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What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

Each semester, three large classrooms are needed for AJ courses. Coursework is offered at night at IVC and KTD, on three different evenings. There are sometimes initial problems with finding classrooms that can accommodate the large number of registered students and the students who need to add. Currently, AJ courses are held in IVC/BLDG 27, room 188 and KTD/Austin center, room 118. The existing space on both campuses is barely adequate, being cramped and causing students to stand or sit on the floor at the beginning of the term. As the campus continues to build new facilities, it would be great to have a dedicated (for 3 nights a week) classroom for AJ that holds 50 students, on both campuses.
What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

The ACRT program is fortunate to have a newly renovated facility to house its program. The facility features the most modern equipment available in the Auto Collision Repair industry. This includes two environmentally controlled paint spray booths, welding areas with clean air circulation, computerized laser guided frame straightening alignment rack, and dustless sanding. We now can provide our student with the most current and up to date tools and equipment found in the collision repair industry.

Most of the new equipment is computer operated and requires software updates on an annual basis. These costs are new to our program and not part of our regular supply or equipment budgets. The Career Ed department has created a spreadsheet showing the software needs for all disciplines in Career Education. The district's technology committee will need to prioritize and make funds available to support these requests so that the many Career Education programs can continue to operate.

The ACRT program uses a variety of rooms in the Pomo cluster for lectures. All of the lecture rooms in the Pomo cluster need to be converted to SMART classrooms. Lecturing today requires the use of technology such as LC projectors and SMART boards. All of the Career Education classes at the Indian Valley campus share lecture rooms and these rooms should be properly equipped for any presentation.

Now that we have occupied the new facility for three years, we have discovered some faults in construction and the need to obtain service contracts for the maintenance and upkeep of equipment. Most of the equipment is so specialized that district employees are not familiar with how to perform maintenance and repairs. We have had several incidences where the equipment has broken down and the maintenance department was unable to repair it in a timely manner causing loss of instructional days.

The district will need to establish a maintenance and repair budget for all equipment in the Transportation Technology Center.

Finally, in previous Program Reviews, both AUTO and ACRT have asked that the additional monies set aside for the Transportation Technology Renovation be used to install stainless steel counter tops in both labs as originally planned. In addition, the floors need to be painted with chemical resistant urethane to improve reflective lighting and ease of cleaning. These final modifications are necessary to make the facility meet industry standards which will help us reach our goal of becoming ASE/NATEF certified.
Facilities Questionnaire
Auto-2013

Last Update: 3/2/2014 15:1:11

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

Even though the Auto Tech facility was "modernized," not all aspects of the facility or program needs were addressed. Specifically, the floors were supposed to be coated with an oil resistant material designed to prevent oil from soaking in and permanently staining the floor. This was not done. The cement floors were also poured with improper mixture of water causing the floor to crack when it dried. The contractors were not held accountable. The combination of the cracked floors and inadequate finish present a problem. We are trying to prepare our students to be professional Auto Technicians and therefore we need a professional facility. To solve the problem, the floors need to be painted with a chemical resistant urethane similar to the dealerships in our area, making us a professional training facility.

A second flaw in the facility since "modernization" is that the work surfaces in the Auto Lab were supposed to be painted with a chemical resistant paint (powder coated). The project managers did not write the specifications correctly for the counter surfaces. Consequently, the work surfaces were painted with a material which absorbs oil and other cleaning solvents. This was brought to the attention of the project managers during modernization/construction. The project managers did not issue a change order to cover their mistake. The project managers promised to replace the work surfaces with stainless steel. At this time, the replacement has still not taken place. The work surfaces have absorbed oils and chemicals and now pose a health issue. This needs to be addressed immediately.

Finally, to simulate a dealerships operation, we need to outfit each one of our repair bays with the necessary computers and diagnostic equipment (scan tools, multi meters, exhaust analyzer, fuel pressure vacuum gauge, etc.). At the present time, we have most of the necessary scan tools and meters but all of the software is out of date. We have asked the technology committee for the scan tools software to be updated on a rotating basis. At the present time, we have not heard what College of Marin's plan is for updating software. This poses a problem for our students. Also, the Auto facility has eight work bays. Each of these bays needs to have its own PC loaded with the necessary software and capability of looking up repair procedures and service bulletins. Technicians today are expected to research repair procedures prior to working on vehicles. At this time, we have four old computers which are outdated. We have asked the Instructional Equipment Committee to fund four new computers this year and hope to fund four more next year. There are no guarantees we will get any of them at this time.

