



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, October 6, 2010 | 1:15-2:30 p.m., PCR

POSITION	NAME	ATTEND	DIVISION FACULTY REPRESENTATION	NAME	ATTEND
C-chair: Vice President, Business Services	Iris Ingram		Applied & Social Sciences (2)	Cynthia Barnett Ranford Hopkins	
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		Language & Learning Resources (2)	Faten Habib Kara Lybarger-Monson	X X
Information Technology Representative	Rick Shaw Todd Hampton Dean Adams	X	Mathematics & Physical Sciences (2)	Ed Garcia Michael Walegur	X
Deans or Directors (3)	Lori Bennett Lisa Miller Inajane Nicklas	X 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	X			
GUESTS	Darlene Melby	X			

TOPIC	ACTION
1. WELCOME! INTRODUCTIONS! Co-Chair Martin Chetlen welcomed everyone in attendance and indicated that Co-Chair Iris Ingram was on vacation. Introductions were made around the table.	Meeting began at 1:18pm.
2. REVIEW & APPROVE MEETING NOTES ➤ TCAP Meeting Notes September 1, 2010 Approval of the September 1, 2010 TCAP Meeting Notes was postponed until the November meeting.	

TOPIC	ACTION
<p>3. REPORTS</p> <ul style="list-style-type: none"> ➤ I.T. Update – Todd Hampton/Rick Shaw Mr. Shaw announced the Mr. Todd Hampton was not present at today's meeting due to a death in the family. Mr. Shaw indicated that he would be helping out during Mr. Hampton's leave. Mr. Rick Shaw indicated that the Information Technology Department had a very busy week. Various projects were moving along well, while others were experiencing hiccups (email and others applications were down on Monday morning). Power-cycling (unplugging and plugging back in) was necessary to resolve the issue. Mr. Shaw mentioned that Mr. Dean Adams is working through the Academic Center needs by installing all of the necessary camera, including the various stairwells. <p>Mr. Shaw mentioned that the District is considering migrating over to virtual desktops (the device is nothing more than a front end for activity, all of the processing activity happens on the backend of the server). Virtualization is simply terminals talking to servers. They have been given a pilot to run for 30-days. They will gather feedback from users (faculty/administrators). Depending on how well the pilot goes, a full scale rollout could occur this summer. This would allow us to have a lab up and running in a matter of minutes. Identity management has been targeted as a longer-term goal. This would allow us to link specific applications to students who are taking specific courses per term.</p> <p>Mr. Shaw stated that if you have a District computer and would like the MacOS software updated, submit a work order to have it done.</p> <ul style="list-style-type: none"> ○ Status of Service Level Agreements Mr. Shaw indicated that a "draft" of the Service Level Agreements was created with the assistance of Mr. Hampton. Mr. Shaw would like to propose and present the Agreements to TRAC for feedback (as an initial pass) and then bring the Agreements forward to TCAP for a first read. <p>Mr. Shaw stated that Service Level Agreements are the implementation of thinned downed versions of Information Technology Infrastructure Library (ITIL). ITIL are a set of business practices for IT and Support Services. Some of the aspects do not apply to us.</p> <ul style="list-style-type: none"> ○ Balanced Scorecard Benchmark The Balanced Scorecard Benchmark is under development this year with implementation in 2011-2012. 	<p>Mr. Shaw will discuss this agenda item with Co-Chair Ingram. This will be brought back as an agenda item at the November TCAP meeting.</p>

TOPIC	ACTION
<ul style="list-style-type: none"> ○ Accreditation Team Visit Co-Chair Chetlen reminded the Committee that the Accreditation Site Visit is scheduled for October 11-14, 2010. Mr. Shaw mentioned that members of the Accreditation Team have been given "Observer Only" access to the D2L program to view the web enhanced, online, or hybrid courses. Mr. Shaw also indicated that the online databases to the various campus libraries will be available on MyVCCCD. Dean Lisa Miller noted that the Accreditation Team will have discussions with Information Technology at the District; however, there are a number of Open Forums at Moorpark College that everyone is invited to participate in. ➤ TRAC (Sub-Committee) <ul style="list-style-type: none"> ○ Vacancy Dean Miller stated that a member of TRAC resigned due to schedule conflicts. Dean Miller indicated that Dr. Clint Harper has volunteered to fill the vacancy. Dr. Harper also represents the Distance Education Committee. ○ Process and Criteria Dean Miller stated that they made a few grammatical adjustments to the Suggested Criteria for Priorization document with no other comments received. The document had two readings, once in May and again in September. Approval of this document will be postponed until November as Co-Chair Chetlen indicated there was a lack of quorum. <p>Dean Miller reminded TCAP members that TRAC looks at all of the technology requests from department Program Plans. The Suggested Criteria for Prioritization document will be used to review the requests.</p> 	<p>To be approved at the November TCAP meeting.</p>
<p>4. DISCUSSION</p> <ul style="list-style-type: none"> ➤ Operations Plan Dean Miller noted that the Operations Plan goes through TRAC as well. She indicated that TRAC reviewed the Draft that was prepared by Mr. Shaw. It is a lot like the Plans we've had in the past. Dean Miller would like this to go to a vote at the November TCAP meeting. As a reminder, the Operations Plan is reviewed every two years and adheres to the Strategic Plan 	<p>To be voted on at the November TCAP meeting.</p>
<p>5. ACTION</p> <ul style="list-style-type: none"> ➤ Approval of Goals 2010-11 Approval of the 2010-11 TCAP Goals was postponed until the November meeting. 	
<p>6. ADJOURNMENT</p>	<p>Meeting adjourned at 2:06pm.</p>

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

TECHNOLOGY - CAP		
RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<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"> › 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>	<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