

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MINUTES

Wednesday, September 1, 2021 | 1:15 pm-3:00 p.m., Zoom <https://vcccd-edu.zoom.us/j/97746698622?pwd=K1duUXc1dkFOSUY2ZXVycUNTOW44UT09>
 Meeting ID: 977 4669 8622
 Passcode: 382543

POSITION		NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services		Jennifer Clark	X	English & Student Life	Jeff Baker	X
Co-Chair: Academic Senate Representative		Norm Marten	X	ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Silva Arzunyan	
					Matt Crater	
					Kevin Balas	X
Academic Senate President, Ex Officio		Erik Reese	X	EATM, Life & Health Sciences	Sherry Ruter (Alt)	
Dean		Carol Higashida	X		Brenda Woodhouse	X
		Priscilla Mora	X		Audrey Chen	
		Michele Perry	X		Armine Torabyan (Alt)	X
Business Services		Dan McMichael	X		Mary Swenson (Alt)	
		John Sinutko	X		Lan Nguyen (Alt)	
Associated Students Representative		Ashwin Naresh Kumar	X	Physical Science & Career Education	Rick Edwards	X
Instructional Technologist/Designer		Tracie Bosket	X		Jennifer Mallory	X
Student Services Council		Kim Korinke	X	Business, Social & Behavioral Sciences, Child Development & Languages	Navreet Sumal	
ACCESS		Shyan Diaz-Brown	X		Felix Masci	
		Kris Romero	X		Hugo Hernandez	
Classified Staff		Michael Grimes		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	X
		Shandor Batoczki	X		Allison Case-Barton	X
		Amanuel Gebru			Giselle Ramirez	X
	Mary Rees	X	Steve Callis		X	
CTE Faculty Liaison		TBD Robert Cabral (Alt) Michael Hoffman (Alt)		Arts, Media & Communication Studies	Ariana Burrell	X
GUESTS		Cynthia Osuna	X		Gerry Zucca	X
Gabby Chacon	X	Kristy Gonzalez	X			
		Dan Watkins	X			
		Oleg Bespalov	X			

TOPIC	ACTION
1. WELCOME	Jennifer Clark called the meeting to order at 1:20 pm.
2. PUBLIC COMMENTS Erik Reese- Thanked everyone for their hard work last year. Thanked members in advance for their work during this transition year.	
3. APPROVAL OF MINUTES: May 12, 2021	Priscilla Mora motioned to approve meeting minutes as presented. Dan McMichael seconded. Motion Carried. Abstentions: Ashwin Naresh Kumar & Jennifer Mallory
4. INFORMATION/REPORTS <ul style="list-style-type: none"> ➤ IT UPDATE – Dan McMichael • IT busy with the start of the fall fsemester and everyone returning to campus. • Ready Education App- New Feature added. This morning everyone received an email regarding vaccination status. This is a legitimate email. This feature was added for those who do not have a smartphone. Dan Watkins clarified that they are working on feature and you should not receive daily emails. • Fake students- Important that faculty check rosters to see who is not attending. If students are signed up, but they do not attend or participate it is very likely this could be a fraudulent student. What they are doing is applying to classes to get incentives. It is a quick and easy way to get some money with very little effort. The state has identified 65,000 fake students enrolled in community colleges. This number could now be higher. Meanwhile we are doing what we can. Kim Korinke is also aware of the situation and is looking into some things as well. If you are an instructor and you notice students are not attending or participating, please be diligent about dropping students or reach out to them. Tracie inquired if fake student can reply to instructors. Dan confirmed they can. People sign up to get a vccd.edu email account in order to get incentives and special discounts. Dan Watkins clarified that they are getting a lot of messages on their chief information systems officers list serv about this. In terms of students displaying bot like behavior either emails or canvas you can kind of tell by their intro assignments or they have identical responses. It’s a playground for people that know a little bit of coding, who can write a script that can mimic a student. Tracie asked if there is a way to see the IP addresses to esure they are correct so they are not taking actual students spots. Dan Watkins doesn’t know if we’ve designed a way to triage this. Will be discussing this further with IT. May need to just do some stuff manually like calling the student. • On the ENS system we have installed the desktop client on 463 systems so that it is getting rolled out and as more people come on campus we are getting that installed in their systems. • FLRs- Installed some smart classroom equipment. Got projectors and some screens mounted. Have a small section of cables up off the ground and eliminated as many trip hazards as possible. • COWs- Lending program laptops are being replenished. Working with the math department to get them ready for where they need to go. • Smart classroom equipment project in PS 134/135 & AA-136 has been completed. • Waiting on WiFi wireless bridges to come in as well as smart projector for T-212. 	

