MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, January 15, 2014 | 1:15-2:30 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Mathmatics & Physical Sciences	Marcos Enriquez Tom Ogimachi Michael Walegur	X X X
Co-Chair: Academic Senate Representative	Martin Chetlen	X			
Academic Senate President, ex officio	Mary Rees	X	Behavorial & Social Sciences	Kari Meyers Jack Miller Lee Ballestero	X X
Deans	Julius Sokenu Inajane Nicklas	X X			
Business Services	John Sinutko Darlene Melby Todd Hampton	X X X	Enrollment Services, Health & Life Sciences	Christina Lee Brenda Woodhouse Audrey Chen	X X X
Associated Students Representative	Victoria Zolfaghari		Business, Languages & Learning Resources	Hart Schulz Faten Habib Kara Lybarger-Monson	X X
Guests	Dave Fuhrmann	X			
	John Dobbins	X	Performing Arts & Student Life	Traci Allen Nathan Bowen Dena Stevens	X X X
			Visual Arts & Applied Sciences	Howard Davis Gerry Zucca Ashley Chelonis	X X X

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	The meeting was called to order at 1:16 p.m. and introductions were made around the room.
2. **Approval of Minutes November 20, 2013 meeting**	The minutes were approved as submitted.

3. **INFORMATION/REPORTS**
    ➢ **IT UPDATE**
        <u>Mr. Dave Fuhrmann</u> –
        o A brief powerpoint about the state of IT was shown to the committee that was shown at the Board of Trustees meeting.
        o The MyVCCCD mobile app was released and has had more than 10,000 downloads and received 4.5 out of 5 stars.
        o There is a 2 year plan to expand wi-fi around campus.
        <u>Mr. Todd Hampton</u> –
        o Lync - 70-80 percent of the phones are in place. Full deployment should be by mid-february.
        o 140 problem tickets came in last week and IT is now back-logged. Please be patient.	

TOPIC	ACTION
o A new Lab will be going into fountain hall. ➢ **INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis** Desire to Learn upgraded over the break with no issues reported as of now. Please let her know if there is any problems that need to be addressed with details ➢ **PROJECTS – Mr. John Sinutko** <u>Fountain Hall</u> - The 1st phase for moving student services into the building is complete with the move of the Student Business Office and Career Transfer Center. Currently working on punch list items. Most items have been ordered that are on the list. The 2nd phase should be on February 22nd. We are set to have a meeting on February 27th to coordinate that move. <u>Parking structure</u> – It is complete with punch list items that should be done by this Friday. Installation of cameras and monitors still need to be done. An announcement will go out when is ready to use. <u>Replacement of Energy Management System</u> – Still in the beginning stages of this project. Once started the project should last approximately 8 months. ➢ **TRAWG Update –Co-chairs Julius Sokenu and Tom Ogimachi** Mr. Sokenu – The TRAWG committee met and went through the request and started ranking them by using the set criteria. They have had to go back to a couple of programs to ask for more information. Mr. Sokenu asked if this committee might be able to help TRAWG decide how to deal with ranking programs that have more frequent and higher need over the ones that don't. They would also like to take a look at how we discuss technology on this campus. How to strategically anticipate how changes happen annually. They also were interested in having Kenneth Green help with this process. TRAWG will have first read recommendations for this committee at the March meeting. ➢ **FRAWG Update - Co-chairs – Inajane Nicklas and Gerry Zucca** Mr. Zucca – FRAWG met 3 times and went through requests and investigated questions. Should have recommendations at meeting in March. FRAWG also added a few items in the responsibilities area on the criteria page which was handed out to the committee. Discussion followed regarding making the process more formal and making sure that the feedback makes it back to the program.	
4. **Master Plan Timeline/RFP/RFQ Update – John Sinutko** Howard Davis – The master plan committee went thorough packets and had interivews with architects. They took the top 4 and ranked them in order: 1. Gensler, 2. Steinberg, 3. NTD and 4. Perkins + Will. Mr. Sinutko sat down with the President and walked him through the whole process. The President reported back to the Chancellor. The recommendation goes to the President then Cabinet, the Capital Planning meeting and thenthe Board meeting in February. We can move forward with the chosen architect after the Board meeting. Hopefully we will have them at the next Y'all Come.	
5. **Smart Classroom Process** Tabled until the sub-group can meet. 6. **Strategic Technology Plan** Asked committee to go into link that was sent previously and make feedback comments directly on that link or send them to Iris.	
7. **ADJOURNMENT –** The meeting was adjourned at 2:32 p.m.	

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