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

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

TOPIC	ACTION
1. **WELCOME and INTRODUCTIONS** Silvia welcomed members.	Silvia called meeting to order at 1:21 pm.
2. **PUBLIC COMMENTS**	No public comments
3. **APPROVAL OF MINUTES: March 6, 2019**	John Sinutko motioned to approve minutes. Sam Lingrosso seconded. Abstentions: Vance Manakas & Shannon Macias

TOPIC	ACTION
	Motion carried
4. CTE Prioritization Process- John Loprieno John shared about the CTE Prioritization Process and approval process. CTE Committee members discuss requests and where it was generated from. CTE committee members look at how much funding is available and allocate funds based on criteria. This process is for Strong Workforce, VC Innovates, & Perkins. Anything that is secured through this process is not on the referesh list. Programs understand that funding may not be ongoing. Programs are asked if what they are requesting is in the program plans. Silvia asked members if we should continue with our process when requests have been veted through another process. John stated that they try to fund every program based on the funding that is available. They will also consider whether program is vaiable and try to be as equitable as possible. Application deadline reminders sent to CTE faculty and department chairs. John stated that this funding has helped programs survive and grow. Nenagh asked if it was necessary for FRAWG & TRAWG to review categoricals. John mentioned that applications are due this Friday, April 5. Norm suggested that we should look at all requests as the same funding source. However, there are some that could have various funding sources. Silvia stated that the funds that we use are monies that are left over from the infrastructure. Not all is general fund. Some are ear marked for specific types of funding. We currently have no way of switching it from categorical if it does not get funded. John mentioned that if has requests in the spring then it will get placed on the program plans for the next semester. Once approved the purchasing happens after July 1. Members thanked John for taking time to share CTE priorization process.	
5. INFORMATION/REPORTS ➤ **IT UPDATE –Dan McMichael** No new items to add and the committee did not have any questions. Silvia reminded and cautioned staff to be aware of malicious and phising emails. Dan Watkins stated district is taking measures to address the issue. ➤ **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket** An extra CANVAS training for late hires has been added for April 29-May 26. The regular CANVAS training has been scheduled for June 3-July 7, 2019. You can always locate trainings on the distance education faculty web page. She reminded members to make sure their docs are accessible. ➤ **FACILITIES PROJECTS UPDATE – John Sinutko** No new items to add. ➤ **DISTRICT-WIDE IT UPATE – Dan Watkins** Working with Kwall. Looking at April 16 and 23 to come out to the colleges to meet with students, staff, and faculty for web redesign. Three surveys will be issued. A navigation training will also be scheduled. Working on standardizing all emergency systems. Template message of who sends what will also be developed. A pre meeting will occur with all vendors who are interested in submitting a proposal. All interested vendors must sign non disclosure agreement. Currently have ten vendors who are interested. Silvia thanked Dan for his leadership and expertise in getting project moving.	
6. Tech Op Plan – Dan McMichael Dan asked members to review plan and provide feedback. Erik asked for guidelines for software licenses to streamline process. Dan clarified that install base means existing equipment. He will change wording. He mentioned that we have a total of 161 smart classrooms. Information is also summarized on page 11.	
7. Accessible parking near AC Building- John Sinutko	

TOPIC	ACTION
John stated that it is possible to add more accessible parking spots in the AC lot. He will provide more information during the next meeting.	
8. Wayfinding – John Sinutko John mentioned that a committee meeting will be scheduled to review the near complete work. Due to individuals busy schedules he is having difficulty scheduling meeting. Silvia mentioned meeting needs to occur before the end of the spring semester. Silvia is okay with Erik, Nenagh, and John scheduling a meeting.	
9. Committee Reports – FRAWG/TRAWG/PAWG **FRAWG-** Sam distributed the 2018-19 Program Planning Resource Requests Facilities Requests. Unfortunately, the document was not sorted appropriately. Sam will email file to Silvia. He clarified that if there are no numbers it means that the information was not available. Next month committee will vote on prioritization. Silvia clarified that cost should not be taken into consideration when voting. Silvia thanked members for their great work. **PAWG-** Silvia reviewed the 2018-19 General Fund ranked list and general recommendations. She also reviewed the non-general fund request categorical. Members will vote on these requests next month.	
10. Update and Discussion on 2018/19 Committee Goals- Goals and Accomplishments Erik will send a preliminary draft to members. Silvia mentioned that this year we do not need to do an evaluation.	
11. Good of the Order Nenagh mentioned that the final draft of the Educational Master Plan has been reviewed by all. She encouraged members to attend the Strategic Planning Retreat on Friday, April 5. Erik gave kudos to IT for all their hard work.	
12. ADJOURNMENT	Meeting adjourned at 2:40 pm.

HANDOUTS	F-CAP/T-CAP 2018-19 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda	4/03/19 – MC Share & Website	**2018	~~09/05~~, ~~10/03~~, ~~11/07~~, ~~12/05~~**
F-CAP/T-CAP Meeting Minutes	3/06/2019	**2019	~~02/06~~, ~~03/06~~, ~~04/03~~, 05/01**
IT Update	Instructional Technology Update	Facilities Projects Update	
Gender Neutral Bathroom Surveys	
Tech Op Plan	
FRAWG/PAWG Prioritizations	

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	**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

team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.	• 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
• Samuel Lingrosso • John Sinutko • Vance Manakas • Gerry Zucca • 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 • Wayne Snyder • Norm Marten	• Silvia Barajas • Nenagh Brown • John Sinutko • Danielle Kaprelian • Steve Callis • Gerry Zucca • Erik Reese • Richard Kemp • 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
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents.	
5. Make recommendations for updating the Information Technology Operations Plan and Strategic Technology Plan.	
6. Explore options for faculty webpages	09/05, 10/03