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

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

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	Meeting called to order by Silvia Barajas at 1:19 pm.
2. **PUBLIC COMMENTS- Nenagh Brown & Erik Reese** Erik Reese announced that Norm Marten is the new co-chair next semester.	
3. **APPROVAL OF MINUTES: November 7, 2018**	Norm Marten motioned to approve minutes with the following amendment:

TOPIC	ACTION
	TRAWG will also rank annual site licenses starting this year.
	Felix Masci seconded motion.
	Abstention(s): Steve Callis
	Motion carried

4. INFORMATION/REPORTS
 	
 ➢ **IT UPDATE –Dan McMichael**
 Dan was not able to attend today's meeting. Silvia asked members to review IT report and if they have any questions to please contact Dan.
 	
 ➢ **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket**
 Tracie shared the following:
 Online Canvas Trainings are scheduled as follows:
  • January 28-February 24th
  • March 11-April 14th
 	
 She mentioned that there were 7 people in attendance for the previous Canvas Basics training.
 	
 Because we are members of California Virtual Campus/OEI the following resources are available to all faculty:
 	
 Notebowl-Facebook-like interface for discussions and announcements.
 	
 Ally- Accessibility checker.
 	
 C3 Media for video captioning. Matt mentioned that Instagram can also be used.
 	
 At our next meeting Tracy will provide the date for the next DE Summit.
 	
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 ➢ **FACILITIES PROJECTS UPDATE – John Sinutko**
 John provided updates on the following projects:
  • Gym – underground Utilities and 30% of wall framing has been completed. Contractor is requesting additional days to complete due to the additional abatement work required.
  • Field House- John went to Riverside to inspect the field house construction. The last thing they were installing were the floors. The field house should be delivered on 12/13 and set on 12/14. Project is scheduled to be completed by end of January 2019.
  • TV/Film Project- Funded by CTE. Located in the Communication building is completed. Still need to work on the second part of the project which is the bathrooms.
  • Outdoor Classroom- Completed by the contractor as scheduled and has been invoiced.	

5. Information Security Board Policy and Administrative Procedure – Second Reading (Dan Watkins)	Felix Masci motioned to approve and forward the Information Security

TOPIC	ACTION
Dan reviewed the Information Security Board Policy and Administrative Procedure reivsions. Discussion held.	Board Policy and Administrative Procedure to the Academic Senate. Norm Marten seconded motion. Approved by general consent. Abstentions- None Motion carried
6. Faculty Webpages- Dan Watkins Dan stated that it is up to the campus to determine what options they want to use for faculty webpages. He could research other options if necessary. One option would be to have an assigned individual responsible for creating faculty webpages through Drupal. Another option is to use CourseLeaf because it can be used to link to faculty webpages. He also shared that Banner 9 has a new functionality that is able to create employee profile pages. This feature may be accessible in the future to students and staff. Dan recommended that MC forms a workgroup so that the process can be formulated and IT can assist with the technical aspect. Silvia mentioned that they are looking at creating something similar to the faculty webpages that CSUCI uses. Silvia, Erik, and Andrew will be part of this workgroup and anyone is welcome to join. Dan also mentioned that last week they received 19 proposals for the college website redesign project.	
7. Wayfinding- John Sinutko John stated that at this time he does not have any updates. He will provide an update during next FTCAP meeting.	
8. Committee Reports – FRAWG/TRAWG/PAWG • FRAWG- Jane shared that the committee has been meeting. She was hoping to finish this semester, but will have a final meeting in January. Samuel Lingrosso will be the new dean and will be conducting the final meeting. Miscategorized items will be forwarded to the appropriate committees. • TRAWG- Norm mentioned that they reviewed most items. They are still following up on tech items. He anticipates they will present recommendations to FT-CAP in February. • PAWG- Silvia stated she received a list of items. Due to the upcoming holiday break the first meeting will be scheduled in January.	
9. Update and Discussion on 2018/19 Committee Goals-	
10. Good of the Order- Silvia wished everyone happy holidays and thanked Jane for her service to the committee.	
11. ADJOURNMENT	Meeting adjourned at 2:03 pm.

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	**2019	02/06, 03/06, 04/03, 05/01**
BP/AP 3721 Information Security	

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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	• Silvia Barajas • Nenagh Brown • John Sinutko • Danielle Kaprelian • Steve Callis (Gerry Zucca-Sabbatical) • Erik Reese • Richard Kemp • Felix Masci

• Michele Perry • Wayne Snyder • Norm Marten	

	Goals 2018/19	**Date of Action/Completion**
1.	Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	10/03, 11/07
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, 11/07, 12/05
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, 12/05