

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

MEETING AGENDA

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

TOPIC	ACTION
1. WELCOME	
2. PUBLIC COMMENTS	
3. APPROVAL OF MINUTES: May 6, 2020	
4. INFORMATION/REPORTS	
➤ IT UPDATE – Dan McMichael	
➤ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket	

TOPIC	ACTION
➤ FACILITIES PROJECTS UPDATE – John Sinutko ➤ DISTRICT-WIDE IT UPDATE – Dan Watkins	
5. Committee Orientation	
6. Review Committee Membership/Committee and Workgroup Assignments 2020-21	
7. FRAWG/TRAWG/PAWG Projects approved and funded for 2020-21	
8. Establish 2020-21 Goals	
9. Good of the Order	
10. ADJOURNMENT	

HANDOUTS	FT-CAP 2020/21 MEETING CALENDAR, 1 <sup>st</sup> Wednesday at 1:15 p.m., Zoom
FT-CAP Agenda   9/02/2020	2020   9/02, 10/07, 11/04, 12/02
FT-CAP Meeting Minutes   5/06/2020	2021   2/03, 3/03, 4/07, 4/29, 5/05
FRAWG/TRAWG/PAWG Committee Workgroup Reporting Handouts	
FRAWG/TRAWG/PAWG Projects approved and funded for 2020-21	

**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><b>Co-Chairs</b></p> <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> <p><b>Members</b></p> <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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<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>• Kim Korinke</li> <li>• Shyan Diaz-Brown</li> </ul>	<ul style="list-style-type: none"> <li>• Oleg Bepalov Co-Chair</li> <li>• Dan McMichael</li> <li>• Kevin Balas- Co-chair</li> <li>• Tracie Bosket</li> <li>• Andrew Kinkella</li> <li>• Lydia Basmajian</li> <li>• Steve Callis</li> <li>• Michele Perry</li> <li>• Rick Edwards</li> <li>• Norm Marten</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 2019/20</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 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.