TCAP MINUTES FROM NOV. 3

PRESENT: Iris Ingram, Rick Shaw, Darlene Melby, Michael Walegur, Faten Habib, Martin Chetlen, Ashley Chelonis, Ed Garcia, Lisa Miller, Mickey Howell, Katherine Zoraster, Stephen Callis, Kara Lybarger-Monson, Todd Hampton, Jamee Maxey, Ranford Hopkins, Cynthia Barnett, Lori Bennett, Inajane Nicklas

START TIME: 1:20 p.m.

MINUTES FROM OCT. – Iris reminded everyone that copies of the minutes are posted on MCShare. The minutes from the September & October meetings were approved with the following changes:
- Darlene Melby, Lisa Miller, Inajane Nicklas were all present but are not marked as being present
- Todd Hampton was not present

REPORTS:
- IT
    - Rick Shaw discussed the network problems that we were having here at MC. The initial cause of the problem was 1) undocumented static route made loop in traffic and 2) web session traffic at VC and MC exceeded firewall. Rick stated they are bringing in someone from the outside to look at the problem as they believe it is possible this is an internal configuration problem. Right now they are looking to increase web traffic caps to help stop the problem but are unsure as to why system is registering so much web traffic that does not exist (i.e. at 7:50 a.m. the system registered 80,000 concurrent sessions at one time to the web out of the DAC).
    - Rick reported that Banner 8 is up and running. He asked if anyone was having problems. They will begin exchange with 2010 and continue the rollout. The plan is to put a service exchange at each campus to better serve each site and to limit the breaks in service if one site has a problem.
    - IT is starting Windows 7 upgrades but taking it slowly.
    - Virtualization at VC still being reviewed but so far is doing well.
    - Rick reminded everyone to be sure to follow the IT Service Request process and not stop staff in the hall asking for help.
    - Looking at change process in beginning of term. Currently have a 4 week change process and IT is considering going to a week change process (2 weeks at the beginning and 4 at the end) to help things run smoothly. IT is looking for seasonal help to assist in this process. IT is also planning on moving all staff to the campuses the first week of every term to address problems as they come up.
    - Ashley reported that she is receiving more requests every semester for Dean to convert videos to DVD and to put on the real server. Dean is busy so there is quite a delay in getting the conversions completed. How do we meet this need in a timely fashion without taking Dean completely away from his regular work? Martin Chetlen suggested that this issue needs an institutional solution not an individual solution to help avoid copyright violations.

- TRAC
  - Faten reported that the Committee met last week and reviewed program plans. As a result there are 44 new requests and 43 refresh requests. The list was sent to the divisions for review and approval. The committee will meet again on Nov. 17 to finalize the list. The Committee also created prioritization criteria that need to be approved. Lisa Miller and Martin Chetlen reminded everyone to take the information back to their division and review the plans carefully to make sure they are correct. It is important that all plans in the division get reviewed not just their individual plan.
  - Iris reminded everyone that TRAC plans for the future. Division Operations Budgets address supplies for new faculty not TRAC. Refresh is used to replace obsolete equipment.
- BUDGET
  - Iris informed the Committee that there is a State Budget PowerPoint posted on MC Share available for viewing. The State anticipated reopening the budget again in January or February, once they have a better idea of what the revenue for the year will be. The District has budgeted for mid-year cuts and does intend on going into the reserved if necessary.

DISCUSSION ITEMS:
- STRUCTURE OF SUBCOMMITTEE
  - This item was held over from October. It has been recommended by the Accreditation Team that TRAC be established as a subcommittee of TCap. Iris asked Lisa M. how EdCap structures its subcommittees. Lisa reported that the EDCap subcommittees each have a mission statement and constituents are based on areas of work/concern. Martin asked if she felt that TCap could be set up in the same way. It was agreed that TCap already has a mission statement so the only concern would be how to set up the membership without losing current members. It was suggested that all six academic divisions should be represented on TRAC. Lisa agreed to bring back a recommendation of who should be on the committee to the next meeting.
- QUORUM
  - The issue of mandatory quorums was raised in regards to governance committees. Iris pointed out that there is no reference to mandatory quorums in the "Making Decisions" document which is the foundation document for al committees. In addition, TCap is advisory only and does not make final decisions. Finally, if we make it mandatory that there always be a quorum or no action can take place, will it become difficult for TCap to make decisions? If a quorum is necessary to make decision then a minimum of 12 members must be present at each meeting. Iris asked everyone to consider this issue and bring back comments/suggestions to the next meeting.
- TRAC CRITERIA
  - The current criteria for TRAC is on MCShare. Martin explained that TRAC makes recommendations based on program plans. Prioritization is used do decide which request gets funded. There was a discussion of whether or not a point system should be used to help faculty create a successful plan. It was agreed that the criteria is still being refined and that currently a point system does not apply. It was MSP to accept criteria as written with the recommendation to refine rankings.

- GOALS

- Iris asked if a anyone had any comments/changes of the Committee's goals. Darlene suggested that TCAP and TRAC meet to develop their three-year strategic plan. It was M/S/P to adopt the goals with the addition of creating a three-year strategic plan.

The meeting was adjourned at 2:30 p.m.