TOPIC	ACTION
<ul style="list-style-type: none"> • Ordered 290 laptops for LLR. We received two of those so far. • In the last 30 days we have blocked 23 million malicious attempts. We are still being attacked on a daily basis, so we all need to be aware and don't click on weird emails or links within an email that you are unsure of. Please make sure to report strange emails to IT for further investigation. • Working with the internship office. Getting 3 interns from the internship office so those students can earn some of the last remaining credits for AS degree in CNSE. One intern will be working with district IT and Patty Blair. • Helpdesk ticket work orders average 180 so please be patient with us as we try to get through them. <ul style="list-style-type: none"> ➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket <p>Tracie shared the following training dates for upcoming OTTCC Trainings:</p> <ul style="list-style-type: none"> • August 30-September 26 • November 1-December 5 • January 24-February 20 • April 11-May 8 • July 11-August 7 ➤ FACILITIES PROJECTS UPDATE – John Sinutko <p>Updates to written report:</p> <ul style="list-style-type: none"> • The PA main stage work is complete. • We are adding another refrigerator and freezer to Raider Central. To do so we will be adding another circuit. • The baseball dugout replacement is going out to the Board. • OTC roof is at DSA currently. • FLRs opened August 16. • We are going to be receiving the underground water storage as required underneath our paving for the parking lot. We will begin installing that so we can complete the balance of parking lot. • Solar panels are physically connected to the power grid and are physically completed. Meanwhile, we are going through the paper process with Edison. ➤ DISTRICTWIDE IT UPDATE – Dan Watkins <ul style="list-style-type: none"> • Mike Rose has left VCCCD. He was here 14 years and managing all of our programmers and many of our software integration and implementation projects. HR has 9 qualified applicants so we can begin scheduling interviews next week. Hoping to have someone hired by end of month. <p>Recently Completed Districtwide Projects:</p> <ul style="list-style-type: none"> • Cornerstone Learning Management for Professional Development • Updates to ReadyEducation COVID-19 Contact Tracing Application - including Blue Pass for vaccinated employees and students. • Zoom Migration • Canvas Real Time Integration • Website Phase II Design Updates (See PDF handout) Mega menus go live tomorrow 9/2/21) <p>Projects in progress:</p> <ul style="list-style-type: none"> • MyVCCCD Portal Redesign/Migration - https://portalpreview.vcccd.edu/ transition to new portal by Spring 	

