

Campus Life and Facilities Committee
Lehman College

The City University of New York

Minutes of the Meeting

November 4, 2020 @ 2 p.m.

Zoom Link

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

Members Present – Jen Collett; Robin Auchincloss; Carole Baraldi; Penny Prince; Kofi Benefi; Jameila Morgan; Zenab Louche (zenab.louche@lc.cuny.edu)

COACHE SURVEY

- The meeting was spent revising the survey to share with the faculty during the SPRING 2021 semester. See page 2 to see revised version of the survey.

NEXT STEPS:

- Robin A. will share survey with Rene Rotolo for feedback.
- We will investigate - does Lehman have business accounts to survey software that we can use to share the survey?
- Next meeting Campus Life and Facilities Meeting will be on Wednesday, December 2, 2020.

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 **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 **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.

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

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 **the ways in which Smartboards and/or Bluetooth connectivity operates** 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.

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. 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?