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, April 3, 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	X
					CNSE/CS	Martin Chetlen	X
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	
Deans or Directors (3)	Julius Sokenu Lori Bennett Inajane Nicklas	X X			Chemistry/ Earth Sciences	Karen Savage	
					Geography	Michael Walegur	
Director, Facilities, Maint. & Ops.	John Sinutko	X		Social Sciences, Languages and Learning Resources	English/ESL	Nils Slattum	X
					Library	Faten Habib	
Learning Resource Supervisor	John Dobbins	X			Distance Education	Ashley Chelonis	X
					History/Institutions	Renee Fraser	X
Associated Students Representative (1)	Christopher Conway			Student Life, Performing and Media Arts	ACCESS/LS	Shannon Bowen	X
					Music/Dance	Nathan Bowen	
Guests	Darlene Melby	X			Digital Media Arts	Timothy Samoff	X
	Dave Fuhrmann	X			Theater Arts/Communication	Karen Peck	

TOPIC	ACTION
1. WELCOME! INTRODUCTIONS! The meeting was called to order by Co-Chair Ingram at 1:23 p.m. and a quorum was established. Introductions around the room.	
2. REVIEW & APPROVE MEETING NOTES ➢ **TCAP Meeting Notes | March 6, 2013**	The minutes were approved with one correction.

TOPIC	ACTION
3. REPORTS	
➢ **I.T. Update –Mr. Todd Hampton/Mr. Dave Fuhrmann**	
Mr. Fuhrmann – We are taking proposals for document imaging to take to board. It will take approxiamately 2 years to fully implement. Rolling out a mobile application for student use in both Apple and Android. Students will be able to see classlist, campus maps, announcements, add and drop classes, etc. Design to Learn will be integrated as well. It will be ready for the fall semester. On April 27th the portal will have a new design. New phone system coming soon. District office, Santa Paula and Camarillo Airport/Fire Academy where the test beds. Have a positive feedback from those locations. Camera/Video conferencing availability and will save the District over $100,000. The phones should be on the Moorpark campus this month. Will have a training and a lot of good handouts. Desire to Learn can use the phone to have chat sessions online along with additional features that don't cost the District any extra money to use. Since it is web based, part time faculty will now have voice mail and an extension. Will transition phone numbers within a year.	
Mr. Hampton – Reminder that we are at the end of the year and to get requistiions in right away. Also if you need something changed in the labs for Fall, please put in a work order right away before you leave for summer. Co-Chair Ingram added that faculty should talk to John Sinutko as well since M&O and IT have to work together in most cases. Mr. Hampton added that IT has a large refresh list this year and upgrading many units by hand is very time consuming so need orders early to budget time.	
➢ **TRAWG Update – Mr. Julius Sokenu/Ms. Faten Habib**	
Mr. Sokenu – At the last T-CAP meeting he handed out the priority list developed by TRAWG which has been since numbered and had cost estimates looked at and resent to the committee. Question was asked if there were any changes to the document before voting. There are none.	
4. DISCUSSION	.
➢ **Resources available for Technology Request**	
Co-Chair Ingram stated that all program plans show the source of the funding. Since the general fund had decreased in the past years, we need to continue to look at other unrestricted funding for technology purchase. We need to be aware of the other fund sources since these funds could potentially be 20-30% of our technology purchases.	
➢ **IT organization and budget**	
Co-Chair Ingram told the committee that we will be able to cover all the expenses for the refresh with the budget allocation. Co-Chair Chetlen added that TRAWG has done an incredible job and have the full thanks of this committee for all their work.	
5. ACTION	
➢ **Prioritization of Technology Requests –** The Technology Request Recommended List of Priorities for TCAP was adopted by the committee.	
➢ **Combination meeting with F-CAP and T-CAP** - Co-Chair Ingram told the committee that she would like to have a combination meeting in May with F-CAP and T-CAP. We will try to make the meeting happen at T-CAP's next scheduled meeting on May 1st. The rational for this suggestion is to embark on the Facilities Master Plan process as well as to talk about prioritizing a list of smart classrooms. At that time we can discuss a permanent merger of the two committees.	
6. ADJOURNMENT	The meeting adjourned at 2:18.

HANDOUTS	MEETING CALENDAR 11/12 1st Wednesday, 1:15 p.m., A-138
AGENDA |04/03/13 – **MCShare & Webpage**	**2012** | 9/5, 10/3, 11/7, 12/5
MEETING NOTES |03/06/13 – **MCShare & Webpage**	**2013** | 2/6, 3/6, 4/3, 5/1
IT REFRESH | 04/03/13 - **MCShare & Webpage**	

TECHNOLOGY - CAP		
RECOMMENDING STRUCTURE	**CHARGE AND SOURCE OF AUTHORITY**	**MEMBERSHIP**
TECHNOLOGY– Committee on Accreditation and Planning (Tech-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 • Faculty member appointed by the Academic Senate 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