

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

MEETING MINUTES

Wednesday, May 6, 2020 | 1:15-3:00 p.m., Zoom <https://cccconfer.zoom.us/j/92464261921> Meeting ID: 924 6426 1921

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	X
				Vance Manakas	X
				Kevin Balas	X
Sherry Ruter (Alt)					
Academic Senate President, Ex Officio	Nenagh Brown	X	EATM, Life & Health Sciences	Brenda Woodhouse	X
Dean	Carol Higashida	X		Audrey Chen	
	Oleg Bernalov	X		Armine Torabyan (Alt)	X
Business Services	Michele Perry	X			
	Dan McMichael	X		Mary Swenson (Alt)	
	John Sinutko	X		Lan Nguyen (Alt)	
Associated Students Representative	Brigit Quezada			Physical Science & Career Education	Rick Edwards
			Jennifer Mallory		
Instructional Technologist	Tracie Bosket	X	Business, Social & Behavioral Sciences, Child Development & Languages	Navreet Sumal	
Student Services Council	Kim Korinke	X		Felix Masci	X
ACCESS	Shyan Diaz-Brown			Hugo Hernandez	X
Classified Staff			A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Lydia Basmajian	
	Shandor Batoczki				
Vice President, Ex Officio	Amanuel Gebru	X			
	Mary Rees				
GUESTS	Dan Watkins	X	Arts, Media & Communication Studies	Steve Callis	
	Stephanie Caranica	X		Ariana Burrell	
				Gerry Zucca	X

TOPIC	ACTION
1. WELCOME	Norm Marten called the meeting to order at 1:26 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: April 1, 2020	John Sinutko moved to approve April 1, 2020 minutes with the following change:

TOPIC	ACTION
<p>April 29, 2020</p>	<ul style="list-style-type: none"> • Agenda item #9(a) under last sentence should be Executive Committee instead of Executive Council <p>Brenda Woodhouse seconded. Approved by general consent. Motion carried Abstentions: Vance Manakas</p> <p>Rick Edwards moved to approve April 29, 2020 minutes. Nenagh Brown seconded. Approved by general consent. Motion carried Abstentions: Shyan Diaz-Brown & Silva Arzunyan</p>
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> ➤ IT UPDATE – Dan McMichael <ul style="list-style-type: none"> ○ Issued 180 laptops to faculty, staff, and students. Requests are slowing down, but still coming in. ○ Ordered 100 Chromebooks to assist students that do not need a lot of computing power. ○ Providing on-going remote support to faculty and staff. ○ Updating lab of 55 laptops in HSC COW. Replacing hard drives, batteries, and adding memory etc. ○ Employees have ability to access M Drive using secure remote or secure apps through the portal. ○ Gathering data to ensure compliance with GLBA which has to do with financial aid. There are some compliance issues that we need to make sure we meet. ○ District formulized process to allow student workers to access Banner remotely. If you need your student workers to access Banner remotely, please email Dan and he will forward process. Conducted pilot with Oleg that seemed to go well. Student workers must use district/college computer, complete Live scan, and meet supervisor approvals to access Banner. ○ Updating older operating systems on campus to the current version of Windows 10. ○ Working diligently on the student success center in the gymnasium. There are a few networking issues almost 80% complete. Working on logistics. ○ Today’s Banner issues had to do with huge peak in open registration demand. Had to increase the number of servers for the portal. We then had a slow down in the database. Michael and Victory had to do some emergency maintenance. The open registration demand caught us off guard. Going forward we should be able to meet demands. ➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket <p>DE certification trainings will be held on the following dates:</p> <ul style="list-style-type: none"> ○ May 18th (sneak peek May 11th open first week module). 86 people registered. Asking those that don’t need it right away to attend July training. Love to train anyone that is interested. We are not turning anyone away. ○ July 6-August 4 (sneak peek June 29th) 	

