

MOORPARK COLLEGE  
**Facilities/Technology – Committee on Accreditation and Planning**  
**(FT-CAP)**  
**MEETING AGENDA**  
 Wednesday, March 4, 2020 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Jennifer Clark		English & Student Life	Jeff Baker	
Co-Chair: Academic Senate Representative	Norm Marten		ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Danielle Kaprelian	
				Vance Manakas	
				Kevin Balas	
Academic Senate President, Ex Officio	Nenagh Brown			Sherry Ruter (Alt)	
				Brenda Woodhouse	
Dean	Carol Higashida		EATM, Life & Health Sciences	Audrey Chen	
	Oleg Bepalov			Armine Torabyan (Alt)	
Business Services	Michele Perry				
	Dan McMichael			Mary Swenson (Alt)	
	John Sinutko			Lan Nguyen (Alt)	
Associated Students Representative	Brigit Quezada			Physical Science & Career Education	Rick Edwards
			Jennifer Mallory		
Instructional Technologist	Tracie Bosket		Business, Social & Behavioral Sciences, Child Development & Languages	Navreet Sumal	
Student Services Council	Kim Korinke			Felix Masci	
ACCESS	Shyan Diaz-Brown			Hugo Hernandez	
Classified Staff	John Dobbins		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	
Vice President, Ex Officio	Amanuel Gebru				
		Mary Rees			
<b>GUEST</b>	Dan Watkins		Arts, Media & Communication Studies	Steve Callis	
				Mickey Howell	
				Gerry Zucca	

TOPIC	ACTION
<b>1. WELCOME and INTRODUCTIONS</b>	
<b>2. PUBLIC COMMENTS</b>	
<b>3. APPROVAL OF MINUTES: February 5, 2020</b>	
<b>4. INFORMATION/REPORTS</b>	
➤ IT UPDATE –Dan McMichael	
➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket	
➤ FACILITIES PROJECTS UPDATE – John Sinutko	

TOPIC	ACTION
➤ DISTRICT-WIDE IT UPATE – Dan Watkins	
5. FRAWG Prioritizations Reading	
6. Associated Students and Classified Senate Presentation regarding revised FT-CAP membership- Gilbert Downs, Classified Senate President	
7. Approval of VCCCD IT Strategic Technology Plan- Dan McMichael	
8. FRAWG/TRAWG/PAWG Update	
9. Other- Discussion & Recommendation related to Committee Goals	
10. Good of the Order	
11. ADJOURNMENT	

HANDOUTS	FT-CAP 2019/20 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., A-138
FT-CAP Agenda   3/04/2020 – MC Website	<del>2019</del>   9/04, 10/02, 11/06, 12/04
FT-CAP Meeting Minutes   2/05/2020 MC Website	2020   2/05, 3/04, 4/01, 5/06
Facilities Projects Update   District-wide IT Update – MC Website	
FRAWG Prioritizations- MC Website	
VCCCD IT Strategic Technology Plan – MC Website	
FT-CAP Committee Charge and Membership- MC Website	

**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><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><b>Co-Chairs</b></p> <ul style="list-style-type: none"> <li>• Vice President of Business Services</li> <li>• Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council</li> </ul> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>• Three faculty members from each Student Learning Division appointed by the Academic Senate Council</li> <li>• Three Classified representatives appointed by the Classified Senate</li> <li>• Two Deans selected by the Vice Presidents of Academic Affairs and Student Support</li> <li>• Three Business Service representatives selected by the Vice President of Business Services</li> <li>• One representative from Student Services Council appointed by the Vice President of Student Support</li> </ul>

		<ul style="list-style-type: none"> <li>• One representative from the Accessibility Coordination Center and Education Support Services</li> <li>• One representative from Instructional Technology</li> <li>• One student appointed by Associated Students who serves in an advisory role</li> <li>• Vice President of Academic Affairs (ex-officio, non-voting)</li> <li>• Vice President of Student Support (ex-officio, non-voting)</li> <li>• Academic Senate President (ex-officio, non-voting)</li> </ul>
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<b>FRAWG Members</b>	<b>TRAWG Members</b>	<b>PAWG Members</b>
<ul style="list-style-type: none"> <li>• Carol Higashida Co-Chair</li> <li>• John Sinutko</li> <li>• Vance Manakas</li> <li>• Gerry Zucca- Co-Chair</li> <li>• Mickey Howell</li> <li>• Brenda Woodhouse</li> <li>• Felix Masci</li> <li>• Kim Korinke</li> <li>• Shyan Diaz-Brown</li> </ul>	<ul style="list-style-type: none"> <li>• Oleg Bepalov Co-Chair</li> <li>• Dan McMichael</li> <li>• Kevin Balas- Co-chair</li> <li>• Tracie Bosket</li> <li>• John Dobbins</li> <li>• Andrew Kinkella</li> <li>• Lydia Basmajian</li> <li>• Steve Callis</li> <li>• Michele Perry</li> <li>• Rick Edwards</li> <li>• Norm Marten</li> </ul>	<ul style="list-style-type: none"> <li>• Jennifer Clark Co-Chair</li> <li>• Nenagh Brown- Co-Chair</li> <li>• John Sinutko</li> <li>• Danielle Kaprelian</li> <li>• Steve Callis</li> <li>• Gerry Zucca</li> <li>• Norm Marten</li> <li>• Felix Masci</li> <li>• Hugo Hernandez</li> <li>• Shyan Diaz-Brown</li> </ul>

<b>Goals 2019/20</b>	<b>Date of Action/Completion</b>
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 and Technology Master Plan.	
5. Implement faculty and staff webpages.	
6. Update Facilities Master Plan.	
7. Review committee charge and membership for Decision Making Handbook.	