MVCC COLLEGE SENATE COMMITTEE REPORT FORM

Name of Committee: Facilities Committee

Year: 2017-18

Committee Chairperson's Name: Don Kelly (Acting)

Names of Committee members:
Don Kelly
Michael McHarris
Thomas Squires
Tamara Mariotti
Kathy Kotary
Kelly McNamara
Debbie Otis
Alex Piejko
Lisa Bullet

COMMITTEE CHARGE: The purpose of the Facilities Committee is to make recommendations that enhance the physical environment and serve as the primary source for faculty and staff input in considering College facilities needs.

Number of Meetings: None-committee communicated electronically

Summary of Committee Activities: Committee conducted email survey of fulltime and adjunct faculty soliciting comments and recommendations regarding classrooms on the Utica and Rome campuses. Report attached.

Recommendations for College Senate Action: Assessment of classroom environment should remain a college priority. Improvement of classrooms should continue**.**

Submitted by: Don Kelly   **Date:** April 21, 2018

CLASSROOM ASSESSMENT-SPRING 2018

The College Senate Facilities Committee is charged with making recommendations regarding improvements to college facilities, including the classroom environment. Two requests for classroom comments have been conducted previously; both resulted in recommendations for the improvement of classrooms. Since it has been several years since the last survey, and since renovations to the Plumley Complex have been completed, the committee felt it was appropriate to again solicit comments on classrooms.

To assess classroom needs, a request for comments was sent via email to all fulltime faculty and all adjuncts on February 25, 2018, with a reminder email on March 19. In addition, an email was sent to faculty teaching in PH 102, requesting specific comments and recommendations on this room. Faculty were asked to submit comments by March 23. Comments were received from 36 faculty members, 22 fulltime and 14 adjuncts. Comments on PH 102 were received from eight fulltime faculty; all taught in that room during the 2017-18 academic year.

General Comments and Recommendations:

1. **Cleanliness of classrooms:** multiple respondents reported that classrooms are dirty, especially in the Utica Academic Building. Desks, computer tables and podiums are dirty. Hard floors are dirty and carpets are not vacuumed on a regular basis. Bathrooms are dirty. In rooms with chalkboards, furniture, floors and computers are dust-covered. Materials are left in the classroom. Waste and recycle receptacles are inadequate. Chipped paint and broken desks add to the general unfavorable appearance of classrooms.

2. **Classroom furniture and equipment:** classrooms currently contain a variety of desk and table types, particularly in the Plumley Complex. In general, faculty report that students do not like the porcelain desks with fixed writing surfaces and prefer alternate desk and table designs. There are no desks specifically for left-handed students. Classroom podiums in the Utica Academic Building were judged inadequate, and computer tables too short and poorly located, commonly blocking screens. Smartboards also block available writing spaces in many classrooms. Several faculty recommended removing all chalkboards and replacing them with whiteboards, although one faculty member strongly recommends that some chalkboards be retained to accommodate all teaching styles. Necessary materials (chalk, markers and erasers) are commonly not available in classrooms.

   We recommend retaining a mix of different furniture types in different classrooms to meet the needs of faculty, and matching faculty needs for equipment with classroom assignment. Efforts should also be made to match desk type and number with room size and layout.

3. **Safety:** classrooms are not safe in the event of a campus incident. Classroom doors lock from the outside and cannot remain locked while classes are in session. Glass in classroom doors prevents rooms from being secure.

   Classrooms are sometimes difficult to locate. Interior directional signage should be provided. Signs identifying room number and emergency contact numbers should be provided in all classrooms.

   Consideration should be given to improving security by replacing classroom doors or covering windows with blinds or shades. Additional training on faculty responsibility for classroom safety should be considered.

4. **Classroom technology:** classroom computers take a long time to boot, delaying the start of class. Network connections are slow, especially in Rome. Computers require that users select preferences and defer updates every time computers are booted. Smartboard tutorials must be opened and closed before using. In some cases, classroom computers automatically update during use, complicating class presentations. Controls for projectors and smartboards are not consistent from classroom to classroom. It would be useful to provide an email address to be used to communicate technology problems and requests.

   Adjunct faculty report difficulty finding classrooms and in initially accessing computers and classroom technology. Consideration should be given to providing necessary orientation to adjuncts.

5. **HVAC:** classrooms are sometimes too cold, sometimes too hot and poorly ventilated, especially in in the Utica Academic Building. Radiators and air circulating fans are noisy.

6. **Miscellaneous:** there are no clocks in classrooms. Hallway clocks in all buildings are not synchronized.

