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, February 1, 2012 | 1:15-2:30 p.m., A-138

POSITION	NAME	ATTEND		DIVISION	DEPARTMENT	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X		Applied & Social Sciences	Behavioral Sciences		
					Business	Felix Masci	
Co-Chair: Academic Senate Representative (1)	Martin Chetlen	X			History/Institutions		
					Athletics/KIN/HED		
Associated Students Representative (1)	Kris Dowling	X		Art, Media, Education & Enrollment Services	Child Development		
					Digital Media Arts	Timothy Samoff	X
					Visual & Applied Arts	Bill Goodman	X
Academic Senate President	Riley Dwyer			Language & Learning Resources	CIS		
					English/ESL	Kara Lybarger-Monson	
					Library	Faten Habib	X
					World Languages		
Information Technology Representative (1)	Todd Hampton	X		Life & Health Sciences	Animal Sciences/EATM		
	Dean Adams (alt.)				Health Sciences	Jamee Maxey	X
	Rick Shaw (alt.)	X			Life Sciences	Norman Marten	
Deans or Directors (3)	Kim Hoffmans	X		Math & Physical Sciences	Chemistry/ Earth Sciences	Michael Walegur	X
	Lisa Miller	X			CNSE/CS	Ed Garcia	
	Inajane Nicklas	X			Math	Karholine DiPassero	X
					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	X
					Health Center		
					Music/Dance		
Learning Resources Supervisor	John Dobbins	X			Theater Arts/Communication	Mickey Howell	X

TOPIC	ACTION
1. **WELCOME! INTRODUCTIONS!**	Meeting called to order at 1:21 PM

MEETING NOTES | 2/1/12

APPROVED | 3/7/12

TOPIC	ACTION
	Karholine DiPassero informed the committee she is taking Cynthia Reed's seat this semester
2. **REVIEW & APPROVE MEETING NOTES** ➢ **TCAP Meeting Notes | December 7, 2011**	Moved to accept by K. DiPassero Seconded by J. Maxey Passed

3.   **REPORTS**
   ➢ **I.T. Update –Mr. Todd Hampton/Mr. Rick Shaw**
   Mr. Shaw reported that the District has been approached by AT&T regarding an application for students that will work with Banner and will interface with smart phones and iPads. (He then passed around an iPad with the application for review.) The application will provide students with access to almost all college functions and will eventually include Financial Aid. It will be free to students. The cost to the District is $25,000 set up and $16,000 annual across the District. AT&T will provide unlimited tech support. Mr. Chetlen asked about a timeframe in which this new application would become available to students. Mr. Shaw stated the item is on tomorrow's DAC-IT agenda and should be available for shakedown in the summer and will go live in Fall 2012.
 	
   Mr. Shaw reported on GPU for GPI indicating that the capacity depends on the complexity of the device. We currently have 25+ devices. Mr. Hampton stated that he is not recommending removal of the devices but wants to wait to find out what problems we have with thin client first as maybe the issue can be resolved without remving devices. Mr. Shaw informed the committee that the thin clients have been upgraded.
 	
   Mr. Shaw reported that on February 17, there will be a major service outage at MC. Shut down will begin on February 16, on February 17 the internet and core services will be turned off. This is to integrate the new back up battery and rerouting of the entire data structure. Offsite access will still be available but will not be able to use local VDI or voicemail. An email will be sent out next week announcing the shut down, with a reminder being sent out the following week.
 	
   Mr. Shaw reported that the Quest Workspace Environment v 7.5 has begun testing. So far the testing has shown impressive results (what took hours now takes minutes). If we transition to this version it will not be until summer.
 	
   Mr. Shaw informed reported on the long term phone plans. The current phones we have are at the end of life stage and the company no longer supports the devices. We will be transitioning to new equipment that will indicate there is a voicemail message and will allow user to listen to voicemail off campus on computers at home. The goal is to start looking at the new phone system next fall that will go into each classroom. Ms. Ingram reported that MC will work with District IT to ensure that the new phone systems works with our emergency plan and the District's emergency plan.
 	
   Mr. Hampton reported three thefts that have taken place this semester and all in the same building – HSS. A wireless card was taken, the thin client was taken and a computer was taken. Both Mr. Hampton and Mr. Shaw requested that any time a piece of equipment is missing that IT be contacted immediately. In the case of the missing computer, it was assumed that IT had removed the item so it was not reported missing for three weeks. Mr. Hampton informed the committee that IT will leave a note saying they removed the item. Mr. Shaw stated that from now on everything will be tied down but everyone still needs to be on watch and to keep rooms locked. Ms. Ingram reiterated this fact and informed the committee that due to limited resources it is very possible that in the future items that are stolen will not be replaced. So, everyone needs to lock the door when they leave the classroom and not assume that a custodian will come by and lock up for them. There was some discussion regarding what help the cameras are to preventing theft. The bottom line is the rooms must be locked when not in use and	

TOPIC	ACTION
instructors/staff are not to leave classrooms open or unattended for students to use outside of class time.	

