



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, May 2, 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		
Co-Chair: Academic Senate Representative (1)	Martin Chetlen	X			Business	Felix Masci	
					History/Institutions		
					Athletics/KIN/HED		
Associated Students Representative (1)	Kris Dowling		Art, Media, Education & Enrollment Services	Child Development			
				Digital Media Arts	Timothy Samoff	X	
				Visual & Applied Arts	Bill Goodman		
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)	Todd Hampton	X		Life & Health Sciences	Animal Sciences/EATM		
	Dean Adams (alt.)				Health Sciences	Jamee Maxey	
	Rick Shaw (alt.)	X			Life Sciences	Norman Marten	
Deans or Directors (3)	Kim Hoffmans Lisa Miller Inajane Nicklas	X X X		Math & Physical Sciences	Chemistry/ Earth Sciences	Michael Walegur	
					CNSE/CS	Ed Garcia	X
					Math	Cindy Reed Kahroline diPassero (alt.)	X
					Physics/Astronomy	Balazs Becht	
GUESTS	Darlene Melby	X		Performing Arts & Student Life	ACCESS/LS	Shannon Bowen Obie Younan (alt.)	X
	Ashley Chelonis	X			Counseling	Denice Avila	X
					Health Center		
					Music/Dance		
Learning Resources Supervisor	John Dobbins				Theater Arts/Communication	Mickey Howell	

TOPIC	ACTION
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1. WELCOME! INTRODUCTIONS! Meeting called to order at 1:20 PM	
2. REVIEW & APPROVE MEETING NOTES ➤ TCAP Meeting Notes April 4, 2012	Moved by Tim Sarnoff Seconded by Todd Hampton Passed
3. REPORTS ➤ I.T. Update –Mr. Todd Hampton/Mr. Rick Shaw Mr. Hampton: Starting to receive equipment. Manual update of equipment lists. Waiting for most of the equipment to arrive. Felt that things were "doing well". Mr. Shaw: Lync environment (telephone update). There are a number of "little gotchas" that are being worked through. Had conversations with smart phone app provider. Want to "get it right the first time". Luminus upgrade coming. Degree works – Training at Moorpark and Oxnard Mr. Hampton: Testing the new VMS Quest environment. Looks stable and quick. Ms. Hoffmans asked about camera mounting and larger computer labs to accommodate larger class sizes. Ms. Ingram noted that this is a Facility and IT issue. Facility has only one person working on these issues resulting in a backup of projects. Committee members should explain the situation to their constituency. New projects "crowd out" projects already in the pipeline. There are also regulations related to the space per student and ADA compliance which must be addressed. ➤ TRAC Update – Dr. Lisa Miller/Ms. Faten Habib TRAC co-chairs Dr. Miller and Ms. Habib asked for a discussion of TRAC process through this last academic year, changes, tweaks, and evaluations. No major issues reported. Able to fund all priorities for the last three years. This will probably not continue in the future due to budget constraints. List of criteria to look at was good. Took awhile to get the list of requests and understand it. New software for program plans will hopefully make the extraction process easier. Working with Ms. Melby and IT was helpful. When TRAC recommendations have been passed by the committee, members should report back to their areas as approved requests are still appearing in program plans. Installation of requests was delayed due to the volume purchased and the lack of staff to process and install. This is one reason why approved requests still appear in program plans. Suggestion to close the feedback loop here. Perhaps a status report on requests at each meeting. Most TRAC members researched and reported on their own divisions during the prioritization process. Outfitting of smart classrooms also involves Facilities. Need a mechanism to prioritize this area. Ms. Bowen asked about closed captioning for smart classroom projectors. Ms. Ingram responded that ADA compliant equipment is purchased. Suggestion for a group to look at whether or not an item is considered to be technology or not. Rubric for program plan writers to be able to understand this. Proposed a flex activity on tips and techniques for program plan writers and others who are interested. TRAC has a document on important points in a program plan. Issue raised about the TRAC name as it suggests that TRAC is a committee. It was agreed to propose a new name, Technology Resource Allocation Work Group (TRAWG).	
4. DISCUSSION ➤ Assessment of process and goals for Fiscal Year 2012-13 Reviewed 2011-12 goals. See separate Goal document. What follows are highlights of the discussions. 1 st goal - There was a question on what "Monitor" means. Most of the Operations Plan is handled by staff. What is the	

TOPIC	ACTION
<p>committee role? Monthly status reports, in effect, amount to reports on the Plan. Suggestion that committee role is to hear status reports and provide feedback. This goal has a new wording for the 2012-13 document.</p> <p>3rd goal – No formal tool is used. Ms. Ingram writes a cover letter, which is presented to the College president, on request and processes. How is technology resource distribution effectiveness measured? Program plans assess the impact of the fulfillment of technology resource requests. However, what of non-program plan areas? This will have to be addressed.</p> <p>5th goal – This was considered a subset of the first goal and eliminated for 2012-13.</p> <p>7th goal – Dr. Miller noted that EDCAP has formed a working group to gather evidence for the accreditation update.</p>	
5. ACTION <ul style="list-style-type: none"> ➤ Mr. Shaw said goodbye to the committee as his position has been eliminated due to budget cuts. The committee thanked Mr. Shaw for work and wished him well. 	
6. ADJOURNMENT	Adjourned at 2:20 PM

HANDOUTS	MEETING CALENDAR 11/12 1 st Wednesday, 1:15 p.m., A-138
AGENDA 5/2/12 – MCShare & Webpage	2011 09/07, 10/05, 11/02 (Cancelled due to Power Outage), 12/07
MEETING NOTES 4/4/12 – 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
<p>TECHNOLOGY– Committee on Accreditation and Planning (Tech-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>	<p>Co-Chairs</p> <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>) <p>Members</p> <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