

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

Wednesday, December 2, 2020 | 1:15-3:00 p.m., **Zoom** <https://cccconfer.zoom.us/j/97746698622> Meeting ID: 977 4669 8622

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	Silva Arzunyan		
				Vance Manakas		
				Kevin Balas		
				Sherry Ruter (Alt)		
Academic Senate President, Ex Officio	Erik Reese		EATM, Life & Health Sciences	Brenda Woodhouse		
Dean	Carol Higashida			Audrey Chen		
	Priscilla Mora			Armine Torabyan (Alt)		
Business Services	Michele Perry					
	Dan McMichael			Mary Swenson (Alt)		
	John Sinutko			Lan Nguyen (Alt)		
Associated Students Representative	Ashwin Naresh Kumar			Physical Science & Career Education	Rick Edwards	
					Jennifer Mallory	
Instructional Technologist/Designer	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	Maria Thayer		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center			
	Michael Grimes			Lydia Basmajian		
	Shandor Batoczki					
Vice President, Ex Officio	Amanuel Gebru					
	Mary Rees					
CTE Faculty Liaison	Christy Douglass Robert Cabral (Alt) Michael Hoffman (Alt)					
<b>GUEST</b>	Dan Watkins		Arts, Media & Communication Studies	Steve Callis		
	Cynthia Osuna			Ariana Burrell		
				Gerry Zucca		

TOPIC	ACTION
1. WELCOME	
2. PUBLIC COMMENTS	
3. APPROVAL OF MINUTES: November 4, 2020	
4. INFORMATION/REPORTS <ul style="list-style-type: none"> <li>➤ IT UPDATE – Dan McMichael</li> <li>➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket</li> <li>➤ FACILITIES PROJECTS UPDATE – John Sinutko</li> <li>➤ DISTRICT-WIDE IT UPDATE – Dan Watkins</li> <li>➤ CTE UPDATE – Christy Douglass (or alternate)</li> </ul>	
5. FRAWG/TRAWG/PAWG Workgroup Updates	
6. Discussion of “Other” Program Request Items	
7. Other discussion	
8. Good of the Order	
9. ADJOURNMENT	

HANDOUTS	FT-CAP 2020/21 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., Zoom
FT-CAP Agenda   12/02/2020	2020   9/02, 10/07, 11/04, 12/02
FT-CAP Meeting Minutes   11/04/2020	2021   2/03, 3/03, 4/07, 4/29, 5/05
“Other” Program Request Items	

**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
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP)  <i>Committee of Academic Senate</i>	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.	<b>Co-Chairs</b> <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> <b>Members</b> <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>• Ariana Burrell</li> <li>• Brenda Woodhouse</li> <li>• Felix Masci</li> <li>• Shyan Diaz-Brown</li> <li>• Michael Grimes</li> </ul>	<ul style="list-style-type: none"> <li>• Priscilla Mora, Co-Chair</li> <li>• Dan McMichael</li> <li>• Kevin Balas- Co-chair</li> <li>• Tracie Bosket</li> <li>• Lydia Basmajian</li> <li>• Steve Callis</li> <li>• Michele Perry</li> <li>• Rick Edwards</li> <li>• Kim Korinke</li> <li>• Armine Torabyan</li> </ul>	<ul style="list-style-type: none"> <li>• Jennifer Clark Co-Chair</li> <li>• Erik Reese Co-Chair</li> <li>• John Sinutko</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 2020/21</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.
5. Update Facilities Master Plan.