Moorpark College FTCAP

Goals for 2017-18

These goals were established at the first FTCAP meeting of the 2017-2018 academic year on 2018-09-05 and then modified and adopted by the committee during the second meeting of the academic year on 2018-10-04. At the end of each meeting, we review our goals and mark the goals discussed and/or addressed that meeting with that days date.

1) Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests
   - Contact person information was added to TracDat inputs on program plans, greatly reducing chasing down the correct person to ask questions
     o This came out of FTCAP members visiting EdCAP last year
   - Both groups were able to meet our proposed timelines this academic year
     o This includes reviewing:
       - 58 FRAWG requests
       - 48 PAWG requests
       - 89 TRAWG requests, including
         - 30 new general fund requests
         - 23 refresh requests
         - 26 categorical requests
         - 10 on-going budget (aka line) items
   - From discussions this year, for 2018-19 FTCAP will
     o Use a more uniform presentation that results in a ranked list by each workgroup facilitated by a common Excel spreadsheet
     o Discuss whether cost should be something that is ranked and the possible need for a cost/benefit analysis
     o Work with institutional research to develop an easy method to insert and access pictures in program plans

2) Review and update the facility, technology, and planning prioritization processes in regards to General Funds and Categorical Funds
   - Split the general and categorical fund requests for TRAWG
     o Went through and prioritized the general fund requests in great detail
     o Only verified the categorical fund requests to make sure nothing out of the ordinary or inappropriate was there
       - Categorical requests presumably have already been vetted when the proposals for the grants/initiatives/etc. were written so no need to duplicate that effort but good for a wider cross-section from campus to verify requests
   - From discussions this year, for 2018-19 FTCAP will
     o How do program plan requests for technology items get to categorical decision makers for discussion?

3) Discuss campus wide Way-Finding Project
   - FTCAP is kept apprised of progress in the Way-Finding Project
   - Way-Finding has made significant progress this year with the architects selected last academic year
     - Architects have come for information gathering sessions, generated preliminary ideas and plans, and have received more feedback from the college
     - FTCAP approved the Wayfinding proposal and schematic design utilizing the two letter designation
     - FTCAP recommended and approved the recognition of the Earth Shell as a landmark and two letter designation in the Way-Finding Project
     - Awaiting updated plans from the architects that will hopefully be close to final plans
     - Next steps will be for campus final approval and bidding for manufacturing of the signs.

4) Continue to provide a report on completion of requested resources and communication out to the campus constituents
   - The final prioritized lists are posted on FTCAP's website
   - Final prioritized lists and website information was sent to department chairs this year as a first step towards closing the loop on program plan request prioritization
   - This process will be institutionalized and each August department chairs and deans will receive this information.

5) Make recommendations for updating the Information Technology Operations Plan
   - Written and updated by Dan McMichael and presented to FTCAP as a whole for review
   - Approved by FTCAP during our final meeting

6) Explore options for faculty webpages
   - Faculty and staff are interested in updated webpages to include at the minimum pictures of faculty and staff with the option to add biographical and or other information
   - Victory Kitamura from District IT met with FTCAP to discuss possibilities for faculty and department webpages.