

Campus Life and Facilities Committee  
Lehman College

The City University of New York

Minutes of the Meeting

December 2, 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; Natasha Nurse; John Ongly; Caleb Kim; Jada Quinland; Jameila Morgan; Zenab Louche

**COACHE FOLLOW-UP SURVEY**

- The meeting was spent revising the survey to share with the faculty during the SPRING 2021 semester. See page 2 to see additional revisions of the survey.
- There were several survey programs that were mentioned that we could potentially use to disseminate the survey. These programs included: Lime Survey – [www.limesurvey.org](http://www.limesurvey.org); Qualtrics – [www.qualtrics.com](http://www.qualtrics.com); GoogleForms; Microsoft Word Forms and/or Teams.

**NEXT STEPS:**

- Robin A. will contact IT regarding survey platforms that we can use to disseminate the survey.
- Depending on IT's recommendation Jen Collett will upload the survey into a platform and then share with committee members.
- Next meeting Campus Life and Facilities Meeting will be on Wednesday, February 3<sup>rd</sup>, 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 **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.

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