

Lehman College
The City University of New York
Minutes of the Meeting
February 5, 2020, 2 p.m., Shuster B018
Campus Life and Facilities Committee on Curriculum

Present: Rene Rotolo; Jen Collett; Carole Baraldi; Natasha Nurse-Clarke; John Ongley; Dionna Davis; Gary Ford; Kofi Benefo; Leah Johnney

1. The meeting began with the committee reviewing the COACHE data (see page 3 - 4), as well as the emails between Joe Fera, Rene Rotolo, and Jen Collett (see page 5-6) in regard to questions about whether it is under the purvey of this committee to identify additional concerns regarding COACHE results around: Classrooms, Equipment, Clerical/Administration Support
2. The committee agreed that they will construct a preliminary tool (survey, focus groups) to collect additional information around the domains of - Classrooms, Equipment, Clerical/Administration Support – and reach out to the chairs from the two committees - Library, Technology and Telecommunications Committee & Budget & Long-Range Planning – for input and guidance.
3. Issues discussed in moving forward:
 - a. Creating the tool to collect more data (i.e. focus groups, survey, number of items, etc.)
 - b. Participants and Dissemination – Identify who will complete the tool and how this will be done.
 - c. Getting feedback from other Committees (Library, Technology and Telecommunications Committee & Budget & Long-Range Planning)
4. Committee discussed topics that will be addressed in the preliminary survey:
 - a. Classrooms**
 - i. Temperature in classrooms
 - ii. Ventilation and Air Quality in classrooms
 - iii. Light & Electricity – How well does it function?
 - iv. Shades & Windows
 - v. Process of complaints with classroom – Relationship with administrative
 - vi. Furniture
 - vii. Access to classrooms for students with different physical needs
 - b. Equipment**
 - i. Is the technology updated and functioning?
 - ii. Internet access – stability of internet
 - iii. Bluetooth connectivity for smartboard
 - iv. Electrical Outlets

- v. What equipment in particular should Lehman offer to best serve the content?
 - c. Clerical/Administration Support**
 - i. For issues or problems in your office and classrooms, do you know who to address?
 - ii. Do you feel comfortable going to the administrative staff regarding your concerns?
5. TO Dos:
- a. Jen will bring to the meeting example survey item questions for the committee to critique
 - b. Jen will contact the chairs of the two following committees - Library, Technology and Telecommunications Committee & Budget & Long-Range Planning – about their input to the survey – a preliminary survey is to be completed by May 6th
6. Upcoming Meeting Dates: ALL MEETINGS ARE @ 2PM in SHUSTER HALL B018
- a. March 4th
 - b. April 1st
 - c. May 6th

Meeting Agenda

March 4, 2020

Campus Life and Facilities – Shuster Hall B018, 2:00 PM

1. John Ongley will provide updates from Task Report subcommittee
2. Additional Concerns/Updates since last meeting
3. Follow-up to COACHE survey - Create survey items around the topics that were brainstormed from the 2/5/20 meeting
4. Next steps for our meeting on April 1, 2020

Facilities and Work Resources COACHE Data

Classrooms

Response	Lehman N	Lehman %	COACHE N	COACHE %
Very satisfied	6	3.5	4478	12.1
Satisfied	55	31.8	15161	41.0
Neither satisfied nor dissatisfied	33	19.1	6574	17.8
Dissatisfied	54	31.2	7236	19.6
Very dissatisfied	25	14.4	2416	6.5
Decline to answer	0	0	62	0.2
Not applicable	0	0	1065	2.9

Equipment

Response	Lehman N	Lehman %	COACHE N	COACHE %
Very satisfied	9	5.2	4879	13.2
Satisfied	38	22.0	15261	41.2
Neither satisfied nor dissatisfied	37	21.4	7169	19.4
Dissatisfied	50	28.9	5446	14.7
Very dissatisfied	28	16.2	1898	5.1
Decline to answer	1	0.6	103	0.3

Not applicable	10	5.8	2236	6.0
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Clerical/Administrative Support

Response	Lehman N	Lehman %	COACHE N	COACHE %
Very satisfied	16	9.2	7003	18.9
Satisfied	51	29.5	13777	37.2
Neither satisfied nor dissatisfied	36	20.8	6313	17.1
Dissatisfied	44	25.4	6293	17.0
Very dissatisfied	23	13.3	2969	8.0
Decline to answer	1	0.6	106	0.3
Not applicable	2	1.2	531	1.4

Proposed Charge for the Campus Life & Facilities Committee

Facilities and Work Resources: Systematizing support to achieve pedagogical excellence

Scores on the 2019 COACHE Survey indicate that faculty satisfaction with Facilities and Work Resources, specifically in the areas of Classrooms, Equipment and Clerical and Administrative support, have dropped significantly. Excellence in pedagogical practice requires that facilities and work resources meet basic needs such as relevance and usability. Classrooms need to be safe, well lit, and climate-controlled, and outfitted with up-to-date and functioning equipment. Departments need clerical and administrative support to manage these basic needs.

