MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING AGENDA
Wednesday, October 2, 2019 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
			English & Student Life		
Co-Chair: Vice President, Business Services	Silvia Barajas				
			ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Danielle Kaprelian	
Co-Chair: Academic Senate Representative	Norm Marten			Vance Manakas	
				Kevin Balas	
Academic Senate President, Ex Officio	Nenagh Brown				
Dean	Carol Higashida		EATM, Life & Health Sciences	Brenda Woodhouse	
	Matt Calfin			Audrey Chen	
Business Services	Michele Perry			Armine Torabyan	
	Dan McMichael				
	John Sinutko			Mary Swenson (Alt)	
				Lan Nguyen (Alt)	
			Physical Science & Career Education	Rick Edwards	
Associated Students Representative	Brigit Quezada			Jennifer Mallory	
Instructional Technologist	Tracie Bosket		Business, Social & Behavioral Sciences, Child Development & Languages	Shannon Macias	
Student Services Council	Kim Korinke			Felix Masci	
ACCESS	Shyan Diaz-Brown			Hugo Hernandez	
Classified Staff	John Dobbins		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	
Vice President, Ex Officio	Amanuel Gebru				
	Mary Rees				
GUEST	Dan Watkins		Arts, Media & Communication Studies	Steve Callis	
				Mickey Howell	
				Gerry Zucca	

TOPIC	ACTION
1. **WELCOME and INTRODUCTIONS**	
2. **PUBLIC COMMENTS**	
3. **APPROVAL OF MINUTES: September 4, 2019**	
4. **INFORMATION/REPORTS** ➤ **IT UPDATE –Dan McMichael** ➤ **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket** ➤ **FACILITIES PROJECTS UPDATE – John Sinutko**	

TOPIC	ACTION
➢ **DISTRICT-WIDE IT UPATE – Dan Watkins**	
5. **Solar Project Update**	
6. **FRAWG/TRAWG/PAWG Update**	
7. **Other- Discussion & Recommendation related to Committee Goals**	
8. **Good of the Order**	
9. **ADJOURNMENT**	

HANDOUTS	FT-CAP 2019/20 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
FT-CAP Agenda	10/02/19 – MC Share & Website	**2019	9/04, 10/02, 11/06, 12/04**
FT-CAP Meeting Minutes	9/04/19	**2020	2/05, 3/04, 4/01, 5/06**
IT Update	Instructional Technology Update	Facilities Projects Update	

Facilities and Technology - Committee on Accreditation and Planning

- *The Facilities and Technology Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to facilities for educational programs and student service and those related to campus instructional and administrative digital technology. Monitors the implementation of Standard 3B & 3C of the self-study relative to facilities.*

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP) *Committee of Academic Senate*	The committee recommends funding for technology based on a general allocation guideline that assumes budget stability or growth. As a rule of thumb, the committee recommends an allocation of a minimum of 30% of the college's total instructional equipment funding assigned each year to technology equipment, software, and hardware. The accreditation component under the purview of the Facilities and Technology Committee on Accreditation and Planning is the development of plans to address any self-study advisement or visiting team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.	**Co-Chairs** • Vice President of Business Services • Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council **Members** • Three faculty members from each Student Learning Division appointed by the Academic Senate Council • Three Classified representatives appointed by the Classified Senate • Two Deans selected by the Vice Presidents of Academic Affairs and Student Support • Three Business Service representatives selected by the Vice President of Business Services • One representative from Student Services Council appointed by the Vice President of Student Support • One representative from the Accessibility Coordination Center and Education Support Services • One representative from Instructional Technology • One student appointed by Associated Students who serves in an advisory role • Vice President of Academic Affairs (ex-officio, non-voting)

	- Vice President of Student Support (ex-officio, non-voting) - Academic Senate President (ex-officio, non-voting)

FRAWG Members	TRAWG Members	PAWG Members
- Carol Higashida - John Sinutko - Vance Manakas - Gerry Zucca- Co-Chair - Mickey Howell - Brenda Woodhouse - Felix Masci - Kim Korinke - Shyan Diaz-Brown	- Matt Calfin - Dan McMichael - Kevin Balas- Co-chair - Tracie Bosket - John Dobbins - Andrew Kinkella - Lydia Basmajian - Steve Callis - Michele Perry - Rick Edwards	- Silvia Barajas - Nenagh Brown- Co-Chair - John Sinutko - Danielle Kaprelian - Steve Callis - Gerry Zucca - Norm Marten - Felix Masci - Hugo Hernandez

Goals 2019/20	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	
2. Implement Way-Finding Project.	
3. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	
4. Make recommendations for updating the annual Information Technology Operations Plan and Technology Master Plan.	
5. Implement faculty and staff webpages.	
6. Update Facilities Master Plan.	
7. Review committee charge and membership for Decision Making Handbook.	