TOPIC	ACTION
<p>DE recertification training is for people who are already trained on Canvas but have not taught online for 3 semesters. They will look at updates in DE and submit academic module to make sure it is aligned with our certification requirements. Training dates TBD. Mary will be sending dates soon. Trying to determine if it will be a self-paced course or guided course. There are benefits to both of these options. Self-paced option, people can complete on their own time. However, if they submit an assignment Tracie will not be aware.</p> <p>For office hours and helpful resources please go to https://www.moorparkcollege.edu/online-services/distance-education/faculty</p> <p>➤ FACILITIES PROJECTS UPDATE – John Sinutko Please refer to written report. Update to report is that the outdoor Kinesiology classroom resurfacing will start earlier due to materials arriving early.</p> <p>Silva asked if the parking structure had restrooms. John clarified that the parking structure does not have built in restrooms. However, restrooms are close by in the police station and gym.</p> <p>In regards to wayfinding, Nenagh asked when signage will go up. John mentioned that they still need to go to bid and project will be broken up into two phases. Although, John would like to know the total cost of the entire project and will have a phone conference with architects. Due to COVID-19 all projects are delayed.</p> <p>John presented on site testing mock up of the MC parking structure basement level. Members discussed logistics. John mentioned it was not suitable for evening classes only daytime. We can also accommodate someone in a teaching aspect as well.</p> <p>➤ DISTRICT-WIDE IT UPDATE – Dan Watkins Dan thanked Nenagh and the MC Academic Senate for approving the District-wide IT Strategic Plan. Hoping to bring it to Chancellors Cabinet and Board by the July Board meeting. Working on getting the other senates to at least review it and ask any questions.</p> <p>Emergency Notification Solution- VC phase 1 & 2 completed. Dan sent Jennifer video which was taken during testing of the system. Jennifer will forward video to the committee. Currently doing phase 2 at OC and are ahead of schedule. Therefore, may be able to start phase 2 at MC. Training for MC is scheduled for late September and early October depending on COVID-19. Met with health centers and it was determined to remove medical alert because of the training required. Advising for medical emergencies to please call 911 and follow up with a call to the health office or someone else.</p> <p>Website Update- Big thanks to Tracie, Kristen, and MC staff for reviewing 1000+ web pages within 2 to 3 days to ensure that all content got migrated. Trained 100 new Drupal 8 users. Go live is planned for June 1st. Drupal 8 trainings are on-going for designated employees. Video trainings will be created so individuals can access. Core users for MC are Tracie and Kristen. Once we go live more content editors will be trained. After June 1st and once your content editor has been trained you may begin updating your webpages. Please keep content short and concise. Nenagh acknowledged Marc Boman, Web Master/System Admin., for always providing assistance.</p>	

TOPIC	ACTION
<p>GLBA- As previously mentioned, we are being audited and one of the findings is that we need to provide security training to all employees. Currently working with HR. Trainings will take 15 to 20 minutes to complete. Student worker protection standard needs to be developed and employees will be required to sign.</p>	
<p>5. Committee final discussion and vote for TRAWG rankings</p>	<p>Tracie Bosket moved to approve TRAWG rankings. Felix Masci seconded. Approved by general consent. Motion carried. No nays and no abstentions.</p>
<p>6. Committee final discussion and vote for PAWG rankings</p>	<p>Tracie Bosket moved to approve PAWG rankings. Brenda Woodhouse seconded. Approved by general consent. Motion carried. No nays and no abstentions.</p>
<p>7. Committee final discussion of Strategic Planning Retreat 2019 Facilities needs summary linkage to Educational Master Plan. <p>Oleg will post final document on the planning website along with supporting documentation. Nenagh thanked John and Felix for linking documents and keeping our planning documents aligned.</p> </p>	<p>John Sinutko moved to approve the Strategic Planning Retreat 2019 Facilities needs summary linkage to Educational Master Plan. Rick Edwards seconded. Approved by general consent. Motion carried. No nays and no abstentions.</p>
<p>8. Review of Goals and Accomplishments <p>Members discussed goals and accomplishments. Norm thanked members for their work and participation.</p> <p>Nenagh Brown will bring forward to College President.</p> </p>	<p>Vance Manakas moved to approve the goals and accomplishments. Carol Higashida seconded. Approved by general consent. Motion carried. No nays and no abstentions.</p>
<p>9. Good of the Order</p>	<p>Tracie Bosket moved to adjourn meeting at 2:47 pm. Brenda Woodhouse seconded.</p>
<p>10. ADJOURNMENT</p>	

