

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING MINUTES
 Wednesday, February 5, 2020 | 1:15-3:00 p.m., A-138

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

TOPIC	ACTION
1. WELCOME and INTRODUCTIONS	Meeting called to order by Norm Marten at 1:18 pm.
2. PUBLIC COMMENTS Mary Rees announced that Aspen Institute named MC as a top 150 U.S. community college eligible for 2021 Aspen prize. We are scheduled to have a phone interview on 3/02/2020.	
3. APPROVAL OF MINUTES: December 4, 2019	Tracie Bosket motioned to approve minutes with correcton. John Sinutko second.

TOPIC	ACTION
	Abstentions: Kevin Balas, Rick Edwards, and John Dobbins. Motion carried
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE –Dan McMichael Windows 7 will be replaced by Windows 10 within the next month or so. In total there are 150 devices left to update. Some equipment is too old and cannot handle Windows 10. ➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket Nothing to report at this time. ➤ FACILITIES PROJECTS UPDATE – John Sinutko John Sinutko announced gym is complete and reviewed handout. Wayfinding- Campus and Collins has to go to DSA due to marquee and changing of wall structure. We are waiting for DSA check intake from DAC. John has asked that names be added to major pathways. If you have ideas on how this should be determined, please let him know. It was suggested John and Kristen meet regarding Associated students to provide names for pathways on campus. Avoid naming after persons. ➤ DISTRICT-WIDE IT UPATE – Dan Watkins Currently doing content migration. Checking to see how it goes into the new templates. Patti Blair has scheduled photographer to visit campuses to do google maps. John Sinutko mentioned that the photographer is coming on February 7th to take campus photos. Emergency Notification- Installing clocks and speakers in OC and catching up on the cabling. Web Redesign- Tracie attends meetings. Doing instructional technology advisory @ VC from 1 pm-3 pm this week. VC faculty will receive training. ATAC- scheduled tomorrow morning. Mary attended last weeks meeting. Discussing submitted projects and what benefits all of the colleges such as compressed calendar and Banner updates etc. Norm suggested Dan provides future written reports. 	
<p>5. FRAWG/TRAWG/PAWG Updates</p> <p>FRAWG- Carol hopes to have final review for facilities. Work group recommendation is that a work order be placed so that we can determine appropriate costs. Mary will coordinate general training session for program leads and chairs. Dan and John will provide rough estimates for costs of Tech/Facilities requests.</p> <p>TRAWG- Need to meet one more time to finalize tallies so that it can be submitted.</p> <p>PAWG- Norm mentioned that Jennifer Clark will be replacing Silvia. Norm will meet with her and coordinate meeting. Norm requested that all FRAWG and TRAWG lists be forwarded to him.</p>	
<p>6. Review Committee Charge and Membership for Decision Making Handbook (Handout)</p> <p>Norm reviewed committee charge and membership. The following additions were made:</p> <ul style="list-style-type: none"> • Reviewing the District-wide Technology Strategic Plan as updated • Developing and reviewing MC Technology Master plan every three years <p>Norm will follow up with Nenagh to request that Associated Students and Classified Senate present to FT- CAP regarding revised membership. Norm will forward updates to Nenagh and Eric for Academic Senate Review.</p>	<p>John Sinutko motioned to approve committee charge and membership with additions. Dan McMichael second.</p> <p>Approved by general consent.</p>
<p>7. Other- Discussion & Recommendation related to Committee Goals</p>	
<p>8. Good of the Order</p>	

TOPIC	ACTION
Facilities Master Plan- John, Nenagh, Felix, and Norm will meet on Feb 19 to review facilities recommendations from Spring Planning Retreat towards Facilities Master Plan.	
9. ADJOURNMENT	Meeting adjourned at 2:39 pm.

HANDOUTS	FT-CAP 2019/20 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
FT-CAP Agenda 2/05/2020 – MC Website	2019 9/04, 10/02, 11/06, 12/04
FT-CAP Meeting Minutes 12/04/19 MC Website	2020 2/05, 3/04, 4/01, 5/06
IT Update Instructional Technology Update Facilities Projects Update – MC Website	
Review Committee Charge and Membership for Decision Making Handbook	

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>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 Technology 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 • Vance Manakas • Gerry Zucca- Co-Chair • Mickey Howell • Brenda Woodhouse • Felix Masci • Kim Korinke • Shyan Diaz-Brown 	<ul style="list-style-type: none"> • Oleg Bepalov Co-Chair • Dan McMichael • Kevin Balas- Co-chair • Tracie Bosket • John Dobbins • Andrew Kinkella • Lydia Basmajian • Steve Callis • Michele Perry • Rick Edwards • Norm Marten 	<ul style="list-style-type: none"> • Jennifer Clark Co-Chair • Nenagh Brown- Co-Chair • John Sinutko • Danielle Kaprelian • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci • Hugo Hernandez • Shyan Diaz-Brown

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.	