

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

SPECIAL CALL MEETING MINUTES

Wednesday, April 29, 2020 | 1:15-2:15 p.m., **SKYPE Join by Phone (805) 289-6255 Conference ID: 17594**

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

TOPIC	ACTION
1. WELCOME and INTRODUCTIONS Norm welcomed everyone to the meeting and thanked them for attending Special Call meeting to allow TRAWG and PAWG review.	
2. PUBLIC COMMENTS- No comments	
3. TRAWG Prioritizations Norm introduced the TRAWG's prioritization rankings for a first reading: first worksheet showed how requests were categorized, second worksheet contained rankings for new requests, third worksheet contained requests for refresh	

TOPIC	ACTION
<p>of existing equipment. Kevin Balas confirmed the descriptions of prioritization worksheet was correct. Committee provided 5 minutes to review each of the rankings worksheets. Felix noted that there were some overlapping requests that were not grouped for common consideration. Committee members indicated that they were otherwise good with the rankings as is for both new tech requests and tech refresh.</p>	
<p>4. PAWG Prioritizations Norm introduced the PAWG’s prioritization rankings for a first reading. Norm indicated that PAWG considered common/overlapping requests together for a single ranking (e.g. requests for large 50 seat computer lab, requests for a testing center) such that rankings were not diluted by each request being considered separately and how these groupings were indicated on the worksheet. Committee provided several minutes to review the rankings. Nenagh stated that while she was not at the PAWG’s final meeting she thought combining of common requests was helpful in providing clarity to the requests/rankings. No other specific comments were made and the committee was otherwise good with the requested rankings.</p>	
<p>5. Other- Discussion & Recommendation related to Committee Goals Nenagh Brown stated that she would like to take the reviewed TRAWG and PAWG recommendations to Senate for their review in a “draft” form as the final Senate meeting will occur prior to the final FT-CAP meeting were TRAWG and PAWG rankings will be discussed/voted on.</p> <p>Norm reminded the committee work done by the workgroup that reviewed facilities requests at last years retreat, tying those requests into the Educational Master Plan. Norm asked that the committee members take a look at the document the workgroup presented at the April 1st meeting and add any additional linkages they feel appropriate to the document (linkages could be forwarded to either Norm or John Sinutko) prior to the final discussion of the document at the May meeting.</p>	<p>Vance Manakas moved to allow the Senate to review the TRAWG and PAWG rankings in “draft” form. Felix Masci seconded. Motion carried No nays and no abstentions</p>
<p>6. Good of the Order</p>	
<p>7. ADJOURNMENT</p>	<p>Move to adjourn made by Dan McMichael, seconded by Vance Manakas. Meeting adjourned.</p>

HANDOUTS	FT-CAP 2019/20 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., SKYPE
FT-CAP Special Call Agenda 4/29/2020	2019 9/04, 10/02, 11/06, 12/04
TRAWG Prioritizations	2020 2/05, 3/04, 4/01, 4/29 – Special Call Mtg. 5/06
PAWG Prioritizations	

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 	<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 	<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

<ul style="list-style-type: none"> • Shyan Diaz-Brown 	<ul style="list-style-type: none"> • Michele Perry • Rick Edwards • Norm Marten 	<ul style="list-style-type: none"> • Shyan Diaz-Brown
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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.	