HANDOUTS	FT-CAP 2019/20 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., Zoom
FT-CAP Agenda 5/06/2020	2019 9/04, 10/02, 11/06, 12/04
FT-CAP Meeting Minutes 4/01/2020 & 4/29/2020	2020 2/05, 3/04, 4/01, 4/29 - Special Call Mtg. 5/06
TRAWG Final Rankings	
PAWG Final Rankings	
Facility Needs Summary 3/24/2020	

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 • Ariana Burrell • 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 	<ul style="list-style-type: none"> • Jennifer Clark Co-Chair • Nenagh Brown- Co-Chair • John Sinutko • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci • Hugo Hernandez • Shyan Diaz-Brown

	<ul style="list-style-type: none"> • Rick Edwards • Norm Marten 	
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Goals 2019/20	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests.	Grouping for PAWG was a big step forward. This is also a possibility to incorporate into TRAWG and FRAWG workgroups because we have duplicate facility requests. Implemented better ranking organization in FRAWG and matched it more to TRAWG. The way we score has also been unified and will be an ongoing process. PAWG spreadsheet having highs, mediums, and lows accounted for in totals to help keep track was helpful. Erik developed system in TRAWG.
2. Implement Way-Finding Project.	Work in progress, but we are close to bid docs. Committee approved allowing students to make recommendations on the namings of the pathways. Raiderwalk will remain the same. John Sinutko has been providing committee with regular wayfinding updates throughout the year.
3. Continue to provide and report on completion of requested resources and communication out to the campus constituents.	Completed reviewing recommendations for the resource requests and these will go up on the website. Nenagh Brown shared draft copies with Academic Senate.
4. Make recommendations for updating the annual Information Technology Operations Plan and Technology Master Plan.	Took input from last years planning retreat and put it into the Technology Master Plan. Committee reviewed for approval. No changes made to the Technology Operations Plan. The Technology Operations Plan is an annual plan which is separate from the Technology Master plan. The Technology Master Plan is a 3 year plan. Common practice is to present the Technology Operations Plan to the committee during fall semester. Dan McMichael and Dan Watkins provide campus and district-wide monthly technology updates to committee.
5. Implement faculty and staff webpages.	In the rollout of the new campus website this will be integrated. Drupal 8 training is being conducted with designated personnel. Goal is in progress.
6. Update of Facilities Master Plan.	Going through the rest of the approval processes. Oleg will reformat. John will also fit it into the appropriate sections of the Master Plan in the text and update. John provides monthly facility updates to committee.

7. Review committee charge and membership for Decision Making Handbook.

During the April 1, 2020 committee meeting, the committee charge was reviewed and changed student representative to where they are a voting member. During the March committee meeting there was a slight wording change from Strategic Technology Plan to the Technology Master Plan. Classified staff was given the opportunity to present if they wish to make any changes to their representation and the decision was made to keep as is. Nenagh mentioned that it is not defined whether ACCESS representative is faculty or classified. For this committee it does not matter because we value the expertise of the individual. Therefore, we have broadened the membership charge and made it more inclusive. In the future looking to add a representative from the CTE workgroup since the work is parallel. CTE representative can either be a voting member or have an advisory role. Norm will bring this up next year. Tracie asked if change was made to the Instructional Technology job title to reflect updated job description which is now Instructional Technology/Design. Nenagh confirmed that change was made.