MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING MINUTES
Wednesday, February 2, 2022 | 1:15 pm-3:00 p.m., **Zoom** https://vcccd-edu.zoom.us/j/97746698622?pwd=K1duUXc1dkFOSUY2ZXVycUNTOW44UT09
Meeting ID: 977 4669 8622
Passcode: 382543

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

TOPIC	ACTION
1. WELCOME	Norm Marten called the meeting to order at 1:20 pm.
2. PUBLIC COMMENTS- None	
3. APPROVAL OF MINUTES: December 1, 2021	John Sinutko moved to approve minutes as presented. Dan McMichael seconded. Approved by general consensus. No nays. Motion carried. Abstentions: Jennifer Mallory & Navreet Sumal

4. INFORMATION/REPORTS
  ➢ IT UPDATE – Dan McMichael provided the following updates:
 	
    o ENS System Update- Scheduled testing of our ENS system on Friday, January 28. Still have a few things to work out, but we are continuing to improve the system to make it better. We tested the speakers, mobile APP, and the desktop notification. No text messages were sent. Hopefully your area saw a big improvement. Planning to schedule quarterly testing to ensure everything is working properly.
 	
    o Teams Migration- Migrated hundreds of number blocks to teams. We are scheduling a large push on Wednesday, February 16 to migrate the remaining number to teams. Email notification will be sent to campus so that everyone is aware. Team trainings will be scheduled. If you have been fully migrated to teams you will notice a dial pad in the calling section. Users should be able to make outgoing calls.
 	
    o Adobe Creative Cloud Student Licenses- Added 450 students to our Adobe Creative Cloud student licenses for certain classrooms.
 	
    o Second week of the semester setup 290 laptops for math deparment.
 	
    o Continuing prep restoration of the library laptop loaners.
 	
    o Waiting for some microwave equipment to come in to get Wi-Fi out to the baseball and softball fields. Equipment arrived and we had rough installation done. Still pending half a day's worth of work for completion so that we can have Wi-Fi at the baseball and softball fields shortly. There was about a ten month delay due to supply chain issues. Please be patient as we order things.
 	
    o Added HyFlex classroom in FLR 4. Discovered a cable issue which is being worked on for completion.	

- o Security front- Had a few accounts that were compromised. Most users received a fraudulent email regarding job opening. Most users reported fraudulent email. Please continue to stay vigilant.
- o Experiencing higher workload due to increase number of equipment to support. Therefore things may take a little bit longer to complete.
- ➢ INSTRUCTIONAL TECHNOLOGY UPDATE – Tracie Bosket
  - o Upcoming OTTC- April 11-May 8 and July 13-Aug 7. Register @ https://www.moorparkcollege.edu/online-services/distance-education/faculty/canvas-trainings
- ➢ FACILITIES PROJECTS UPDATE – John Sinutko shared the following:
  - o **Wayfinding** – Old marquee on the corner is gone and new one is in process of being installed. John will forward picture of new marquee so that members can see what it looks like. Signage for the rest of the campus is in preliminary phase.
  - o **Lion Habitat & Tiger Habitat** – Project underway and on schedule to be completed June 2022. Contractor is changing large column footings for their convenience so there is a little bit of a delay.
  - o **MC Solar PV Project** – Met with SEE on location of equipment. They were supposed to send something and they did not. Does not look like we are going to lose anymore parking spaces.
  - o **MC Facilities Master Plan (FMP) Update** –Updates in progress for accreditation.
  - o **Softball Backstop Replacement** – Project is complete. Had their first game yesterday.
  - o **Restroom/Snack Bar Replacement** – In process. Digging footings tomorrow. There is a delay due to discrepancy between autocad version and the printed versions that needs to be straightened out. They will be back out here on Friday.
  - o **Baseball Dugout Replacement** – Project almost complete. First game scheduled for Tuesday.
  - **Fast-track Projects:**
  - o **Amphitheater** – Working on developing project and obtaining funding.
  - o **OTC Roof Structure** – Almost out of DSA. Should be able to get started shortly.
  - o **Temporary Classroom/Warehouse** – Progress is on-going.
  - o **Quad Stage Additional Power** – Close to ready. Waiting for district. Possibly completed by June 30 depending on what district needs to do.
  - o **Administration Building Reconstruction** – Waiting to have a discussion with our specialist. Questions on cost estimate which has gone up by 33% (approx. another 2.5 million). Not sure if State will pick up additional cost. Otherwise Jennifer will need to secure additional funding.
  - o **Developing facilities projects for Fall Semester.**
  - o **Developing FRAWG projects for 2021-2022.**
- ➢ DISTRICTWIDE IT UPDATE – Dan Watkins shared the following district intiatives:
  - o ENS- Conducting testing
  - o Teams- Project rollout in progress. Skype will not be removed until we have completed migration. Marketing sent out an email yesterday regarding new portal coming this month. Please check out and provide feedback for our new mobile friendly portal @ https://portalpreview.vcccd.edu/dashboard
  - o Course Catalog- Working on getting all of our course catalog online. Projected to go live during the summer. Working with student experience workgroup and MC colleagues to ensure data is correct. Weekly check-in meetings. Thanks to the MC leadership.
  - o Auto awarding of degrees and certificates for students that complete degrees or certificates and never apply or get awarded. We can award those and that will help the SCFF increase the allocation to our colleges. Also, part of that project is transfer articulation and Dr. Mary Rees is providing outstanding leadership on both projects.

