



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 7, 2011 | 1:15-2:30 p.m., **PCR-A-138**

POSITION	NAME	ATTEND	DIVISION	DEPARTMENT	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Applied & Social Sciences	Behavioral Sciences	Linda McDill	
				Business	Felix Masci	X
Co-Chair: Academic Senate Representative (1)	Martin Chetlen	X		History/Intuitions	Jerry Caplan	X
				Athletics/KIN/HED		
Associated Students Representative (1)	Krysten Jones		Art, Media, Education & Enrollment Services	Child Development	Cara Celniker	X
	Jon Foote	X		Digital Media Arts	Timothy Samoff	
				Visual & Applied Arts	Bill Goodman	X
Academic Senate President	Riley Dwyer		Language & Learning Resources	CIS		
				English/ESL	Kara Lybarger-Monson	X
				Library	Faten Habib	X
				World Languages		
Information Technology Representative (1)	Rick Shaw	X	Life & Health Sciences	Animal Sciences/EATM		
	Todd Hampton	X		Health Sciences	Jamee Maxey	X
	Dean Adams			Life Sciences	Norman Marten	X
Deans or Directors (3)	Kim Hoffmans		Math & Physical Sciences	Chemistry/ Earth Sciences	Michael Walegur	X
	Lisa Miller	X		CNSE/CS	Ed Garcia	X
	Julius Sokenu			Math	Cindy Reed	
				Physics/Astronomy	Balazs Becht	
GUESTS	Darlene Melby	X	Performing Arts & Student Life	ACCESS/LS	Shannon Bowen Obie Younan (alt.)	
	Ashley Chelonis	X		Counseling	Denice Avila	
				Health Center		
				Music/Dance		
				Theater Arts/Communication		

TOPIC	ACTION
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1. WELCOME! INTRODUCTIONS! Co-Chairs Iris Ingram, Vice President, Business Services and Martin Chetlen, CS/CNSE Instructor, welcomed everyone in attendance.	Meeting began at 1:10pm.
2. REVIEW & APPROVE MEETING NOTES ➤ TCAP Meeting Notes May 4, 2011 The May 4, 2011 TCAP Meeting Notes were accepted as distributed.	Co-Chair Ingram called for a motion to approve the May 4, 2011 TCAP Meeting Notes. Co-Chair Chetlen motioned for approval. Mr. Michael Walegur seconded the motion. Motion carried.
3. REPORTS ➤ I.T. Update – Todd Hampton/Rick Shaw Mr. Rick Shaw indicated that the Information Technology Department has been extremely busy. He indicated that the switch over of the checkpoint to Palo Alto has not occurred yet. The VOIP project is still in the planning stages and a meeting is scheduled for later this month with the vendor. The Camarillo facility will be the first group to receive the new VOIPs, followed by Ventura College/Santa Paula, then lastly, Oxnard College and Moorpark College. The new VOIP system will involve new handsets that plug directly into the computer through an Ethernet connection. This new system will enable E911 notification details by indicating which extension, room, building, etc., the call came from. Mr. Shaw commented on the success of the new hardware and ram that was recently applied to the Banner servers. The upgrade allowed for 1700 sustainable concurrent connections for a 9 hour period; 1450 previous with a 2300 peak. Overnight batch processing used to take hours to complete and now only take minutes. Mr. Todd Hampton discussed various challenges that the Information Technology Department was having with the new Thin Client computers. Mr. Hampton reported that they were delaying the rollout of the Thin Clients to a couple of rooms (CISCO lab) as they couldn't figure out how to deliver the product satisfactorily. IT is working closely with Mr. Edmond Garcia for T-217 Thin Client installation. There have been numerous challenges. There was an initial plan to virtualize Fountain Hall, which is no longer going to occur. Mr. Hampton commended Mr. Aaron Kay for his work on this project. Mr. Felix Masci, Instructor, mentioned that although the Thin Clients have a long application load time, they're great once the system is running. Ms. Kara Lybarger-Monson requested if laminated sheets could be placed at each of the Thin Client terminals. The laminated sheets would have troubleshooting advice, logon instructions, and other helpful information. Mr. Hampton indicated that Ms. Lybarger-Monson's request was reasonable and that he would try to put something together. Mr. Jon Foote, AS President asked if there were concerns with Hewlett Packard's recent announcement to back out of the computing business and the District's recent investment of HP Thin Clients. Is the relationship with HP a sustainable/ cost efficient one? Additionally, he mentioned that the students in the PS building were extremely happy that the computers were up and running. Mr. Shaw responded by saying that HP's goal is to operate a satellite PC business, which includes the Thin Clients and that there should not be an issue with this hardware. Other companies manufacture the same type of product. Mr. Hampton noted that technology refresh for staff has resumed. Co-Chair Ingram reminded Mr. Hampton that if any changes occur to the refresh list, that Ms. Darlene Melby needs to be looped into that process.	

