

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

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

Members Present – Jen Collett; Robin Auchincloss; Penny Prince; Carole Baraldi; John Ongley; Kofi Benefi; Zenab Louche

COACHE FOLLOW-UP SURVEY

- Committee discussed how to increase faculty responses to the survey. The following were discussed: 1) Committee Members sharing the link with respective departments, 2) Sharing the link at Senate and Faculty Meetings, 3) Blasting the email to the faculty several times before the survey closes on 3/21/21

NEXT STEPS:

- Jen will send an email to Brian Ribeiro in IT to determine the number of survey responses as of March 3, 2021.
- Jen will send an email to Diane Clarke, asking her to resend email to faculty to complete the survey on Monday March 8th & March 15th.
- Penny will share the link to complete survey with faculty at the Senate Meeting on 3/3/21 & the March Faculty Meeting.

EMAIL TO FACULTY

Dear Faculty,

In response to data gathered in 2019 from the COACH survey **WHICH** 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. Please use the following link to complete the survey: <https://snap.lehman.edu/snapwebhost/s.asp?k=161297552817>

Please return this survey by March 21, 2021 at the latest.

Thank you!

The Campus Life & Facilities Committee