MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, October 5, 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	Languages, Library & Learning Resources	John Dobbins	X
Co-Chair: Academic Senate Representative	Michael Walegur	X		Faten Habib	X
Academic Senate President, ex Officio	Nenagh Brown	X	Mathematics & Physical Sciences	Erik Reese	X
Dean	Norman Marten	X		Angela Wilkins	
	Jane Morgan	X		David Mayorga	X
Business Services	Darlene Melby		EATM, Health & Life Sciences	Christina Lee	X
	Dan McMichael	X		Audrey Chen	
	John Sinutko	X		Michlyn Hines	X
Associated Students Representative	Thomas Moran			Mary Swenson (Alt)	
Instructional Technologist	Tracie Bosket	X		Lan Nguyen (Alt)	
				Andrew Kinkella (Alt)	X
Guests			Athletics & Institutional Effectiveness	Vance Manakas	X
			Science & Student Engagement	Lydia Basmajian	X
				Ed Garcia	
			Behavioral & Social Sciences	Matthew Morgan	X
				Kari Meyers	
				Susan Kinkella	
				Lee Ballestero (Alt)	
				Steve Pfeffer (Alt)	
			Arts, Business & Child Development	Steve Callis	X
				Sile Bassi	X
				Gerry Zucca	X
				Matthew Spinneberg (Alt)	X
			Performing Arts & Student Engagement	Brian Koehler	
				Michael Grimes	
				Mickey Howell (Alt)	X

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	Meeting called to order at 1:20 pm.
2. **APPROVAL OF MINUTES: September 7, 2016**	Erik Reese motions to approve minutes as amended. Norman Marten seconds the motion. Dan McMichael abstains.
➢ **INFORMATION/REPORTS** ➢ **IT UPDATE –Dan McMichael**	

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TOPIC	ACTION
- Updating the Strategic Technology Plan with the corrections noted from the last F/T CAP meeting - Creating a new computer lab in T-205 - Refreshing the 21 stations in the ACCESS computer lab - Working on the approved and funded technology request from Program Plans - Replaced ACCESS stations in LLR - New Cylance anti-malware application for areas that may access sensitive data (currently installed in SBO, Financial Aid, IT, A&R) - Trend Micro antivirus will begin to be deployed - Working with CSUCI to expand campus police use of the RIMS network (Records management system for evidence, incident information, etc.) - Moved EOPS to their new location – added 9 new computers to the program - Working with CNSE department to improve their server equipment for the VMWare classes – diagnosed problems, provided input, provided quotes for necessary parts 3SP Center (GPS) finalized – Installed additional computers for student use with printing capabilities total of 14 new computers, 14 phones, and 2 networked printers - IT closed 404 tickets in August and 303 in September. - PCI compliance project has begun - New firewall installed - New switching equipment - Waiting on DAC for endpoint devices - Credit card readers are certified **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket** - Currently Student Evaluations are temporarily down due to the preparation for the Canvas Integration with student surveys - DE Committee's discussion of external Canvas Certification courses (i.e. COC, Pierce, Santa Monica colleges' trainings, etc.) - DE Committee and District discussion ways to provide Canvas Lite shells - Zoom (a "FaceTime" meeting) the Chancellor's Office provides it. Very simple Works with CCCConfer is captioning(ish) send https://zoom.us/ - https://support.zoom.us/hc/en-us/articles/207279736-Closed-Captioning - Starting the end of this month, Lydna.com will be free for all employees in California Community Colleges. Currently we have been paying for it. It is located in the Portal -> "Work Life" -> "Lynda.com Employee Online Training" (left side) - Instructors will need to start Exporting D2L content. Online Student Support will be helping instructors with that. MCOnlineStudentSupport@vcccd.edu - Export and Importing Guide (for those who have Canvas shells) "How do I import content from Desire 2 Learn (D2L) into Canvas?... https://community.canvaslms.com/docs/DOC-2711 - This is a great time to get videos captioned and stored on 3CMedia servers. Then they don't have to upload videos onto Canvas courses, they will just stream them. Here is a quick guide of doing this.. https://docs.google.com/document/d/1u8LKD7dcOrOL1qt9y_weRArB1bWRrreBSuuDuPzJ7hI/edit - Current Canvas training started on Sept 19th - Next Canvas training starts October 24th	

