

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

MEETING MINUTES

Wednesday, October 7, 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		
Academic Senate President, Ex Officio	Erik Reese			Vance Manakas	X	
Dean	Carol Higashida	X		Kevin Balas	X	
	Priscilla Mora	X	Sherry Ruter (Alt)			
Business Services	Michele Perry	X	EATM, Life & Health Sciences	Brenda Woodhouse	X	
	Dan McMichael	X		Audrey Chen		
	John Sinutko	X		Armine Torabyan (Alt)	X	
Associated Students Representative	Ashwin Naresh Kumar	X		Physical Science & Career Education	Mary Swenson (Alt)	
					Lan Nguyen (Alt)	
Instructional Technologist/Designer	Tracie Bosket	X		Business, Social & Behavioral Sciences, Child Development & Languages	Rick Edwards	X
Student Services Council	Kim Korinke	X	Jennifer Mallory		X	
ACCESS	Shyan Diaz-Brown	X	Navreet Sumal			
Classified Staff	Kris Romero	X	A&R, Counseling, Student Life & Support, EOPS, & Student Health Center	Felix Masci		
	Michael Grimes			Hugo Hernandez	X	
	Shandor Batoczki			Lydia Basmajian		
Vice President, Ex Officio	Amanuel Gebru	X			Giselle Ramirez (Alt)	X
CTE Faculty Liaison	Mary Rees	X		Arts, Media & Communication Studies		
	Christy Douglass	X			Steve Callis	X
	Michael Hoffman (Alt)		Ariana Burrell		X	
<b>GUESTS</b>	Dan Watkins	X	Gerry Zucca		X	
	Oleg Bupalov	X				
	Cynthia Osuna	X				

TOPIC	ACTION
1. WELCOME	Meeting called to order by Jennifer Clark at 1:18 pm.
2. PUBLIC COMMENTS- NONE	
3. APPROVAL OF MINUTES: September 2, 2020	Priscilla Mora motion to approve minutes as presented. Brenda Woodhouse seconded. Motion carried. Abstentions: Giselle Ramirez
<p>4. INFORMATION/REPORTS</p> <ul style="list-style-type: none"> <li>➤ <b>IT UPDATE – Dan McMichael</b> <ul style="list-style-type: none"> <li>○ Emergency Notification Project- nearly completed all of the cabling on campus. The following are pending completion: LMC, PS, and couple things at the bottom of the hill.</li> <li>○ ENS Virtual Training Sessions- going on this week to go over mobile app and software. Please sign-up for training. Cynthia Osuna has emailed information. Additional training sessions will be scheduled 2021.</li> <li>○ Lend out 300 laptops to students and staff</li> <li>○ Migrating our voice traffic to use our internet connection so we can get rid of the zip circuits we are using. Will save district approximately \$90,000 a year.</li> <li>○ AD Project in HSC- 5 classrooms needed to be refreshed due to damage from power outage (HSC- 201, 202, 203, 204, &amp; 208).</li> <li>○ FH- 8 classrooms are being worked on. Waiting on touch panel holders for podiums.</li> <li>○ AC- 106 and 107 is a dual projector combination room. Almost complete, waiting on touch panel holders.</li> <li>○ 4 to 5 buildings disconnected from the network due to rat chewing on fiber optics. Buildings affected: PS, T, LMC, AA, SSA, and possibly CC. The rat was actually in the LLR building. The LLR feeds several of the other buildings.</li> <li>○ Experiencing MicroSoft outage which may affect your OneDrive, Office365 and may result in login-in issues. All we can do is wait until MicroSoft resolves issues. Please note that there is nothing we can do on our end.</li> <li>○ GLBA Securitiy Audit- IntevIEWS are currently in progress. Making sure we are doing all the proper steps to secure our students information. Important to note that this is a routine audit.</li> </ul> </li> <li>➤ <b>INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket</b> <ul style="list-style-type: none"> <li>○ <b>Evaluation Requests-</b> We are now implementing an Evaluation Request form to simplify process. The dean, chair, admin assistant, faculty can complete form and request who needs to go into the course or courses and they will be added each Monday and removed on Friday by 6 pm or whatever date they want to be added into.</li> <li>○ <b>2020-2021 OTTCC Trainings:</b> <ul style="list-style-type: none"> <li>● September 8th-October 4th <i>concluded</i></li> <li>● November 2nd-December 6th</li> <li>● February 1st-February 28th</li> <li>● April 5th-May 2nd</li> <li>● July 12th-August 8<sup>th</sup></li> </ul> </li> </ul> </li> </ul>	