➤ **TRAC Update – Ms. Lisa Miller/Ms. Faten Habib**
    o Updated List of Technology Requests
        ▪ Ms. Miller passed out two reports.
            • *Removed from Rankings* – Ms. Miller explained how to read the report and that the information is also posted on the meeting website. Items have been removed from ranking due to completion or 'in process' status.
            • *Program Plans to be Ranked* – Ms. Miller reported the committee is still waiting for some information so priority/rankings are not complete. She also reported that 'Warehouse' will be added back on the list as it has not been completed yet. Mr. Chetlen stated that before the list can be ranked TRAC must be provided with updated and correct information so please get them the informaotin ASAP. Ms. Ingram reported that she will confirm $$ available for refresh and report back to the committee next month with the amount available. She reminded the committee that the State no longer provides 'refresh' funds. Ms. Miller reported that TRAC will use last year's criteria for ranking requests.
 	
            There was discussion regarding including requests for smart classrooms in Program Plans. Smart Classrooms are considered a 'campus' resource and do not belong to specific departments or programs. Each classroom costs approximately $75,000 to equip and therefore must be made available for the entire campus to use. Ms. Miller reported that the divisions have assigned smart classrooms. Ms. Ingram stated that an additional process may be needed with EdCap or FCap to look at requests for additional smart classrooms.
    o Degree Works
    Ms. Miller reported that this is a new program from the District. It will assist counselors and students by allowing students to run a degree audit with information from Banner. It will take information from IGETC and CS/CSU requirements to help students determine their class schedule, what classes they still need to take, and will allow for 'what if' scenarios. Counselors will have ability to create an Ed Plan directly from Banner (Curriculum→Curricunet→Banner→Degree Works→Portal). Data Techs get trained in February and Counselors in May. Soft roll over summer with goal of full access by Fall 2012.	

4.   DISCUSSION
    ➤ **Change Management Document**
    Ms. Ingram asked if everyone was comfortable to adopt as written or did they need to bring it back again next month?
    ➤ **Institutional Software Requests**
    Item has been circulated and is to be used specifically for software for office and classrooms (defines process/timeline/forms)
    ➤ **Other**
        o Creation of joint meeting to review equipment/non-tech requests
        Feedback out of TRAC and FCap is there is some confusion as to what is technology and what is equipment. Mr Chetlen gave an example of the scoreboard – is it technology or equipment? It is felt that a joint committee is needed to filter requests to either TRAC or FCap. Ms. Miller commented that she felt there could still be confusion/problems within the ad hoc committee. Ms. Ingram stated that the workgroup/ad hoc committee members would be J. Sinutko, M. Chetlen and T. Hampton and between the three of them they should be able to agree/recommend where requests should be sent.
	Change Mangement Document
	  Moved by L. Miller to adopt
	  Seconded by M. Chetlen
	  Passed
	Institutional Software Requests
	  Moved by T. Hampton
	  Seconded by M. Chetlen
	  Passed
	
	AD HOC COMMITTEE
	  It was agreed that questions regarding technology vs equipment would be sent ***from*** TRAC ***to*** Ad Hoc Committee for

TOPIC	ACTION
	review. Ad Hoc Committee is second step in process after TRAC review.

5. **ACTION**
    ➢ **Operational Plan – *Approval***
    ➢ **Service Level Agremeent – *Approval***
	OPERATIONAL PLAN
	  Approved (R. Shaw will bring edits to next meeting)
	SERVICE LEVEL AGREEMENT
	  Approved (will review again next year rather than March 2012)

6. **ADJOURNMENT**	

HANDOUTS	MEETING CALENDAR 11/12 1st Wednesday, 1:15 p.m., A-138
AGENDA | 2/1/12 – MCShare & Webpage	**2011** | ~~09/07~~, ~~10/05~~, ~~11/02~~ (Cancelled due to Power Outage), ~~12/07~~
MEETING NOTES | 12/7/11 – MCShare & Webpage	**2012** | ~~02/01~~, 03/07, 04/04, 05/02
GOALS | 2011-12 – MCShare & Webpage (pending approval)	

TECHNOLOGY - CAP		
RECOMMENDING STRUCTURE	**CHARGE AND SOURCE OF AUTHORITY**	**MEMBERSHIP**
TECHNOLOGY– Committee on Accreditation and Planning (Tech-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	**Co-Chairs** • 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 (*Proposed change; pending final discussions and decision of the Academic Senate Executive Council*) **Members** • 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