MOORPARK COLLEGE
Technology – Committee on Accreditation and Planning

Plans, monitors, and evaluates institutional technology including hardware, software, and training needed to support student learning; the Technology Master Plan and Technology Inventory; funding for technology based on an allocation of at least 30% of instructional equipment funding dedicated each year to technology equipment, software, and hardware needs identified in the Technology Plan and annual program plans; The Accreditation Self-Study; and Monitors implementation of Agenda 3C of the self-study relative to facilities.

MEETING NOTES
Wednesday, May 4, 2011 | 1:15-2:30 p.m., PCR

POSITION	NAME	ATTEND		DIVISION FACULTY REPRESENTATION	NAME	ATTEND
Co-chair: Vice President, Business Services	Iris Ingram	X		Applied & Social Sciences (2)		
Co-chair: Academic Senate Representative (1)	Martin Chetlen	X		Art, Media, Education, & Enrollment Services (2)	Steve Callis Katherine Zoraster	
Associated Students Representative (1)	Ebony Taylor			Language & Learning Resources (2)	Faten Habib Kara Lybarger-Monson	X X
Information Technology Representative	Rick Shaw Todd Hampton Dean Adams	X X		Mathematics & Physical Sciences (2)	Ed Garcia Michael Walegur	
Deans or Directors (3)	Lori Bennett Lisa Miller Inajane Nicklas	X X		Natural Sciences (2)		
ACCESS Representative (1)	Shannon Bowen Obie Younan (alt.)	X		Performing Arts and Student Life (2)	Vail Keck Mickey Howell	X
Academic Senate President	Riley Dwyer					
GUESTS	Darlene Melby	X				
	Dave Fuhrmann	X				
	Ashley Chelonis	X				

TOPIC	ACTION
1. **WELCOME! INTRODUCTIONS!** Co-Chair Ingram welcomed everyone in attendance. Introductions were made around the room.	**Meeting began at 1:25pm.**

TCAP 2010-11

TOPIC	ACTION
2. REVIEW & APPROVE MEETING NOTES ➢ **TCAP Meeting Notes | April 6, 2011** The April 6, 2011 TCAP Meeting Notes stand as distributed.	**Co-Chair Ingram called for a motion to approve the April 6, 2011 TCAP Meeting Notes. Co-Chair Chetlen motioned for approval. Mr. Todd Hampton seconded the motion. Motion carries.**

3. REPORTS
 ➢ **I.T. Update – Dave Fuhrmann/Todd Hampton/Rick Shaw**
  Associate Vice Chancellor Dave Fuhrmann indicated that the Banner Financial Aid Project was on target with the first disbursements to occur in August. Additionally, the Board approved Payment Processing and Financial Aid Disbursement, to Higher One, Inc.. Students will have an option for their financial aid award to be deposited automatically to their bank accounts. With the expected additional workload on Banner, an upgrade to the servers will also take place. Beginning August 1, 2011, students will be required to pay for their fees, in full, within 24 hours of registration. Additionally, students wishing to have their parking permits mailed to them, instead of standing in line, can do so by paying an additional fee and registering online (they can still purchase at the Business Office in person).
 	
  Associate Vice Chancellor Fuhrmann Library mentioned that there was a concensus to move forward with a single library system, XLibris; therefore, an upgrade will occur. This new program will help identify books at other campuses. Our courier service would then deliver requested books to a selected campus. The program also has the capability to reserve electronically as well as the management of eBooks. This purchase will go to the Board in June.
 	
  Associate Vice Chancellor Fuhrmann indicated that I.T. has seven building projects that they will work on over the summer (4 in Camarillo, 2 in Oxnard, and 1 in Moorpark). In total, there will be over 30 projects between now and the end of the year. Additionally, he noted that the email system will receive an upgrade. Faculty will be upgraded after finals. Further down the line, classified and management will have their systems upgraded to Office 2010 with a one-time pushout. Faculty should receive the upgrade over the summer. Mr. Todd Hampton will communicate schedules via email.
 	
  Associate Vice Chancellor Fuhrmann stated that the District would be switching over to a new mass notification system powered by Blackboard Connect.
 	
  Mr. Todd Hampton indicated that a refresh for smart classroom equipment, campus-wide, was scheduled for the 19th.	

TOPIC	ACTION
Mr. Rick Shaw mentioned that they will be updating to some of the internal main controllers for the Virtual Desktop Iniatives (VDI). If anything might affect MyVCCCD, Mr. Shaw will send out an all campus email. Additionally, SCE energy conservation will begin again in June for twelve afternoons, mostly on Fridays. They will give us 24-hour notice.	

4. DISCUSSION
 	
    ➢ **Operational Plan – Mr. Rick Shaw**
    Mr. Rick Shaw reviewed changes/updates to the Operational Plan with members of TCAP.   Mr. Shaw mentioned that the Camarillo facility will receive the first deployment of the VOIP Microsoft Phone System. Additionally, he stated that firewalls will be updated over the summer.   Inventory was not placed into the document (over 40 pages); however, it could be made available upon request. It was suggested to embed a link into the document so that it could just pop-up when clicked on.   Co-Chair Ingram stated that adoption of the IT Operational Plan would occur during the September meeting as this was just the first reading.
 	
    ➢ **Goals & Accomplishments for FY12 – Iris Ingram**
    Co-Chair Ingram asked members to review the Goals & Accomplishments for 2010-11. Updates to the 2010-11 Goals & Accomplishments will be made available for approval during the September meeting. Goals for 2011-12 will also be adopted during the September meeting.	

5. ACTION	
6. ADJOURNMENT	**Meeting adjourned at 2:31p.m.**

HANDOUTS	MEETING CALENDAR 10/11 1st Wednesday, 1:15 p.m., PCR
AGENDA | 05/04/11 – **MCShare & Webpage**	**2010** | ~~09/01~~, ~~10/06~~, ~~11/03~~, ~~12/01~~
MEETING NOTES | 04/06/11 – **MCShare & Webpage**	**2011** | ~~02/02~~, ~~03/02~~, ~~04/06~~, ~~05/04~~
GOALS | 2010-11 – **MCShare & Webpage**	

TECHNOLOGY - CAP

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
TECHNOLOGY– Committee on Accreditation and Planning (CAP) *Committee of Academic Senate*	Plans, monitors, evaluates ‣ institutional technology including hardware, software, and training needed to support student learning ‣ the Technology Master Plan and Technology Inventory ‣ funding for technology based on an allocation of at least 30% of instructional equipment funding dedicated each year to technology equipment, software and hardware needs identified in the Technology Plan and annual program plans. ‣ The Accreditation Self-Study Monitors the implementation of Agenda 3C of the self-study relative to facilities Ed Code 53200(c): processes for institutional planning and budget development	○ Co-Chairs: Vice President of Business Services and a Faculty member appointed by the Academic Senate Executive Council ○ Two faculty members from each Student Learning Division appointed by the Academic Senate Executive Council ○ Three Deans/Directors selected by the Executive Vice President ○ One representative from Information Technology ○ One representative from the Accessibility Coordination Center and Educational Support Services ○ One student appointed by Associated Students

MEETING NOTES | 05/04/11

APPROVED | 09/07/11