

Campus Life and Facilities Committee  
Lehman College  
The City University of New York  
Minutes of the Meeting  
February 3, 2020 @ 2 p.m.  
Zoom Link

<https://zoom.us/j/93893678038?pwd=VnVOSWhyRnZnWFFmTGtBbnVCaEF0UT09>

Members Present – Jen Collett; Robin Auchincloss; Penny Prince; Caleb Kim; Zenab Louche

**COACHE FOLLOW-UP SURVEY**

- After receiving feedback from Rene Rotolo, final edits were made to the survey.
- Discussion ensued in terms of when, and for how long, the survey will be available for faculty to complete. Dates discussed were the following: 2/16/21 – 3/16/21.

**NEXT STEPS:**

- Jen will send an email to the committee to get final thoughts/revisions of the FINAL draft of the survey & the email (see addendum 1) to share with faculty.
- Jen will share the information with Brian Ribeiro (IT Service Delivery Lead).
- Next meeting Campus Life and Facilities Meeting will be on Wednesday, March 3<sup>rd</sup>, 2021.

## Addendum 1

### *Email to Faculty:*

In response to data gathered in 2019 from the COACH survey that indicated faculty's concerns with the function and utility of classrooms, the equipment used in classrooms, and the clerical and administrative support you receive, the Campus Life and Facilities committee invites you to complete this survey. We recognize that it seems like decades ago that we were on campus. But, we will - one day - return to campus in the not-too-distant future, so your responses will be needed to make certain you have the needed space and resources to do your jobs well.

### *Survey:*

On behalf of the Campus Life and Facilities Committee, we invite you to complete this survey to better understand your needs and perspective regarding on-campus facilities including the function and utility of classrooms, the equipment used in classrooms, and the clerical and administrative support you receive. This information will be used to help us better understand your needs once we are able to return to campus.

**CLASSROOMS:** The following seven questions are to gauge your perspective on the classrooms where you teach on campus.

**Please identify the buildings and classrooms where you teach:**

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SCALE: Poor, Fair, Good, Very Good, Excellent, Not Applicable

1. Rate the **ventilation and air quality** in the classrooms where you teach.
2. Rate how well the **lights, electricity, and the electrical outlets** function in the classrooms where you teach.
3. Rate how well the **shades and windows** function in the classrooms where you teach.
4. In regard to the time it takes to **process your work orders/complaints** specific to the classrooms where you teach, how happy are you with the time it takes for the administration processes and resolve these work orders.
5. Rate **the condition of the furniture** in the classrooms where you teach.
6. Rate **the conditions of the finishes** to include the wall, floors, and ceilings where you teach.
7. In regard to the **accessibility to, and in classrooms, for students and faculty with disabilities or special needs.**

Short-answer questions to classroom conditions.

8. To the aforementioned questions where you responded '*poor*' or '*fair*', please describe the problems and the location in which these problems occur.

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9. In view of the pandemic, are there any other concerns or accommodations that you have in returning to teach in the classroom?

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**EQUIPMENT:** The following four questions are to gauge your perspective on the technological equipment in the classrooms where you teach.

SCALE: Poor, Fair, Good, Very Good, Excellent, Not Applicable

1. Rate **the efficiency in regard to how the technology functions and how frequently technology is updated (i.e. computers, programs on computers)** in the classrooms where you teach
2. Rate **the access to, and stability of the internet** in the classrooms where you teach
3. Rate **the ways in which Smartboards and/or Bluetooth connectivity operates** in the classrooms where you teach.
4. Rate the quality of the technology equipment provided in the classrooms where you teach.

Short-answer questions to classroom conditions.

4. What equipment in particular should Lehman offer to best teach course content? Please specify the needed equipment for the specific courses in which you teach.

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**CLERICAL/ADMINISTRATION SUPPORT:** These three questions are to understand how clerical staff and administration support your needs in regard to campus facilities.

SCALE: Yes, No, Not Certain.

1. Do you feel comfortable going to the administrative staff regarding your concerns?
  2. Are there clerical staff or college laboratory technicians (CLT) available to assist with classroom/office related issues? Do you know the process of how to get assistance?
  3. Are you aware of the processes in place to submit a work order for items or technology in a classroom to be repaired?
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On behalf of the Campus Life and Facilities Committee, we invite you to complete this survey in order to better understand your needs and perspective regarding on-campus facilities including the function and utility of classrooms, the equipment used in classrooms, and how clerical and administrative support you in resolving issues around classroom space and equipment. This information will be used to help us better understand your needs once we are able to return to campus.

**CLASSROOMS:** The following seven questions are to gauge your perspective on the classrooms where you teach on campus.

SCALE: Poor, Fair, Good, Very Good, Excellent, Not Applicable

1. Rate the **heating, ventilation, and air conditioning** in the classrooms where you teach.
2. Rate how well the **lights, electricity, and the electrical outlets** function in the classrooms where you teach.
3. Rate how well the **shades and windows** function in the classrooms where you teach.
4. In regard to the time it takes to **process your work orders/complaints** specific to the classrooms where you teach, how satisfied are you with the time it takes for the administration processes to resolve these work orders.
5. Rate **the condition of the furniture** in the classrooms where you teach.
6. Rate **the conditions of the finishes** including the walls, floors, and ceilings where you teach.
7. Rate the **accessibility of classrooms/buildings for students and faculty with disabilities or special needs**.

Short-answer questions to classroom conditions.

8. To the questions where you responded '*poor*' or '*fair*', please describe the problems and the specific locations (buildings and classrooms) in which these problems occur.

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**EQUIPMENT:** The following three questions are to gauge your perspective on the technological equipment in the classrooms where you teach.

SCALE: Poor, Fair, Good, Very Good, Excellent, Not Applicable

1. Rate **the efficiency in regard to how the technology functions and how frequently technology is updated (i.e. computers, programs on computers)** in the classrooms where you teach
2. Rate **the access to, and stability of the internet** in the classrooms where you teach
3. Rate **how the Smartboards and/or Bluetooth connectivity operate** in the classrooms where you teach.

Short-answer questions to technology used in classrooms.

4. To the questions where you responded '*poor*' or '*fair*', please describe the problems and the locations in which these problems occur.

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5. What equipment in particular should Lehman offer to best teach course content? Please specify the needed equipment for the specific courses in which you teach.

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**CLERICAL/ADMINISTRATION SUPPORT:** The two questions are to understand how clerical staff and administration support your needs in regard to campus facilities.

SCALE: Yes, No, Not Certain.

1. Are there clerical staff or college laboratory technicians (CLT) available to assist with classroom/office related issues?
2. Are you aware of the processes in place to submit a work order for items or technology in a classroom to be repaired?

Short-answer questions to clerical/ administrative support.

3. To the questions where you responded '*No*' or '*Not Certain*', please describe any additional concerns.