TOPIC	ACTION
<p>4. DISCUSSION</p> <ul style="list-style-type: none"> ➤ Operational Plan – Mr. Rick Shaw Mr. Shaw indicated that the Technology Operational Plan was on the TCAP meeting webpage and encouraged everyone to download and give it a final read. The Operational Plan is a “roadmap” for IT Goals. Additionally, it outlines the services that are to be delivered over the next academic year. <p>Co-Chair Ingram reported that the Service Level Agreements will be discussed in October which will then dovetail into the balance scorecard assessment that Business Services is using. A Customer Satisfaction Survey was sent to graduating students over the summer. Results have not been received as of yet. Faculty, staff, and current students will receive the same survey by the end of this semester. Results from all of the groups will be compiled together.</p> <p>Co-Chair Ingram indicated that an annual survey process on IT and IT related services should be implemented sometime late February or early March. Co-Chair Ingram noted that TCAP’s assistance with the interpretation of the data would be extremely helpful.</p> <ul style="list-style-type: none"> ➤ TRAC Workgroup Discussion – Co-Chair Martin Chetlen Co-Chair Martin Chetlen discussed the implementation and utilization of TRAC, a workgroup of TCAP. TRAC makes recommendations to TCAP regarding department program plan technology requests. TRAC is Co-Chaired by Dean Lisa Miller and Librarian Faten Habib. TCAP Co-Chair Chetlen asked members of TCAP what the charge of TRAC should be given the status of the current budget. Co-Chair Ingram reassured members of TCAP that although the budget will be limited, funds will be available for technology needs; new and refresh. She also indicated that TRAC’s role of recommending priorities of technology to this campus is key to how TCAP functions. Co-Chair Ingram reminded TCAP members that in previous years, funding was available and most requests were reconciled. Unfortunately, this will not be the case for FY ’13; thus, increasing the importance of TRAC. <p>Suggestions were made to create a Smart Classroom breakdown list. What is a standard configuration? What is considered new, upgrade, replacement, and/or partial? Once this list has been created, requests that fall into a Smart Classroom category, should be extracted and prioritized separately.</p>	<p>Technology Operational Plan - 2nd Read. Send comments to Mr. Rick Shaw.</p>
<p>5. ACTION</p> <ul style="list-style-type: none"> ➤ 2010-11 Goals & Accomplishments (Approval) The 2010-11 TCAP Goals & Accomplishments stand as distributed. <ul style="list-style-type: none"> ➤ 2011-12 Goals (Adoption) This item was tabled until the October TCAP meeting. 	<p>Co-Chair Ingram called for a motion to approve the 2010-11 TCAP Goals & Accomplishments. Mr. Michael Walegur motioned for approval. Mr. Todd Hampton seconded the motion. Motion carried.</p>
<p>6. ADJOURNMENT</p>	<p>Meeting adjourned at 2:25pm.</p>

HANDOUTS	MEETING CALENDAR 11/12 1 st Wednesday, 1:15 p.m., PCR A-138
AGENDA 09/07/11 – MShare & Webpage	2011 09/07 , 10/05, 11/02, 12/07
MEETING NOTES 05/04/11 – MShare & Webpage	2012 02/01, 03/07, 04/04, 05/02
GOALS 2011-12 – MShare & Webpage	

TECHNOLOGY - CAP		
RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
TECHNOLOGY– Committee on Accreditation and Planning (Tech-CAP) <i>Committee of Academic Senate</i>	Plans, monitors, evaluates <ul style="list-style-type: none"> › 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 <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>	Co-Chairs <ul style="list-style-type: none"> • 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 (<i>Proposed change; pending final discussions and decision of the Academic Senate Executive Council</i>) Members <ul style="list-style-type: none"> • 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