MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, February 03, 2016 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas	X	Business, Science & Child Development	Steve Callis	X
Co-Chair: Academic Senate Representative	Michael Walegur	X		Gerry Zucca	X
Academic Senate President, ex officio	Mary Rees	X	Enrollment Services, Mathematics & Physical Sciences	Erik Reese	X
Deans	Norm Marten	X		David Mayorga	X
	Inajane Nicklas			Angela Wilkins	X
Business Services	Darlene Melby	X	Behavioral & Social Sciences	Jack Miller	
	Dan McMichael	X		Kari Meyers	X
	John Sinutko	X		Steve Pfeffer (Alt.)	
Associated Students Representative	Neema Sheshebor		EATM, Health & Life Sciences	Christina Lee	
Instructional Technology	Tracie Bosket			Audrey Chen	
				Michlyn Hines	
Guests				Mary Swenson (Alt.)	
Student- Access	Matthew Spinneberg	X		Lan Nguyen (Alt.)	
A.S. for Neema	Sydney Pugh	X		Andrew Kinkella (Alt.)	X
EOPS	Marnie Melendez	X	Languages, Library & Learning Resources	John Dobbins	X
				Faten Habib	X
			Performing Arts & Student Life	Brian Koehler	
				Sherry D'Attile	
				Lydia Basmajian	X
				Michael Grimes	
			Athletics, Arts & Institutional Research	Howard Davis	

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	Meeting called to order at 1:20 p.m.
2. **APPROVAL OF MINUTES: December 02, 2015 meeting**	Erik Reese moved the minutes be approved as amended. Darlene Melby seconded the motion, and the motion carried. Abstain: Sydney Pugh & Matthew Spinneberg
3. **INFORMATION/REPORTS** ➤ **IT UPDATE –Dan McMichael** Follow up: Time Warner cable issue was resolved. Final testing of online scholarship application (more streamlined). Going live very soon (next week?) via portal announcements, blast to students/link in portal called NextGen. Degree works, Portal, all websites, Banner are done being moved to MC from DAC, working on moving D2L from DAC to MC. Adding smart classrooms, some rooms need to have electrical pulled, etc. Ricoh project still working, all inkind are installed, student print working, working with vendor to fix	Add Maria Perez Medeiros to agenda to explain scholarship online process. Create a questionnaire for all to get rid of Sunny (computer system prior to Drupal) and move to more up to

APPROVED

TOPIC	ACTION

problems, copy center up and working. Waiting for print cards, still working out kinks (a lot of moving parts) release stations up and running where students can print their remote jobs. Free to students until working. PCI project, continuing to segment the traffic and will continue. Refresh list for labs, classrooms and infrastructure. Send any pages in Sunny to Dan and Dean that need to be taken down, cleaning up all out of date sites before accreditations. Timeline still being worked on to convert from D2L to Canvas, nothing official has been confirmed, training is being worked on.
    o **Review District Technology Plan - Dave Fuhrman**
        Unable to attend
➢ **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket**
  Unable to attend
➢ **FACILITIES PROJECTS UPDATE – John Sinutko**
Fire alarm in PA: still working to fix issues with smoke detectors, need to be able to use hazing machines. PA emergency lighting being installed today. PA dimmer panels has been vendored out. LLR emergency lighting and generator project: purchased generator and out to bid on 2/10 for installation portion to make electricial connections and power supply. Estimated to be a 60 day project. Irrigation: working on construction projects for high efficiency to replace all bathrooms toilets and urinals and install low flow faucets. Campus construction projects still being worked on: 208 & 209 engineering lab John meeting with Lori; FM&O remodel is on the backburner; Admin 2nd effects met with 4 options will need to reconvene; Gym made corrections to plan and architect is implementing the comments; Way finding has not moved; Tech 114 and 110   114-Large general needs classroom - out to bid on it; Access building renovation in preliminary discussions; SSA, EOPS- Trailers in discussion for use offices; Campus Center- preliminary negotiations; EATM Master Plan proposal, need to meet next steps; Prop 39 year 3
Will bring to the April meeting an update on the new electronic lock security system.
    o **Tech Building**
        Tech 114 and 110   114-Large general needs classroom - out to bid on it
	date.
	
	All committee members to send any pages found in Sunny to Dan McMichael and Dean Adams that need to be taken down.

4. **Accreditation - John Sinutko/Dan McMichael** Holding pattern. These 2 standards need a lot from DAC. Hopefully, have soon for review will send out once we compare what Dan and John has versus what the district sent.	

5.   **Work Group Updates-**
   Add name of requestors & rooms requested in program plans.
    ➢ **FRAWG**
    Met to go over it all. It is all ranked. Need criteria. High, medium, low ranking. Safety is a high priority. Will be brought to March meeting.
    ➢ **TRAWG**
    In progress 2 more meetings before March. Finish recommendations for March agenda. Status of all items.
    ➢ **PAWG**
    Final list to March meeting.	

6. **Last Minute Comments**	
7. **ADJOURNMENT**	Steve Callis moved to to adjourn meeting at 2:35 p.m. Norm Marten seconded the motion, and the motion carried.

HANDOUTS	F-CAP/T-CAP 2015-16 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda | 02/03/2015 – MCShare & Website	**2015 | ~~09/02~~, ~~10/07~~, ~~11/04~~, ~~12/02~~**
F-CAP/T-CAP Meeting Minutes | 12/02/2015 – MCShare & Website - DRAFT	**2016 | 02/03, 03/02, 04/06, 05/04**
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	
Standard IIIC Technology Resources	
Standard IIIB Physical Resources	

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 - Two Deans selected by the Executive Vice President - Three Business Service representatives selected by the Vice President of Business Services - One student appointed by Associated Students