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<p>Link to register: <a href="https://www.moorparkcollege.edu/online-services/distance-education/faculty/canvas-trainings">https://www.moorparkcollege.edu/online-services/distance-education/faculty/canvas-trainings</a>. We only have a tab of who is certified. If anyone has specific questions, please reach out to Tracie or Michael.</p> <ul style="list-style-type: none"> <li>➤ <b>FACILITIES PROJECTS UPDATE – John Sinutko</b> <ul style="list-style-type: none"> <li>○ <b>Gym Renovation</b> – Completed DSA Closeout in process.</li> <li>○ <b>Wayfinding</b> – 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.</li> <li>○ <b>Outdoor Kinesiology Classroom Facility Phase 2</b> – Completed.</li> <li>○ <b>Lion Habitat &amp; Tiger Habitat</b> – Lion Project is complete, and going to October Board. Tiger Habitat is at DSA under final review. Project will bid following DSA approval.</li> <li>○ <b>PA Main Stage Rigging Repair</b> – Completed.</li> <li>○ <b>MC Solar PV Project</b> – Project is moving along well. Solar panels arrived with mounting hole dimensions off by 3/8”, requiring that the purlins be replaced with new purlins matching the solar panel mounting holes. New purlins are scheduled to arrive 10/08/2020. The preliminary shut down previously scheduled has been called off, as sufficient information regarding existing conditions has been secured. Project is scheduled to be substantially completed by 12/31 2020, with commissioning to continue through 3/03/2021. Before COVID original plan was to close one parking lot at a time. Original start date was 5/17/2020 and had to be completed by 8/15/2020. The intention was to make it happen in between those dates. Project is moving along despite small snags because they are working diligently in 10 hour days.</li> <li>○ <b>MC Facilities Master Plan Update</b> – 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.</li> <li>○ <b>Baseball Fence Repair</b> – Plans are complete. Scheduling Bid.</li> <li>○ <b>Softball Backstop Replacement</b> – Plans are under development.</li> <li>○ <b>Restroom/Snack Bar Replacement</b> – Receiving updated proposal for permanent modular building. Have Architectural proposal.</li> <li>○ <b>PA Main Stage and Scene Shop Floor Replacement</b> – Architectural plans are in development.</li> <li>○ <b>CDC Playground Equipment Slide and Impact Surfacing Replacement</b> – Contract for installation is at the District.</li> <li>○ <b>Developing FRAWG projects for 2021-2022.</b></li> </ul> </li> <li>➤ <b>DISTRICT-WIDE IT UPDATE – Dan Watkins</b> <ul style="list-style-type: none"> <li>○ <b>Emergency Notification Solution</b> – Moorpark Phase 1: Testing and Acceptance of Mobile App/Text Messaging 10/12/2020. Phase 2: Campus-wide testing of entire system 12/30/2020. Project completion date Districtwide 1/22/21.</li> <li>○ <b>GLBA Security Audit</b> – Data security audit underway.</li> <li>○ <b>Ticketing Project</b> – Vendor demos and scoring will be completed on 10/09/2020 to replace SeatAdvisor ticketing system before end of December</li> <li>○ <b>E-Document Signing</b> – Upcoming Districtwide Project</li> <li>○ <b>Courseleaf Catalog</b> – Upcoming Districtwide Project</li> <li>○ <b>Website Redesign</b> - Phase 1 complete. Working on Phase 2.</li> </ul> </li> </ul>	

