MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, November 04, 2015 | 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	Marcos Enriquez	
Deans	Norm Marten	X		Thanh Trinh	
	Inajane Nicklas	X		David Mayorga (Alt.)	
Business Services	John Sinutko	X		Angela Wilkins (Alt.)	X
	Darlene Melby	X	Behavioral & Social Sciences	Jack Miller	X
	Dan McMichael	X		Steve Pfeffer (Alt.)	
Associated Students Representative	Neema Sheshebor	X	EATM, Health & Life Sciences	Christina Lee	
Instructional Technology	Tracie Bosket	X		Audrey Chen	
				Michlyn Hines	
Guests	Erik Reese	X		Mary Swenson (Alt.)	
	Kari Meyers	X		Lan Nguyen (Alt.)	
				Andrew Kinkella (Alt.)	X
			Languages & Learning Resources	John Dobbins	X
				Faten Habib	X
			Performing Arts & Student Life	Brian Koehler	
				Sherry D'Attile	X
				Lydia Basmajian	X
				Michael Grimes	X
			Athletics, Arts & Institutional Research	Howard Davis	

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	Meeting started at 01:25 pm
2. **APPROVAL OF MINUTES: October 07, 2015 meeting**	John Sinutko motioned to approve the minutes. Erik Reese seconded the motion.

3. **INFORMATION/REPORTS**
 	
➢ **IT UPDATE – Dave Fuhrmann/Dan McMichael**
402 Tickets were completed by the IT team with 97.8% SLA compliance. Wireless phase 1 complete. Phase 2 just started. Project in progress with the Scholarship Office to have applications be web based. The estimated go live date is February 01, 2016. Associated Students (AS) will advertise once the applications are available online.
 	
   o **Review District Technology Plan**
   No updates as of today.	

DRAFT - PENDING APPROVAL

TOPIC	ACTION
➤ **INSTRUCTIONAL TECHNOLOGY – Tracie Bosket** Steal My Idea Series completed its first session on 11/12/2015 about texting the students. There will be a survery sent out to see the feeling of moving to Canvas from D2L. ➤ **FACILITIES PROJECTS UPDATE – John Sinutko** The road way and parking lot are completed. Campus Drive project is completed. PA fire alarm project is done. PA emergency lights are up for approval. All emergency buttons that were authorized have been installed. A work group for the Way Finding Project is needed. Working on solutions for sending mass notifications through Blackboard. Administration Building Secondary Effects - met with end user group and entities for preliminary design ideas. Working with District on emergency alarms as they cannot be heard in some buildings. Irrigation documents being developed for campus high efficiency	
4. Recommendation to Charge and Source of Authority - Silvia Barajas	Silvia to draft the proposed change to present at next meeting.
5. **Work Group Updates** ➤ **FRAWG** Members: Michael Walegur, Gerry Zucca, Mickey Howell, Inajance Nicklas, Brenda Woodhouse and Jack Miller. This work group needs the information from Lisa Putnam to begin the prioritization. ➤ **TRAWG** Members: John Dobbins, Erik Reese, Norman Marten, Darlene Melby and Steve Callis No update for this work group. ➤ **PAWG** Members: Gerry Zucca, Mary Rees, John Sinutko and Silvia Barajas. PAWG can evaluate items that are not part of the program plans or other work groups. Secondary uses for the following buildings were looked into: Tech, SSA, ACCESS and Gym Lower Level. Tech - used to be a Ceramics space, can be turned into a classroom. SSA - no extra uses were found. ACCESS - the only issue is the flooring. Changing it to cement would address all issues and could be used for office space. A building plans are being developed faculty and staff are being interviewed by Architects to determine options for the use of this building. Gym - will leave with the renovation.	
6. **Ongoing Discussion – Integrating general and non-general funds for Facilities/Technology planning** Categoricals vs General Funds. The committee will ensure they are sound.	
7. **ADJOURNMENT**	John Dobbins motioned to adjourn. Steve Callis seconded the motion. Meeting ended at 02:30 pm

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

DRAFT - PENDING APPROVAL

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.~~ Proposed change to: 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.	**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

DRAFT - PENDING APPROVAL