Specific Comments:

Plumley Complex:

Classroom computers slow, especially in PC 208 and 209
PC 209 is hot in warm weather, chilly in cold weather
PC 210 is difficult to locate. Smartboard does not work
PC 217: computer goes off and on every 10 minutes, projector dim, whiteboard covered by screen
PC 229: benchtop faucet is loose, still is broken causing shortage of distilled water.
PC 237: whiteboard mounted too high
An egg was thrown at a second floor window over Halloween 2017, remains still on window

Alumni College Center:

ACC 116 radiators very loud
ACC 218: floor, tables, desks and computers covered in chalk dust
ACC 220: pulldown screen covers whiteboard, radiators are noisy
ACC 222: although set up as a music room and used for music classes, piano is out of tune and requires replacement. Window blinds need replacement

Science and Technology Building:

Chemistry labs are in need of repair. Equipment is rusting, electrical outlets shorting out, ventilation hoods need repair or replacement.

IT Building:

IT 216: lights make a high-pitched noise, bothering students

Utica Academic Building:

Painting Studio (AB 112): space is limited, requires more frequent cleaning since it is shared by painting and drawing classes
Sculpture Studio (AB 111): requires additional space AB 125: very cramped, even with a small class, heating system very noisy
AB 126: students do not like desk style; whiteboard in corner makes it difficult to see for students on opposite side of the room
AB 126 and AB 127: rooms cold, air vents blow directly onto students
AB 133: cover required for loose cords connecting projector to desk
AB 145: motion sensor placement requires instructor to move to center of room to turn lights back on, door difficult to unlock and will not remain unlocked, needs additional small table
AB 151 A: room cold
AB 151 and AB 151F need new whiteboards
AB 156 (Adjunct Office): room crowded with up to 5 faculty using office at once
AB 157: Room very noisy, can hear all activities in classroom next door

AB 213: needs new student and instructor chairs. Care should be taken in chair selection to avoid wide bases which provide tripping hazard
AB 217: TV bracket should be removed; computer cables on floor should be covered
AB 224: Poor ventilation, noisy radiator, too crowded with number of desks, desks uncomfortable for students, door opens out into hallway and is difficult to unlock, placement of smartboard makes it difficult for some students to see
AB 226: chalkboard should be replaced with whiteboard
AB 227: radiator very loud
AB 229 very dirty, especially carpet
AB 229: desk type and arrangement poor

AB 233 and AB 235: have chalkboards and smartboards. Chalkboards should be replaced with whiteboards
AB 235: chalkboard should be replaced by whiteboard
AB 243: student do not like desk style, projection screen blocks view of whiteboard
AB 244: smartboard placement makes it difficult for students on one side of the room to see it.
AB253: radiator very noisy

The Radiology Tech Program needs a dedicated lab space on campus

Newer, smaller podiums not suitable for many instructors

Payne Hall 102:

Doors cannot be secured from the inside. Unless instructors specifically remember to unlock them, one set of doors may remain locked during class and one door in the second set is locked. This reduces available exits in the event of an emergency and makes it difficult/impossible to shelter in place.
Placement of doors results in disruptions to class when late students enter.
Student desks are uncomfortable, old, dirty and in poor repair. Several are missing writing surfaces. Many are unsafe. Writing surfaces are too small to hold texts and notepads. Writing surfaces slant and materials frequently fall off.
Desks are fixed, making group work or collaboration difficult
Acoustics in the room are terrible. It is difficult for students to hear the instructor, depending on the instructor's position, and very difficult for the instructor to hear any student.
Carpet is dirty, worn, and in need of replacement
Computer is slow, requires clicking through update requests every time it's booted.
Instructional writing surfaces (whiteboards) are limited: one whiteboard is obstructed if the projection screen is used. A second is obstructed by the computer table. The remaining whiteboard is not visible from all portions of the room.
Accommodations for persons with disabilities are inadequate-anyone using the table and chair is required to sit in the front of the room and off to the side.
Podium is old and in poor repair.
Waste and recycling receptacles are inadequate.
Lighting is poor-to see images projected on the screen, the central row of lights must be turned off, making the room dim and dark

PH 102 is the only space available for "double" (over 40) classes. It is in extreme need of maintenance and rehabilitation. There are a large number of seating options available that would retain the room's capacity while increasing table space and increasing student access. Lighting and acoustics need improvement. Access and egress should be evaluated and improved. Consideration should be given to replacing the podium with a computer station that can communicate wirelessly with the projector, freeing up an additional whiteboard. Lighting of these writing surfaces should be improved.