We recommend that the Lehman College Senate Campus Life and Facilities Committee develop a plan to address areas of need identified in the COACHE survey, and improve faculty satisfaction with facilities and work resources both practical and supportive. Surveys or focus groups might be used to collect additional data to deepen understanding about the specifics of faculty dissatisfaction within those areas. We recommend that the committee report to the COACHE Committee by mid-March, 2020 on their findings and plans. The COACHE Committee will be responsible for disseminating findings, plans and recommendations to the President, Provost and college community, although the Campus Life and Facilities committee might wish to provide its own report(s) to the Senate.

Received Thursday, January 30, 2020
Hello Jennifer.

I hope that this email finds you well. I am writing to follow-up about the email that was sent to Governance on behalf of Campus Life & Facilities before the Winter Break. The original message is included immediately after this message. We ask that you please share this information with all members of your committee.

Governance agrees with the points made. Issues concerning Campus Life & Facilities certainly overlap with the work done on the College's Budget & Long Range Planning committee as well as the work done by the Library, Technology, and Telecommunications committee. That said, Governance also believes that Campus Life & Facilities can/should still play a **leading** role in the discussions, do preliminary investigations, make reports and recommendations to the College Senate, and involve other committees as necessary.

The key findings of the COACHE working group (in item 2 of the document we reviewed) were as follows:

"Classrooms need to be safe, well lit, and climate-controlled, and out-fitted with up-to-date and functioning equipment. Departments need clerical and administrative support to manage these basic needs."

According to the Senate Bylaws, the following are functions of the Committee on Campus Life & Facilities (Article IV, Section 13:)

- i. Advises the Senate on issues regarding the delivery of services to students, ...
- ii. Advises the Senate on issues regarding the delivery of services to faculty, ...
- iii. Reviews, recommends and reports to the Senate on the maintenance of offices, classrooms, ...
- v. Recommends a plan for the physical development of the College, including the identification of renovation needs, ...

Clerical and administrative support, for example, need not imply additional staffing. It can also mean supporting current faculty and staff on how best to maintain or report issues on the facilities that they use. Digging deeper and surveying existing faculty/staff on what support they need/want might be enough to make recommendations. Reviewing how faculty/staff identify renovation needs and offering support on how best they can do this may also help address concerns.

Additionally, up-to-date and functioning equipment is intimately tied to the delivery of services to students/faculty and the maintenance of classrooms. What equipment, in particular, should the college offer to best deliver services to students/faculty/staff? New window shades, chairs, air conditioning units, etc might not involve the Library Technology and Telecommunications committee. Of course, technology equipment would involve their expertise.

Very few College Senate issues fall under the purview of a single Senate standing committee. Governance recognizes this. We are looking to Campus & Long Range Planning to review and investigate (as best as possible) the concerns brought to the Senate by the COACHE working group, report on such findings, and make any appropriate recommendations to the College Senate. Involving other Senate standing committees on matters pertaining to their expertise is also encouraged -- shared governance at its finest!

Many thanks to you and to all members of Campus Life & Facilities for working on this.

Best,
The Governance Committee

Sent after last meeting – December 2019

Joseph:

Jennifer discussed this email with the members of the Campus Life and Facilities Committee today. On behalf of the committee and in reviewing the items included in the request, it is clear that some items do not fall under the purview of the Committee on Campus Life and Facilities. The classroom environment – lighting, furniture, cleanliness and temperature is a function of this committee. But academic department office staffing and classroom technology are not a function of the Campus Life and Facilities Committee.

- Academic office staffing, which has budget implications, is a function of the Budget and Long Range Planning Committee as listed in #ii of the functions:

ii. Advises the Senate and the College Administration regarding the College's budgetary priorities and strategies;

- Classroom technology & equipment is a function of the Library, Technology and Telecommunications Committee as listed in #iv of the functions:

iv. Advises the Senate on matters regarding the integration of technology including the development of computing and telecommunications services into the educational support service structure of the College.

Please advise the Governance Committee, the Coache Working Group and the appropriate Senate committees.