MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING MINUTES
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	X	English & Student Life	Jeff Baker	
Co-Chair: Academic Senate Representative	Norm Marten	X	ACCESS, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Silva Arzunyan	
				Vance Manakas	X
				Kevin Balas	
				Sherry Ruter (Alt)	
Academic Senate President, Ex Officio	Erik Reese		EATM, Life & Health Sciences	Brenda Woodhouse	
Dean	Carol Higashida	X		Audrey Chen	
	Priscilla Mora	X		Armine Torabyan (Alt)	
Business Services	Michele Perry	X			
	Dan McMichael	X		Mary Swenson (Alt)	
	John Sinutko	X		Lan Nguyen (Alt)	
			Physical Science & Career Education	Rick Edwards	X
				Jennifer Mallory	
Associated Students Representative	Ashwin Naresh Kumar	X			
Instructional Technologist/Designer	Tracie Bosket	X	Business, Social & Behavioral Sciences, Child Development & Languages	Navreet Sumal	
Student Services Council	Kim Korinke			Felix Masci	
ACCESS	Shyan Diaz-Brown			Hugo Hernandez	X
Classified Staff	Maria Thayer		A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	X
	Michael Grimes				
	Shandor Batoczki				
Vice President, Ex Officio	Amanuel Gebru				
	Mary Rees	X			
CTE Faculty Liaison	Christy Douglass Robert Cabral (Alt) Michael Hoffman (Alt)	X			
GUESTS	Dan Watkins	X	Arts, Media & Communication Studies	Steve Callis	X
	Cynthia Osuna	X		Ariana Burrell	
	Kris Romero	X			
				Gerry Zucca	X

TOPIC	ACTION
1. WELCOME	Jennifer Clark called the meeting to order at 1:20 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: November 4, 2020	Priscilla Mora moved to approve minutes as written. Vance Manakas seconded. Approved by general consent. No nays and no abstentions. Motion carried.

4. INFORMATION/REPORTS
    ➢ IT UPDATE – Dan McMichael
        • **Wayfinding** – Working with FM&O and contractor. Working on connections for signage.
        • **ENS Project** – In door speakers installed in every building. Working on the external speakers. Installing network switches to control all these devices as well as the UPS (uninterruptible power supply). If the power goes out these devices will still be active.
        • **Wi Fi External Setup** – There is an access point located in the M lot that students can use if they do not have access at home. Another benefit of having Wi Fi is that students who do not have privacy at home can come to this area when they are calling in for mental health sessions.
        • **Laptop Lending** – We are still loaning out laptops for those in need during the remainder of the semester. To request a laptop, send email to Linda Resendiz as well as your dean. Then you will be placed on a list so you can contact IT department to make an appointment to pick up laptop.
        • **Open Access Lab & LMC 138/139** – Ready for students to use if they want to have solid systems and reliable internet access during finals week. Students will need to sign-in and reserve their spots.
        • **Zoo Project** – Vet Rocket is the vendor replacing aging and old x-ray system. We have the network setup and extended out to the zoo. Working logistics with vendor and that should be happening soon.
        • **Com 150** – Replacing the audio visual equipment. Vendor is forwarding equipment and we should complete project by December 16.
    ➢ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket
        • When you start your classes or whoever sees Canvas during the next semester it is going to look different. It is called the new real content editor. We will be conducting training because it is not intuitive. Trainings are in progress. Tracie and Matt will meet with Mary so that information can be placed on Monday's campus update and shared with faculty. Whatever you are going to be designing turn on RCE enhancement so you can see what it looks like.
    ➢ FACILITIES PROJECTS UPDATE – John Sinutko
        • **Gym Renovation** – DSA Closeout in process.
        • **Wayfinding** – Reviewing sign-by-sign with architect. Upgrading AV per IT request. Associated Students created names for interior roadways and pathways, which was reviewed by FT-CAP, and is awaiting review by senior administration prior to use. Near ready for bid.
        • **Lion Habitat & Tiger Habitat** – Tiger Habitat is at DSA under final review. Project will bid following DSA approval.
        • **MC Solar PV Project** – Project is moving along well. Solar panels are being installed, with the total project at about 85% complete. Project is scheduled to be substantially completed by 12/31/2020, with	

commissioning to continue through 3/03/2021, however a product change has generated a full review from SCE that may impact the final delivery date.