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TOPIC	ACTION
➢ Survey for best months for people to train on Canvas… https://docs.google.com/forms/d/e/1FAIpQLSe30lIz0tUlyhF0S-RpJWDJRMva-_mxPYv-mBGAkcswvAwhHQ/viewform ➢ 24/7 phone support (844) 602-6290 spread the word ➢ Upcoming "Steal an Idea" workshops: - o Google Docs – 10/18 at 4:15pm-5:30pm - o iPad in the Classroom – 11/9 at 2:30-3:30 - o Create Classroom "Trailers" with iPhones and iPads– FLEX January 6th ➢ **FACILITIES PROJECTS UPDATE – John Sinutko** ➢ Bid 501 - PA Fire Alarm – In discussions with Ventura County Fire Prevention regarding the use of a fire watch for performances in which the hazer is used. We have reached an agreement with VC Fire Prevention, allowing a specially trained staff member disarm portions of the FA system during a performance in which the hazer (fog/smoke machine) is used. ➢ Bid 511 - PA Dimmer Panel Replacement – Awaiting final payment and release of retention. ➢ Bid 513 - Awaiting release of retention. ➢ Irrigation Control System Upgrade –Final irrigation components currently being installed. ➢ Bid 517 CW High Efficiency RR Fixture Upgrade – Currently working in LMC building. ➢ PS 208 – 209 Engineering Lab – FF&E installation continues this week. ➢ FM&O Remodel – Plan Development – Design Development – Working on when time allows. ➢ Administration Secondary Effects – Work on plan for required modifications for new VP office. Restroom planning beginning. ➢ Gym Renovation – DSA meeting was denied until specific issues can be articulated. Setting meeting with end users for development of swing space. ➢ Wayfinding – Scheduling committee meeting for current year currently at the "re-doodle" stage. ➢ Tech 114, 110, space development – Awaiting window covering installation. ➢ Tech 205 36 –Station Computer Lab - FF&E Installation is complete. Cabling to FF&E in process. ➢ SSA space development – developing signage. Architect and Engineer working on roof replacement, HVAC upgrades and door, siding repair/replacement. Will develop cost for this work. ➢ Old EOPS Trailer – Waiting area furniture ordered. Signage in discussions - now GPS ➢ Campus Center Preliminary Design – Meeting with Architect and end user group on 10/4/2016. Preliminary cost estimate has construction hard costs at $16,934,093.00, and soft costs at $5,080,228.00, for a total preliminary project estimate of $22,500,000.00. ➢ Prop 39 Year 3 – District Wide Project – Punch list work in progress - high efficiency lighting ➢ Prop 39 Year 4 – District Wide Project – See bid 519. $336,536 received, and will be applied to Bid 519, HSS HVAC project. ➢ Performing Arts Main Theater Restoration – Early stages of project scoping and budget establishment. ➢ Electronic Lock Security Enhancements – Lock – Bloks installed. Working with District on the larger project. ➢ Bid 519 - HSS HVAC Replacement Project – Equipment procurement in progress. ➢ **2015/16 FRAWG/TRAWG/PAWG approved items** – the list of approved items from the prior year were distributed.	

TOPIC	ACTION
3. **2016/17 Goals** ➢ Reviewed the approved 2015-16 goals for F/T CAP to create 2016-17 goals. 4. **FRAWG/TRAWG/PAWG Timeline** – FRAWG/TRAWG/PAWG timelines were reviewed with a goal of February 2, 2017 for final approval. Committee assignments were reviewed.	Draft goals based on discussion will be sent to the committee to review for the next meeting.
5. **ADJOURNMENT**	Dan McMichael motions to adjourn. Steve Callis seconds. Meeting adjourns at 2:50 pm.

HANDOUTS	F-CAP/T-CAP 2015-16 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda | 10/05/2016 – MCShare & Website	**2016 | ~~09/07~~, 10/05, 11/02, 12/07**
F-CAP/T-CAP Meeting Minutes | 09/07/2016 – DRAFT	**2017 | 02/01, 03/01, 04/05, 05/03**
F-CAP/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 Executive Vice President • Three Business Service representatives selected by the Vice President of Business Services • One student appointed by Associated Students