MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(F/T-CAP)
MEETING MINUTES
Wednesday, October 04, 2017 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas		Languages & Learning Resources	Faten Habib	
Co-Chair: Academic Senate Representative	Erik Reese		Business, CD & Student Engagement	Lydia Basmajian	
Academic Senate President, ex Officio	Nenagh Brown			Jeny Joy	
Dean	Norman Marten			Audrey Chen	
	Jane Morgan		EATM, Health & Life Sciences	Michlyn Hines	
Business Services	Michele Perry			Mary Swenson (Alt)	
	Dan McMichael			Lan Nguyen (Alt)	
	John Sinutko			Andrew Kinkella (Alt)	
Associated Students Representative	Donna Rahgoshay		Athletics & Institutional Effectiveness	Vance Manakas	
Instructional Technologist	Tracie Bosket			Angela Wilkins	
Student Services Council	Kim Korinke		Mathematics & Sciences	Michael Walegur	
ACCESS	Matt Spinneberg			Kevin Balas	
Classified Staff	John Dobbins			Matthew Morgan	
	VACANT			Kari Meyers	
	VACANT		Social & Behavioral Sciences	Susan Kinkella	
Vice President, ex Officio	Amanuel Gebru			Lee Ballestero (Alt)	
	Julius Sokenu			Steve Pfeffer (Alt)	
GUESTS				Steve Callis	
			Arts & Communications	Gerry Zucca	
				Brian Koehler	
				Michael Grimes	

TOPIC	ACTION
1. WELCOME and INTRODUCTION	
2. Public Comments	
3. APPROVAL OF MINUTES:	
➢ **April 05,2017**	
➢ **September 06, 2017**	
4. INFORMATION/REPORTS	
➢ **IT UPDATE –Dan McMichael**	
➢ **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket**	
➢ **FACILITIES PROJECTS UPDATE – John Sinutko**	

TOPIC	ACTION
5. Review Committee membership and Committee Assignment (2016/17 Committee Assignments Listed Below)	
6. Vote on 2017/18 Goals (listed at the end of the agenda)	
7. Wayfinding update Wayfinding Committee Members: John Sinutko, Director Facilities, Maintenance, and Operations. Katharine Boyd, Administrative Assistant M&O Kris Romero – Zoo Operations Assistant Traci Allen – Counselor Nenagh Brown – History instructor, Academic Senate Burt Gutierrez – Campus Police Lieutenant Lee Ballestero – Political Science instructor Doreen Renee Butler – Math instructor Tim Samoff – Multimedia and Graphic Design instructor John Loprieno – Theatre instructor Brian Koehler – Theatre instructor	Silvia to email the members of the Wayfinding Workgroup to the committee.
8. ADJOURNMENT	

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F/T-CAP Agenda | 10/04/2017 – MCShare & Website	**2017 | 09/06, 10/04, 11/01, 12/06**
F/T-CAP Meeting Minutes | 04/05/2017 & 09/06/2017 – DRAFT	**2018 | 02/07, 03/07, 04/04, 05/02**
F/T-CAP Charge/Membership – Included on Agenda, Website	

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 VP of Academic Affiars and Student Support* *Three classified representatives appointed by by the Classified Senate* *Three Business Service representatives selected by the VP of Business Services* *One rep from Student Services Council appointed by the VP of Student Support* *One representative from ACCESS* *One student appointed by Associated Students*

DRAFT

FRAWG Members	TRAWG Members	PAWG Members
- Jane Morgan - Michael Walegur - John Sinutko - Angela Wilkins - Vance Manakas - Gerry Zucca - Mickey Howell - Brenda Woodhouse	- Norman marten - Dan McMichael - Tracie Bosket - John Dobbins - Erik Reese - Andrew Kinkella - Lydia Basmajian - Susan Kinkella - Steve Callis - Michael Grimes - Michele Perry	*Silvia Barajas* *Nenagh Brown* *John Sinutko* *Faten Habib* *Gerry Zucca* *Erik Reese*

Goals 2017-18 (DRAFT)	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	
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.	
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.	
6. Explore options for faculty webpages.	