

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

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

TOPIC	ACTION
<b>1. WELCOME and INTRODUCTIONS</b> Norm introduced Jennifer Clark who is the new Vice President of Business Services.	Meeting call to order at 1:20 pm by Norm Marten.
<b>2. PUBLIC COMMENTS</b> None	
<b>3. APPROVAL OF MINUTES: February 5, 2020</b>	John Sinutko motioned to approve minutes with minor

TOPIC	ACTION
	changes. Second by Brenda Woodhouse. Motion carried. Abstentions: Kim Korinke, Silva Arzunyan, Hugo Hernandez, Lydia Basmajian, Shandor Batoczki.
<p><b>4. INFORMATION/REPORTS</b></p> <ul style="list-style-type: none"> <li>➤ <b>IT UPDATE</b> – Dan McMichael attending conference, please refer to written report.</li> <li>➤ <b>INSTRUCTIONAL TECHNOLOGY – Tracie Bosket</b> Tracie anticipates there will be another campus basics training on March 6, 9, 10, 11 in LLR.</li> <li>➤ <b>FACILITIES PROJECTS UPDATE – John Sinutko</b> Members reviewed written report. John will be emailing signage rendering. John confirmed that the field house is complete.</li> <li>➤ <b>DISTRICT-WIDE IT UPATE</b> – Dan Watkins is attending conference, please refer to written report. Jennifer confirmed that the Emergency Notification System will be utilized immediately.</li> </ul>	
<p><b>5. FRAWG Prioritizations Reading</b></p> <p>Carol stated that items are prioritized by high, low and medium cost. Norm clarified that the right column on the right is the higher ranking. Norm will get the correct ranking order. Carol will have Stephanie resend and Cynthia will send electronically to members.</p>	
<p><b>6. Associated Students and Classified Senate Presentation regarding revised FT-CAP membership- Kristen Classified Senate President Out today.</b></p> <p>Kristen is holding off on increasing student representation. Associated Students will be discussing whether or not they want to increase representation. We may have a student representative present at a later meeting. Nenagh stated she met with Associated Students and they are requesting to be voting respresentatives on all standing committees. Nenagh stated it is up to each committee to determine whether this is feasible. Please think about this before you vote during next month’s meeting. Associated Students receive registration priority and they must be here the whole year. This helps committees see student representatives as equal. Some members expressed concern that we will have difficulty reaching quorum and whether student representative can remain in committee the entire year.</p>	
<p><b>7. Approval of VCCCD IT Strategic Technology Plan- Norm Marten</b></p> <p>Norm mentioned that the MC IT plan needs to be consistent with the Districts IT plan. Silva stated she would feel more comfortable knowing how this aligns with the colleges IT plan. Please send revisions to Dan Watkins. Nenagh will take recommendation to Academic Senate.</p>	John Sinutko motioned to approve with change to the heading. Second by Kevin Balas. 10 in favor, 1 Against Abstentions 3
<p><b>8. FRAWG/TRAWG/PAWG Update</b></p> <p><b>FRAWG-</b> Carol shared that the committee has completed duties. Will re-sort document and resend electronically. Recommended that in the future, if no cost is listed item will not be considered. You can contact John Sinutko for pricing. Workgroup also recommends that information be included in program plans.</p> <p><b>TRAWG-</b> Kevin stated he is waiting for individuals to provide final rankings. Once he receives final rankings he will forward to Norm.</p> <p><b>PAWG-</b> Norm stated he needs to meet with Jennifer and schedule meeting.</p>	
<p><b>9. Other- Discussion &amp; Recommendation related to Committee Goals</b></p>	

TOPIC	ACTION
<p>CTE Workgroup- Academic Senate has become aware that this committee work overlaps with the CTE workgroup. The CTE Workgroup also looks at FRAWG and TRAWG. This committee deals with general funds and CTE deals with categorical. The CTE workgroup would like to remain as an advisory workgroup. Nenagh stated that a recommendation would be to have a CTE representative in the FT-CAP committee. CTE representative can either be advisory or ex-officio. John Sintuko welcomes the idea of having a CTE representative in order to assist with planning. Kevin mentioned they can also attend as a guest. Brenda said it was a great idea and it could help simplify process.</p> <p>MC Incident Response Team Telephone Tree handout- Distributed for informational purposes. Please forward any corrections. Carol stated that EATM should be ATZ.</p> <p>Nenagh mentioned that there are several basic CANVAS trainings scheduled for faculty as well as Zoom. Need volunteers to coordinate online videos. Concerned that PT faculty might not have the right technology. Not all students have reception or laptops. Faculty has to be as flexible as possible.</p> <p>Kim Korinke informed the committee that every grading code affects students. Please have students notify Kim immediately regarding emergency situations.</p>	
<b>10. Good of the Order</b>	
<b>11. ADJOURNMENT</b>	Meeting adjourned at 2:37 pm.

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>   <del>9/04, 10/02, 11/06, 12/04</del>
FT-CAP Meeting Minutes   2/05/2020 MC Website	<del>2020</del>   <del>2/05, 3/04, 4/01, 5/06</del>
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> </ul>

		<ul style="list-style-type: none"> <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> <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>
<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>• Silva Arzunyan</li> </ul>

Goals 2019/20	Date of Action/Completion
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.	