- **MC Facilities Master Plan Update** – The FMPU Workgroup presented at our most recent Annual Planning retreat via ZOOM. Next step is formal approval from FT-CAP and the Academic Senate.
- **Baseball Fence Repair** – Project is going to the December Board for approval.
- **Softball Backstop Replacement** – Plans are under development.
- **Restroom/Snack Bar replacement** – Going to December Board for approval.
- **PA Main Stage and Scene Shop Floor Replacement** – Architectural plan review in progress.
- **CDC Playground Equipment Slide and Impact Surfacing Replacement** – Completed.
- **Forum Improvements** – The dimmable lighting, stage flooring replacement, floor epoxy painting, and new carpeting is 75% complete.
- **Raider Central is beginning** – Project includes addition of a wall, wiring, painting, new carpet, and FF&E.
- **Developing FRAWG projects for 2021-2022**

➢ DISTRICT-WIDE IT UPDATE – Dan Watkins

- **Emergency Notification Solution** – Moorpark Phase 2: On track for campus-wide testing of entire system 12/30/20. Project completion date Districtwide 1/22/21. We also have training recordings available. Most importantly people need to download app.
- **GLBA Security Audit** – Data security audit almost complete. Will be reviewing and disseminating results in December.
- **Ticketing Project** – Kick off call with VBO Tickets 12/01/20
- **E-Document Signing** – Upcoming Districtwide Project
- **Courseleaf Catalog** – Upcoming Districtwide Project. Going to the Board in January for approval. This will bring all of our college course catalogs into a web based format. Ana Barcenas is the MC representative.
- **E-Fax** - Upcoming Districtwide Project. Looking into using E-fax instead of the current outdated technology. New system is user friendly and will not require using fax machines or maintaining phone lines.

➢ CTE UPDATE – Christy Douglass (or alternate)

- We are in discussion with the CTE workgroup about how we can make the grant application process simpler and communication clearer so it is an easier process for faculty when we are requesting funds. John Loprieno is taking the lead and working with Oleg Bespalov. The challenge with CTE funding is that we do not know our allocation from the state until late spring. It is an ongoing conversation of figuring out the best plan of action. If anyone has any input on the process or if you want to be a part of that conversation, please contact Christy or John Loprieno.

5. FRAWG/TRAWG/PAWG Workgroup Update

FRAWG- Carol stated they had a couple of meetings and are half-way through all of the requests. Requests that do not belong to FRAWG will be emailed to the appropriate workgroups. TRAWG requests will be forwarded to Priscilla. PAWG requests will be submitted by the end of January in one set.

TRAWG- Priscilla shared they are also a little over half-way through the list. They are scheduled to meet on 12/16/20 and 1/27/21. They anticipate to be ranking on 1/27/21 or before the 2/24/21 meeting. After the 12/16 meeting they will be identifying any items that need to go to other workgroups so they have them before the break.

PAWG- Norm mentioned they have not met until they receive requests in spring.

TOPIC	ACTION
6. Discussion of "Other" Program Request Items Norm shared that in the last meeting we had a motion to take to EdCAP changing the program planning to include a budget item request. Is there any interest in making it official that we have some kind of workgroup look at the other requests? Especially if TRAWG and FRAWG find it useful that there is initial review by some type of workgroup to do that sorting to get those items out to assist them with their work. Norm is happy to do it. John was an immense amount of help. If John is willing to assist, we can create a small workgroup.	John Sinutko moved to create a workgroup to parse through the others and unknowns early. Gerry Zucca seconded. Approved by general consent. No nays and no abstentions. Motion carried.
7. Other discussion- None	
8. Good of the Order Priscilla inquired about how does the loop get closed for "other" program request items that do not fall into the appropriate workgroups. Several discussions were held among the members before making recommendation.	Michele Perry motioned to send the "other" request list from the program plans to the Admin Council for their review and follow through. John Sinutko seconded. Approved by general consent. No nays and no abstentions. Motion carried.
9. ADJOURNMENT	Dan McMichael moved to adjourn at 2:11 pm. Vance Manakas seconded. Approved by general consent. No nays and no abstentions. Motion carried.

HANDOUTS	FT-CAP 2020/21 MEETING CALENDAR, 1st 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) *Committee of Academic Senate*	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.	**Co-Chairs** - Vice President of Business Services - Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council **Members** - 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
- Carol Higashida Co-Chair - John Sinutko - Vance Manakas - Gerry Zucca- Co-Chair - Ariana Burrell - Brenda Woodhouse - Felix Masci - Shyan Diaz-Brown - Michael Grimes	- Priscilla Mora, Co-Chair - Dan McMichael - Kevin Balas- Co-chair - Tracie Bosket - Lydia Basmajian - Steve Callis - Michele Perry - Rick Edwards - Kim Korinke - Armine Torabyan	- Jennifer Clark Co-Chair - Erik Reese Co-Chair - John Sinutko - Steve Callis - Gerry Zucca - Norm Marten - Felix Masci - Hugo Hernandez - Shyan Diaz-Brown

Goals 2020/21
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.