-style-type: none"> ▸ Special Instructions <p>Dean Lisa Miller stated that TRAC is a sub-committee of TCAP. TRAC's main charge is to extract the technology requests from the annual Program Plans and thoroughly evaluate each of them. Once a thorough evaluation has been done, the requests are then prioritized. The prioritizations are then brought back to TCAP as a recommendation for implementation. TCAP votes on the order in which the requests are fulfilled. TRAC considers IT recommendations and compare the list with available funds. Over the last Fiscal Year, 100% of the technology requests were fulfilled. All requests go through the Vice President's office by which a requisition is processed.</p> <p>Academic Senate President, Ms. Riley Dwyer asked how the prioritization criteria was established and how the TRAC members were members chosen. Co-Chair Chetlen reminded the Committee that a lot of hard work went into the planning and organization of the TRAC subcommittee.</p> <p>Dean Miller stated that a draft of the Criteria for Priorotization was given to the TCAP members in May for review. At that time, feedback was requested regarding the document. They had only received one comment, a grammatical correction. TRAC would like to bring it back again for review and comment. If you have any feedback, please inform Ms. Faten Habib.</p> <p>Co-Chair Ingram thanked the members of TRAC for all of their hard work. She noted that a future agenda item should be about the creation of the process and how it is assessed.</p> <p>Dean Miller indicated that EdCap has asked that the Program Plan revisions be done by September 28. TRAC will get those list of items that are on the Program Plans and review them in early October.</p> 	

TOPIC	ACTION
<ul style="list-style-type: none"> ➤ Status of State Budget FY11 ➤ IELM and Tech Refresh Balances Co-Chair Ingram indicated that the outlook for the State hasn't changed. Additionally, Co-Chair Ingram stated that the State is in the process of closing the tentative budget to bring the balances more up-to-date. Co-Chair Ingram stated that the Refresh Budget Account was increased to \$300K. Co-Chair Ingram stated that the State used to give us money for IELM purchases; however, they don't any longer. We now have to self-fund through the general fund. Co-Chair Ingram stated that the District's budget outlook hasn't changed since the Town Hall meeting. The District is sending the Adopted Budget to the Board for approval in October. 	
5. DISCUSSION <ul style="list-style-type: none"> ➤ Review of Accomplishments of Goals 2009-10 Co-Chair Ingram reminded the Committee that the TCAP 2009-10 Accomplishments had been approved at the May 2010 meeting. ➤ Goals 2010-11 Brief discussion was held. It was suggested to add the following goal: Allow for opportunities to pool together equipment orders from a District perspective. 	The TCAP 2009-10 Accomplishments were distributed.
6. ACTION <ul style="list-style-type: none"> ➤ Approval of Goals 2010-11 Postponed. 	Approval of the 2010-11 TCAP Goals were postponed until the October meeting.
7. ADJOURNMENT	Meeting adjourned at 2:26pm.

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

TECHNOLOGY - CAP		
RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
TECHNOLOGY– Committee on Accreditation and Planning (CAP)	Plans, monitors, evaluates ▸ institutional technology including hardware, software, and training needed to support student learning	Co-chairs: Vice President, Business Services Faculty appointed by ASEC

<p><i>Committee of Academic Senate</i></p>	<ul style="list-style-type: none"> › 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 <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>Members:</p> <ul style="list-style-type: none"> ○ Co-chairs: Vice President of Business Services and a Faculty member appointed by the Academic Senate Executive Council ○ Two faculty members from each Student Learning Division appointed by the Academic Senate Executive Council ○ Three Deans/Directors selected by the Executive Vice President ○ One representative from Information Technology ○ One representative from the Accessibility Coordination Center and Educational Support Services ○ One student appointed by Associated Students
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