TOPIC	ACTION

o Banner 9 Self Service- Hoping to start releasing in the next 4 to 6 months. Moving out of the 1980 self service stuff that our students, faculty, and staff experience into a more modern look and feel. Not much change in data just in the way it is being presented.
    o 5 year IT Strategic Plan- Hoping to present at the next FT-CAP meeting. Trying to align with the district-wide plan that Dr. Herrera presented.
    o Compressed Calendar- Will take 12 to 24 months for completion. Looking to improve the schedule, room scheduling, core scheduling, and academic planning development. Compressed calendar going from 18.5 weeks to almost 16 weeks and introducing a winter session.
  ➢ CTE UPDATE – Trevor Hess not in attendance	

5. Discussion of Brown Act Update	Shandor Batoczki moved to approve March meeting online due to safety concerns. Tracie Bosket seconded. Approved by general consensus. Motion carried. No nays and no abstentions.

6.   Workgroup Report Outs:
    o FRAWG- Carol Higashida shared they are progressing through the list of requests. Finding that the longest list falls into the category where the items have no cost. Still wondering how these should be addressed. Another issue is that many of the items requested are old requests or have been funded. Hopeful that with the new template format that Oleg presented it will address these issues. Gerry Zucca commented that for the ones that are really FRAWG items we need a price and no price needed for non FRAWG items. Jennifer stated it would still be helpful to have a price for all in order to determine budget allocation. Priscilla Mora reconfirmed that it was previously discussed when reviewing the template that Oleg presented having a minimum $1,000 cost for any item so if we are moving forward with that then the small request needs to be addressed some other way. Jennifer suggested John could provide number.
    o TRAWG- Priscilla Mora shared they have met a few times and have two more meetings scheduled for February and plan to complete ranking by end of the month. She will forward final rankings to Norm. She brought up issue that has been part of their discussion. TRAWG works with technology requests and there is one corresponding issue that has not been addressed and that is the human resources involved with all of these projects and facilities. Workload increase is not being discussed and wondering if FT-CAP could have this as an agenda item. Jennifer agrees, the human resource element, has been the limiting factor because we only have so many staff on our campus who can install the software and equipment and provide the service. Gerry suggested if possible for TRAWG during rating to create a list for work hours needed for task completion so we would have some assessement before approval. Dan and John are experts and would assist group. Priscilla stated Dan has been instrumental in assisting TRAWG. She reiterated it is not just these specific projects, but as Dan has noted what is the ongoing requirement to maintain and support numerous projects. Mary Rees thought it would be helpful for Dan to share rubrics matrix they use. Dan Watkins can share the project prioritization matrix methodology for discussion at the next FT-CAP meeting. This item will be placed on the next agenda.	

	o PAWG- Jennifer mentioned she has received items from other groups. Will schedule meetings soon. Hopefully something in February. o ORAWG- Norm and Jennifer stated it is completed. Recommendations will be coming up as genda item #10.	
7.	Discussion of Fields to include in the New Program Plan Resource Request Spreadsheet- Oleg Bespalov Oleg presented final Excel spreadsheet for review. Spreadsheet can be accessed at: https://vcccdventura.sharepoint.com/:x:/s/Moorpark/Outreach/EVT9F_8QM2RDspRIM660PyAB8Q9MdfDplZqf9iGAp-_Qcg?e=ny3kgu Oleg noted that we will now be submitting resource requests on Excel spreadsheet. Last time we met this committee suggested adding total cost (column G) which includes new requirement basis and include justification (column D). We also added Column F, which indicates what strategic direction it aligns with. Colunn G feedback, is that it must be at least $1,000. Added validation and language so if someone puts in less than that, then it will take it back to them. Although Excel spreadsheet format cannot really require a field, but during our training we can certainly emphasize the importance of providing $1000 figure. Certainly could also add language that it is required.	

