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, March 6, 2013 | 1:15-2:30 p.m., A-138

POSITION	NAME	ATTEND		DIVISION	DEPARTMENT	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X		Education, Visual Arts, Math and Physical Sciences	Math	Kahroline de Passero	
					CNSE/CS	Martin Chetlen	
Co-Chair: Academic Senate Representative (1)	Martin Chetlen	X			Physics/Astronomy	Clint Harper	
					Visual & Applied Arts	Erika Lizee	X
Academic Senate President	Riley Dwyer			Enrollment Services, Behavioral and Applied Sciences	Behavioral Sciences	Kari Meyers	X
Information Technology Representative (1)	Todd Hampton	X					
	Dean Adams (alt.)			Health, Life and Natural Sciences	Health Sciences	Christina Lee	X
Deans or Directors (3)	Julius Sokenu	X			Chemistry/ Earth Sciences	Karen Savage	
	Lori Bennett				Geography	Michael Walegur	
	Inajane Nicklas	X		Social Sciences, Languages and Learning Resources	English/ESL	Nils Slattum	X
Director, Facilities, Maint. & Ops.	John Sinutko	X			Library	Faten Habib	
					Distance Education	Ashley Chelonis	X
Learning Resource Supervisor	John Dobbins	X			History/Institutions	Renee Fraser	X
Associated Students Representative (1)	Christopher Conway			Student Life, Performing and Media Arts	ACCESS/LS	Shannon Bowen	
					Music/Dance	Nathan Bowen	
Guests	Darlene Melby	X			Digital Media Arts	Timothy Samoff	X
					Theater Arts/Communication	Karen Peck	

TOPIC	ACTION
1. **WELCOME! INTRODUCTIONS!** The meeting was called to order by Co-Chair Ingram at 1:17 p.m. and a quorum was established. Introductions around the room.	
2. **REVIEW & APPROVE MEETING NOTES** ➢ **TCAP Meeting Notes	February 6, 2013**	The minutes were approved as submitted.
3. **REPORTS**	

TOPIC	ACTION
➢ **I.T. Update –Mr. Todd Hampton** Mr. Hampton told the committee that IT was able to address items not working and everyhing is solved so they are moving forward. Stress testing next week during spring break. Tested 2 other thin clients but they did not perform well so we will be sticking with HP. Should be able to fulfill most orders with stuff in stock. Lync update - Still waiting on webcams. With the new version roll out, everyone will have direct dial with roll over to phones. Co-chair Ingram added that the criteria still needs to be in place for who gets webcams. Need to see the cost data from IT along with criteria before we move forward on who gets what. Todd will put out IT recommendations and send out to the committee. It will come to our next meeting for recommendation by the committee. ➢ **TRAWG Update – Mr. Julius Sokenu/Ms. Faten Habib** The criteria for prioritizing refresh and new technology resources was handed out. Faten Habib said that TRAWG met this past Wednesday and they went over all technology requests and prioritized them. Julius Sukenu added that there are 3 separate spreadsheets, the Technology IT Resources, Other Resources, and Requests Removed. Each of them have the program, ranking from TRAWG along with cost and funding source. Resource notes come from TRAWG member talking directly with the program. Rankings were established either high, medium, or low. A total of 8 priorities were high, 5 medium and the rest are low. These spreadsheets are TRAWG's recommendations to this committee. T-CAP can direct questions regarding anything on these spreadsheets to Julius or Faten. We will bring this back to the T-CAP next month to vote to recommend.	
4. **DISCUSSION** ➢ Co-Chair Ingram said that in Vice President's Council they are looking at the composition of various governance committees as well as the structure of the committees. Many of the committee members are serving in more than one subcommittee. Academic Senate is going to look at membership requirements and how some committees can join together to save time/resources. ➢ Classroom prioritization – Co-chair Ingram said that administration is also looking at the prioritization of classrooms and that most can be generic or smart classrooms that all programs can use. She proposes that after we get through technology prioritization that the committee devote the last meeting in May to join with Facilities-CAP and prioritize smart and generic classrooms across the campus. This will help us with planning and better utilization of resources as well as the Master Plan. The Master Plan flows into facilities and technology plans.	
5. **ACTION** ➢ **2012/2015 Strategic Technology Plan (3 year**) – This document was presented, discussed and reviewed by this committee this past fall. The committee agreed to move forward and adopt the plan this month. Co-Chair Ingram added that she will be forwarding this to the president as a recommendation by the committee.	The 2012/15 Strategic Technology Plan was approved and adopted by the T-CAP Committee
6. **ADJOURNMENT**	The meeting adjourned at 2:08 p.m.

HANDOUTS	**MEETING CALENDAR 11/12** 1ˢᵗ **Wednesday, 1:15 p.m., A-138**
AGENDA |03/06/13 – **MCShare & Webpage**	**2012** | 9/5, 10/3, 11/7, 12/5
MEETING NOTES |02/06/13 – **MCShare & Webpage**	**2013** | 2/6, 3/6, 4/3, 5/1

TECHNOLOGY - CAP		
RECOMMENDING STRUCTURE	**CHARGE AND SOURCE OF AUTHORITY**	**MEMBERSHIP**
TECHNOLOGY– Committee on Accreditation and Planning (Tech-CAP)	Plans, monitors, evaluates ‣ institutional technology including hardware, software, and training needed to support student learning	**Co-Chairs** • Vice President of Business Services • Faculty member appointed by the Academic Senate

Committee of Academic Senate	‣ 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	Council and is a member of the executive committee of the Academic Senate Council (*Proposed change; pending final discussions and decision of the Academic Senate Executive Council*) **Members** • One faculty member from each Academic Department appointed by the Academic Senate Council • Three Deans/Directors selected by the Executive Vice President and the Vice President of Business as appropriate • Learning Resources Supervisor • One representative from Information Technology • One representative from the Accessibility Coordination Center and Educational Support Services • One student appointed by Associated Students