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

POSITION	NAME	ATTEND		DIVISION FACULTY REPRESENTATION	NAME	ATTEND
C-chair: Vice President, Business Services	Iris Ingram	X		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)	Sienna Thorgusen	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 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				
	Ashley Chelonis Dave Fuhrmann	X X				

TOPIC	ACTION
1. WELCOME! INTRODUCTIONS! Co-Chairs Iris Ingram and Martin Chetlen welcomed everyone in attendance. Introductions were made around the room.	**Meeting began at 1:17pm.**

TCAP 2010-11

TOPIC	ACTION

2. REVIEW & APPROVE MEETING NOTES
   ➤ **TCAP Meeting Notes | November 3, 2010**
       The November 3, 2010 TCAP Meeting Notes stand as corrected.
	Co-Chair Ingram called for a motion to approve the November 3, 2010 TCAP Meeting Notes with corrections. Co-Chair Chetlen motioned for approval. Mr. Michael Walegur seconded the motion. Motion carries.

3. REPORTS ➤ **I.T. Update – Todd Hampton/Rick Shaw** Mr. Todd Hampton indicated that IT is currently working through seven rooms to complete smart classroom updates, located throughout the campus. Classrooms are located across the campus. Additionally, Mr. Hampton reported that IT has hired a provisional staff member to assist with the completion of IT work orders and various other tasks that haven't been completed due to the opening of new buildings. IT is currently implementing a campus-wide inventory. As a reminder, college equipment should only be used for college business. Mr. Rick Shaw stated that IT staff completed many work orders bringing the total down to 60 from well over 100. Mr. Shaw also reported on a demo he recently watched regarding in-class lecture capturing. The software was a result of a stem-grant put forward by two high school teachers. Mr. Shaw is really excited about this software and will forward a copy of the demo to Dean Lisa Miller. Associate Vice-Chancellor Dave Fuhrmann reported that Desire 2 Learn will be converted on December 22 with a release for the spring semester. During Flex Week, Desire 2 Learn representatives will be on each campus to instruct participants on the new options. There are only 12 seats per campus for this lesson. Associate Vice-Chancellor Furhmann indicated that they are currently negotiating an unlimited license. This would allow us to continue to expand without having to pay for more users. Associate Vice-Chancellor Fuhrmann also discussed issues regarding the various webpages. He indicated that they are trying to do more with regards to our internet presence. This may or may not include a mobile webpage or phone application. Additionally, they are working on more portal capabilities. By the end of the calendar year, the District Website Committee will make a series of recommendations to the Chancellor. Focus groups are also under development from all three colleges. IT is currently gathering information on the top 100 sites that students go to within the various college webpages.	

TOPIC	ACTION
Associate Vice-Chancellor Fuhrmann indicated that Oxnard and Ventura Colleges received a significant amount of money from a Title V Grant in the area of online student services. He stated that Moorpark College will ultimately benefit from any upgrades to these services. Various other issues were discussed. Vice-Chancellor Fuhrmann stated that a battery of recent upgrades a recent battery upgrade was completed. This involved 4000 changes to the system and over 1 ½ years of planning and testing. He also indicated that they are currently looking into document imaging, specifically for student services. Once a document is scanned, it would then get attached to the student record. Associate Vice-Chancellor Fuhrmann also mentioned the Financial Aid conversion to Banner. A year of training is expected for this conversion. This conversion will help streamline awards for students. He also noted that they are in the wrapping up phase of several current safety projects. This would include external and internal cameras on the campuses. ▷ **TRAC (Sub-Committee)** Dean Lisa Miller indicated that TRAC met on the 17th. TRAC created a draft proposal of a TRAC Charter. Dean Miller reviewed the Charter with TCAP. Dean Miller stated that she had "Cut and Paste" the top portion that tells about the roll of TRAC from the Strategic Technology Plan. Recommendations from TCAP such as membership (student learning division representation, online instructor, student service area) were incorporated into the Charter. Dean Miller stated that the committee responsibilities are more specific and detailed in the Charter. Dean Miller indicated that a spreadsheet of technology requests had been created from the department Program Plans. The requests are currently being reviewed for clarification. TRAC intends to bring back the list to TCAP in January. Co-Chair Ingram reported that discussions are being held in DCAS to possibly modify the current Allocation Model to identify IELM/Scheduled Maintenance projects and other "non-Recurring" costs for funding as a separate line item under each college's allocation. Co-Chair Ingram indicated that the District receives $132M from the state. After certain amounts are taken "off the top," the funds are run through the approved Allocation Model. Those funds are then funneled to the individual campuses. Moorpark College receives approximately 44% ($48M) of the District's allocation by the state. IELM/Scheduled Maintenance projects would be funded by a portion of the remaining $48M along with operating expenses and salaries. This is expected to go the Board of Trustees for approval in March.	**Co-Chair Ingram called for a motion to adopt the TRAC Charter as written. Co-Chair Chetlen motioned for approval. Mr. Stephen Callis seconded the motion. Motion carries.**
4. DISCUSSION	
5. ACTION	
6. ADJOURNMENT	**Meeting adjourned at 2:12pm.**

TCAP 2010-11

MEETING NOTES | 12/01/10
APPROVED w/ CHANGES | 02/02/11

TOPIC	ACTION

HANDOUTS	MEETING CALENDAR 10/11 1st Wednesday, 1:15 p.m., PCR
AGENDA | 12/01/10 – **MCShare**	**2010** | ~~09/01~~, ~~10/06~~, ~~11/03~~, ~~12/01~~
MEETING NOTES | 11/03/10– **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) *Committee of Academic Senate*	Plans, monitors, 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 Monitors the implementation of Agenda 3C of the self-study relative to facilities Ed Code 53200(c): processes for institutional planning and budget development	o Co-chairs: Vice President of Business Services and a Faculty member appointed by the Academic Senate Executive Council o Two faculty members from each Student Learning Division appointed by the Academic Senate Executive Council o Three Deans/Directors selected by the Executive Vice President o One representative from Information Technology o One representative from the Accessibility Coordination Center and Educational Support Services o One student appointed by Associated Students