	C	D	E	F	G	H	I	J
1	at type of resource is this?	Justification: briefly describe how this resource supports the goals of the program and the goals of the college. If applicable, describe how the resource will help close equity gaps.	Name of point person	Select which primary metric this resource supports from the Strategic Plan	REQUIRED: Total Cost of Request (must be at least $1000)			
2	rogram Budget Adjustment	need license to grade projects	Ruth Bennington	SD1.A.1. Associate Degrees for Transfer available—increase from 29 in 2018-2019 to 31 by 2023-2024	$ 1,000.00			
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	D	E	F	G	H	I	J
1	iis?	Justification: briefly describe how this resource supports the goals of the program and the goals of the college. If applicable, describe how the resource will help close equity gaps.	Name of point person	Select which primary metric this resource supports from the Strategic Plan	REQUIRED: Total Cost of Request (must be at least $1000)	Requests under $1,000 should be purchased from existing department budgets or other campus budgets." Perhaps also add under "Total Cost of Request" (If multiples of one item, the aggregate amount should be counted.		
2	nent	need license to grade projects	Ruth Bennington	SD1.A.1. Associate Degrees for Transfer available—increase from 29 in 2018-2019 to 31 by 2023-2024	$ 1,000.00			
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TOPIC	ACTION
H I J K L Requests under $1,000 should be purchased from existing department budgets or other campus budgets." Perhaps also add under "Total Cost of Request" (If multiples of one item, the aggregate amount should be counted. Ex: 4 monitors @$300 each=$1,200) 00 *The human impact could be added as column H. Norm thanked Oleg for bringing this back to the committee.	
8. ORAWG Workgroup Membership- Norm Please let us know if you are interested in joining workgroup. Current members: Norm, John, Felix, and Jennifer. New members welcome. Please email Jennifer if you are interested. Norm needs to check if workgroup members need to be part of committee in order to join. Erik clarified that in theory that is true, but in practice we always encourage guests to be part of workgroups. Our structure is not that rigid. Workgroups do not vote they only make recommendations back to committee and FT-CAP are still the voting members.	
9. Discussion of Requests Requiring District Approval- pending student outreach survey results Oleg shared results form student outreach study. He also provided written attachment. The communications department is doing a fantastic study for Moorpark College and really for the entire district about what are the most effective methods of communicating with students. Jamie has completed phase one of study. Most recent study is about text messaging and the benefits of text messages and how students prefer text messages and how often we should send them and under what context. Next step is to conduct some experiments where we are going to try a couple of different pieces of communications like a campaign to try to get students to complete FAFSA and then for one group of students we send via email and for another group of students by text message and another group send by both methods. We then would learn which modality lead to a higher increase of students filling out the FAFSA. We are also exploring concept of opt in/opt out for certain types of communications. This option is pretty common in the corporate world. They can also designate which types of communications they want to receive by email, text, or both. This is all based on Jamie's research. Norm also acknowledged Kim Korinke since this came up as a result of a concern of trying to be able to reach out to students from the financial aid area. Kim recommended buying the Chat Bot texting platform. Oleg stated that he is not 100% sure if Ocelot has opt in/opt out feature. He is scheduled to have a meeting with Ocelot on Friday. Dan Watkins stated IT will support whatever technology the colleges and departments feel work best. Also need to think about the integrations with Starfish and some other systems we use.	
10. Discussion of ORAWG Recommendations Second Reading- Jennifer Clark	

TOPIC	ACTION
Discussion and voting will be brought back during next meeting because list was not previously attached to invite. Apologies for the oversight.	
11. Good of the Order- John Sinutko shared picture of new marquee. 	
12. ADJOURNMENT	Gerry Zucca moved to adjourn meeting at 2:39 pm. Tracie Bosket seconded. Approved by general consent.

HANDOUTS	FT-CAP 2021/2022 MEETING CALENDAR, 1st Wednesday at 1:15 p.m.
FT-CAP Agenda	2/02/2022	2021	9/01 (Last Zoom Meeting), 10/06, 11/03, 12/01
FT-CAP Meeting Minutes	12/01/2021	2022	2/02, 3/02, 4/06, 5/04
Program Plan Resource Requests 2021-2022	

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	ORAWG Members
• Carol Higashida Co-Chair • John Sinutko • Gerry Zucca- Co-Chair • Ariana Burrell • Brenda Woodhouse • Felix Masci • Shyan Diaz-Brown • Michael Grimes • Giselle Ramirez • Allison Case-Barton	• Priscilla Mora, Co-Chair • Dan McMichael • Kevin Balas- Co-chair • Tracie Bosket • Lydia Basmajian • Steve Callis • Michele Perry • Rick Edwards • Kim Korinke • Armine Torabyan • Kris Romero	• Jennifer Clark Co-Chair • Erik Reese Co-Chair • John Sinutko • Steve Callis • Gerry Zucca • Norm Marten • Felix Masci • Hugo Hernandez • Shyan Diaz-Brown • Shandor Batoczki	• Norm Marten • John Sinutko • Felix Masci • Jennifer Clark

Goals 2021/2022
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.