# MOORPARK COLLEGE
## Facilities/Technology – Committee on Accreditation and Planning
## (FT-CAP)
MEETING AGENDA
Wednesday, December 5, 2018 | 1:15-3:00 p.m., A-138

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

| TOPIC | ACTION |
|---|---|
| 1.  **WELCOME and INTRODUCTION** | |
| 2.  **PUBLIC COMMENTS** | |
| 3.  **APPROVAL OF MINUTES: Nov 7, 2018** | |
| 4.  **INFORMATION/REPORTS** <br> ➢  **IT UPDATE –Dan McMichael** <br> ➢  **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket** <br> ➢  **FACILITIES PROJECTS UPDATE – John Sinutko** | |

| TOPIC | ACTION |
|---|---|
| **5.   Information Security Board Policy and Administrative Procedure – Second Reading (Dan Watkins)** | |
| **6.   Faculty Webpages** | |
| **7.   Wayfinding** | |
| **8.   Committee Reports – FRAWG/TRAWG/PAWG** | |
| **9.   Update and Discussion on 2018/19 Committee Goals** | |
| **10.  Good of the Order** | |
| **11.  ADJOURNMENT** | |

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

### *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)<br><br>*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**<br>• Vice President of Business Services<br>• Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council<br>**Members**<br>• Three faculty members from each Student Learning Division appointed by the Academic Senate Council<br>• Three Classified representatives appointed by the Classified Senate<br>• Two Deans selected by the Vice Presidents of Academic Affairs and Student Support<br>• Three Business Service representatives selected by the Vice President of Business Services<br>• One representative from Student Services Council appointed by the Vice President of Student Support<br>• One representative from the Accessibility Coordination Center and Education Support Services<br>• 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<br>· John Sinutko<br>· Vance Manakas<br>· Gerry Zucca- on sabbatical Steve Callis may join<br>· Mickey Howell<br>· Brenda Woodhouse<br>· Felix Masci<br>· Kim Korinke | · Carol Higashida<br>· Dan McMichael<br>· Kevin Balas<br>· Tracie Bosket<br>· John Dobbins<br>· Erik Reese<br>· Andrew Kinkella<br>· Lydia Basmajian<br>· Steve Callis<br>· Michele Perry<br>· Wayne Snyder<br>· Norm Marten | · Silvia Barajas<br>· Nenagh Brown<br>· John Sinutko<br>· Danielle Kaprelian<br>· Steve Callis (Gerry Zucca-Sabbatical)<br>· Erik Reese<br>· Richard Kemp<br>· Felix Masci |

| Goals 2018/19 | Date of Action/Completion |
|---|---|
| 1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests. | 10/03 |
| 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 | 09/05 |
| 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 | 09/05, 10/03 |