TOPIC	ACTION
<p>He mentioned we have a rock star in Priscilla when it comes to program review. He has worked with her at Santa Barbara and MC is lucky to have her expertise.</p> <p>Dan will forward ATAC list of district-wide projects to Norm on a regularly basis.</p> <p>➤ <b>CTE UPDATE – Christy Douglass</b></p> <ul style="list-style-type: none"> <li>○ The Strong Workforce program which provides a lot of funding for our CTE programs is changing how they are allocating funds and what their priorities are and accountability for how money is spent. Key highlights: <ul style="list-style-type: none"> <li>● No longer paying for student internships, unless it's a student worker associated with a with very specific CTE related project.</li> <li>● Shifting focus to short-term not for credit non-credit training for getting people back into the workforce.</li> </ul> </li> </ul> <p>Our project goals will shift to reflect their priorities so we are aligned. We will also be looking for other funding to cover for things that used to be covered through Strong Workforce. We have created a CTE Workgroup Canvas page. Quarterly program reports and minutes are submitted there. We also share information about CTE related events. If you would like to be a member or would like to request access for informational purposes, please email Elizabeth Nielsen @ <a href="mailto:elizabeth_nielsen1@vcccd.edu">elizabeth_nielsen1@vcccd.edu</a>. Our new faculty CTE Workgroup Co-chair is Trevor Hess, Robert Cabral is the CTE Dean, and Christy Douglass is CTE Liaison. You can contact Michael Hoffman, CTE Grant Director, @ <a href="mailto:mhoffman@vcccd.edu">mhoffman@vcccd.edu</a> to find out if something has been funded through a categorical means.</p>	
<p><b>5. FRAWG/TRAWG/PAWG Workgroup Updates</b></p> <ul style="list-style-type: none"> <li>○ <b>FRAWG</b>- Carol Higashida shared that workgroup is waiting for facilities request before they begin meeting.</li> <li>○ <b>TRAWG</b>- Priscilla Mora mentioned that the first workgroup meeting is scheduled for 10/14/2020. Waiting to receive request.</li> <li>○ <b>PAWG</b>- Jennifer stated workgroup has not yet met and is also waiting for requests.</li> </ul>	
<p><b>6. Distribution of Program Plan requests</b></p> <p>Jennifer mentioned that Oleg has forwarded program plan requests. She will email requests to committee members. When there are errors in the way it was requested workgroups will work around it as long as the request exists. Workgroups will go through requests and will forward request to appropriate workgroup.</p> <p>Oleg stated that Erik usually will go through requests and place in the correct place before it ends up in Academic Senate for faculty prioritization. We need someone or a small group to review other request list. Priscilla shared she has a guidebook that has definitions for all of these things. Faculty found it most useful to find samples that actually fit. She is more than happy to share this document. She will send it to Norm and Jennifer for review.</p> <p>Norm, John, and Brenda will sort through the other request list. Nothing will be removed from other request list in order to see what remains. Items that are assigned to TRAWG, FRAWG, and PAWG workgroups will be highlighted. Jennifer will forward the resource lists request to Norm, John, and Brenda so they can review other request list. John will send meeting invite to Norm and Brenda.</p>	
<p><b>7. Other- Discussion &amp; Recommendation related to Committee Goals – Vote on final goals for committee</b></p>	<p>John Sinutko motioned to approve committee goals for</p>

TOPIC	ACTION
Committee members modified the following committee goal for 2020-2021: <ul style="list-style-type: none"> <li>○ <b>Goal #1:</b> Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests; <b>evaluate Other requests and routing of these requests.</b></li> </ul>	2020-2021 as modified. Kim Korinke seconded. Approved by general consent.
8. Good of the Order	
9. ADJOURNMENT	Tracie Bosket moved to adjourn meeting at 2:26 pm. Vance Manakas seconded. Motion carried.

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

**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> <li>• One representative from the Accessibility Coordination Center and Education Support Services</li> <li>• One representative from Instructional Technology</li> </ul>

		<ul style="list-style-type: none"> <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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FRAWG Members	TRAWG Members	PAWG Members
<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>• Norm Marten</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>

Goals 2020/2021
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests; <i>evaluate Other requests and routing of these requests.</i>
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.