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<ul style="list-style-type: none"> • Parchment Receive - Parchment Receive automates transcripts importing from various high schools and some colleges into Banner and/or OnBase - Go Live: This week • Website Phase III Design Updates – Go Live: 11/1/21 (See PDF handout) • Courseleaf CAT - Go Live: 3/21/22 • College Scheduler – Go Live: October (might be delayed) • Skype for Business to Teams – Go Live: Dec. <p>Upcoming Projects:</p> <ul style="list-style-type: none"> • Banner 9 self-service • Autograd in Banner – <ul style="list-style-type: none"> ○ The ability to execute a batch Degree Works audit for a user-specified population of students against the requirements for a user-specified set of programs of study; this audit will indicate each student’s percent complete for each of the identified programs of study (including the student’s current program of study) ○ The ability to automate the degree/certificate awarding process within Banner for an identified population of students who are eligible for an identified set of credentials; this population of students would typically be that identified by the Autograd batch audit process ○ A user interface, developed in Banner’s Page Builder, that provides functional and maintenance access to Autograd’s batch audit and auto award capabilities for approved Autograd administrative users who have signed into Banner <p>➤ CTE UPDATE – New rep TBD</p>	
<p>5. Committee Orientation- Jennifer Clark reviewed committee charge. TRAWG Committee workgroup handout needs to be revised to reference College Fiscal Services Supervisor instead of College Business Supervisor.</p>	
<p>6. Review Committee Membership/Committee Workgroup Assignments 2021-2022 Norm reviewed committee membership and noted that most members were returning.</p>	
<p>7. FRAWG/TRAWG/PAWG Projects approved and funded for 2021-2022- Jennifer Clark mentioned that this agenda item is pending due to supply issues. She will be finalizing list in the next couple days with Dan McMichael and will email list to members.</p>	
<p>8. Establish 2021/2022 Goals – Members agreed to carry over goals from 2020/2021.</p>	<p>Brenda Woodhouse moved to carry over goals from 2020/2021. John Sinutko seconded. Approved by unanimous consent. No nays and no abstentions.</p>
<p>9. Final Zoom Meeting- September 1. Beginning October meetings will resume in-person in FLR-4.</p>	
<p>10. Good of the Order</p>	
<p>11. ADJOURNMENT</p>	<p>Allison Case-Barton moved to adjourn at 2:17 pm. Kim Korinke seconded. Approved by unanimous consent.</p>

HANDOUTS	FT-CAP 2021/2022 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m.
FT-CAP Agenda 9/01/2021	2021 9/01 (Last Zoom Meeting), 10/06, 11/03, 12/01
FT-CAP Meeting Minutes 5/12/2021	2022 2/02, 3/02, 4/06, 5/04

FRAWG/TRAWG/PAWG Committee and Workgroup Reporting Handouts	
Facilities Update Report	
District-wide IT Update Report	

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
<p>FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP)</p> <p align="center"><i>Committee of Academic Senate</i></p>	<p>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.</p>	<p>Co-Chairs</p> <ul style="list-style-type: none"> Vice President of Business Services Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council <p>Members</p> <ul style="list-style-type: none"> Three faculty members from each Student Learning Division appointed by the Academic Senate Council Three Classified representatives appointed by the Classified Senate Two Deans selected by the Vice Presidents of Academic Affairs and Student Support Three Business Service representatives selected by the Vice President of Business Services One representative from Student Services Council appointed by the Vice President of Student Support One representative from the Accessibility Coordination Center and Education Support Services One representative from Instructional Technologist/Designer One student appointed by Associated Students who serves in an advisory role Vice President of Academic Affairs (ex-officio, non-voting) Vice President of Student Support (ex-officio, non-voting) Academic Senate President (ex-officio, non-voting)

FRAWG Members	TRAWG Members	PAWG Members
<ul style="list-style-type: none"> Carol Higashida Co-Chair John Sinutko Gerry Zucca- Co-Chair 	<ul style="list-style-type: none"> Priscilla Mora, Co-Chair Dan McMichael Kevin Balas- Co-chair 	<ul style="list-style-type: none"> Jennifer Clark Co-Chair Erik Reese Co-Chair John Sinutko

<ul style="list-style-type: none"> • Ariana Burrell • Brenda Woodhouse • Felix Masci • Shyan Diaz-Brown • Michael Grimes • Giselle Ramiez • Allison Case-Barton 	<ul style="list-style-type: none"> • Tracie Bosket • Lydia Basmajian • Steve Callis • Michele Perry • Rick Edwards • Kim Korinke • Armine Torabyan • Kris Romero 	<ul style="list-style-type: none"> • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci • Hugo Hernandez • Shyan Diaz-Brown • Shandor Batoczki
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Goals 2021/2022
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.
2. Implement Way-Finding Project.
3. Continue to provide a report on completion of requested resources and communication out to the campus constituents.
4. Make recommendations for updating the annual Information Technology Operations Plan.
5. Update Facilities Master Plan.