MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING AGENDA
Wednesday, November 7, 2018 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND		DIVISION	FACULTY NAME	ATTEND
					Danielle Kaprelian	
Co-Chair: Vice President, Business Services	Silvia Barajas			Languages & Learning Resources	VACANT	
					VACANT	
					Lydia Basmajian	
Co-Chair: Academic Senate Representative	Erik Reese			Business, CD & Student Engagement	Wayne Snyder	
					Felix Masci	
Academic Senate President, Ex Officio	Nenagh Brown				VACANT	
Dean	Carol Higashida				Audrey Chen	
	Jane Morgan			EATM, Life & Health Sciences	Michlyn Hines	
Business Services	Michele Perry				Mary Swenson (Alt)	
	Dan McMichael				Lan Nguyen (Alt)	
	John Sinutko				Andrew Kinkella (Alt)	
					VACANT	
				Physical Science & Career Education	VACANT	
Associated Students Representative	Rahyen Heilmann				VACANT	
Instructional Technologist	Tracie Bosket				Vance Manakas	
Student Services Council	Kim Korinke			Student Health, Athletics, Kinesiology, ACCESS, Math	VACANT	
ACCESS	Matt Spinneberg				Kevin Balas	
	John Dobbins				VACANT	
Classified Staff	VACANT				VACANT	
	VACANT			Social & Behavioral Sciences	Richard Kemp	
Vice President, Ex Officio	Amanuel Gebru				Lee Ballestero (Alt)	
	Julius Sokenu					
GUEST	Cynthia Osuna				Steve Callis	
				Arts, Media & Communication Studies	Mickey Howell	
					Gerry Zucca (Sabbatical)	

TOPIC	ACTION
1. WELCOME and INTRODUCTION	
2. PUBLIC COMMENTS	
3. APPROVAL OF MINUTES: Oct 3, 2018	
4. INFORMATION/REPORTS ➢ **IT UPDATE –Dan McMichael** ➢ **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket**	

TOPIC	ACTION
➢ **FACILITIES PROJECTS UPDATE – John Sinutko**	
5. **Information Security Board Policy and Administrative Procedure – First Reading (Dan Watkins)**	
6. **Website Redesign Update – Dan Watkins**	
7. **Committee Reports – FRAWG/TRAWG/PAWG**	
8. **Update and Discussion on 2018/19 Committee Goals**	
9. **Good of the Order**	
10. **ADJOURNMENT**	

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda | 11/07/2018 – MC Share & Website	**2018 | ~~09/05~~, ~~10/03~~, 11/07, 12/05**
F-CAP/T-CAP Meeting Minutes | 10/03/2018	**2018 | 02/06, 03/06, 04/03, 05/01**
BP/AP 3721 Information Security	
IT Report	

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
• Jane Morgan • John Sinutko • Vance Manakas • Gerry Zucca- on sabbatical Steve Callis may join • Mickey Howell • Brenda Woodhouse • Felix Masci • Kim Korinke	• Carol Higashida • Dan McMichael • Kevin Balas • Tracie Bosket • John Dobbins • Erik Reese • Andrew Kinkella • Lydia Basmajian • Steve Callis • Michele Perry	• Silvia Barajas • Nenagh Brown • John Sinutko • Danielle Kaprelian • Steve Callis (Gerry Zucca-Sabbatical) • Erik Reese

Draft Goals 2018/19	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds.	
3. Discuss campus wide Way-Finding Project	
1) Continue to provide a report on completion of requested resources and communication out to the campus constituents.	
4. Make recommendations for updating the Information Technology Operations Plan and Strategic Technology Plan.	
5. Explore options for faculty webpages	