College of Marin's Auto Program needs to be a "benchmark of excellence" in the community and push the edge of technology.

Finally, in previous Program Reviews, both AUTO and ACRT have asked that the additional monies set aside for the Transportation Technology renovation be used to install stainless steel counter tops in both labs as originally planned. In addition, the floors need to be painted with chemical resistant urethane to improve reflectect lighting and ease of cleaning. These final modifications are necessary to make the facility meet industry standards which will help us reach our goal of becoming ASE/NATEF certified.
Facilities Questionnaire
COUR-2013

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

Since the move in 2011 to the new Main Building, the program’s facilities are excellent. The attractive, clean, orderly classrooms have proved to be an important factor in attracting new students. However, the electrical outlet boxes in the floors of MB 228, 229 and 233 continue to present a tripping hazard and are difficult to operate. HVAC continues to be a problem, although some improvement since last year has been noted. MB 228, 229 and 233 still have issues of being too cold or too hot. There should be windows in the main entrance doors to the West Hall, as there are frequent near-accidents with people open the doors suddenly into the faces of people entering the building. One faculty member did sustain a sprained finger as a result. All in all, we are very happy with our facilities. We are proud to show prospective students our classrooms.
Facilities Questionnaire
ECE-2013

Last Update: 2/23/2014 14:23:11

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

Building 12, Room 100 on the IVC campus is the first classroom that was designated for ECE. It is an existing space that has served several functions over the years. It is an excellent space for ECE in terms of adjacency to the IVC Childre's Center, room size anf flexibility of tables and chairs. Lighting improvements made in 2012-13 have greatly improved the learning environment in Room 100.

Building 12, Room 100 lacks built in projector and computer. When the classroom is in use, Media Services must bring needed equipment to the room at IVC for class nights and/or the instructor must bring personal equipment.

The opening of the new Child Study Center in Fall 2013 has greatly improved ECE educational facilities. A state of the art smart classroom for adults furnished with tables and chairs allows ECE faculty to implement best pedagogical practices. The computer in the room is an old one, "cascaded" from somewhere else and is often slow and problematic. However, it is stated for replacement in the computer replacement program being implemented this semester.

The adult classroom shares a building with two stellar preschool classrooms and offices for ECE and Child Development Program (CDP) faculty are all together. Collaboration has increased along with ability for timely communication to assure that the CDP preschools reflect the principles and practices taught in the ECE program.

The building does have an observation room that would allow students and others to see into either of the preschool classrooms and to listen to specific areas of the classroom via one of 4 microphones in the ceiling of each preschool room. Unfortunately, the listening stations were not properly installed and we have not been able to use the observation room yet. Due to the error in listening station installation, sound is piped from any selected microphone through ceiling speakers in the observation room. Thus, only one person at a time could do an observation utilizing only one microphone and the sound through the ceiling is not as clear as it will be through headphones. Also, when piped through the ceiling, the sound has to be turned way up and it can then be heard in the children's classrooms. We are still waiting for a resolution to this problem from the building contractors.
Facilities Questionnaire
ELEC-2013

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

The Electronics Technology Program has shared class rooms with the ACRT and AUTO Technology Programs over the past years with great success. This sharing has reduced the numbers of meters, solder stations, and supplies etc. that all the programs needed.

We need help improving the "smartness" of Building 6, Room 108 classroom. We have managed to build a wooden stand for our projector and run cable so that we can connect our computers and not have to stand in the middle of the classroom. The image is not completely "square" because the projector needs to be mounted closer to the ceiling.
Facilities Questionnaire

English-and-Humanities-2013

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

English Program:

We need to prepare students to write using tools that are now considered common to a writer in any workplace; the existing facilities do not meet the current needs of the English composition student. More computer classrooms are needed in addition to upgrades to the technology in the Writing Center. Students who take writing courses in a computer classroom are better equipped to meet the challenges of a technical workplace. COM needs to present itself as a 21st-Century institution to attract students and retain them. Technology is a fundamental component of student support and instruction, enabling our students to succeed in a global digital environment that requires digital literacy, as well as critical thinking and writing skills.

Our English Writing Lab facility, LC 120, is a College Wide Writing Center where any COM student can receive help with writing projects. The Writing Center is growing, and often we have to send students away, to other labs since we do not have enough computers or space to accommodate their needs. The Online Writing Center has helped with the overflow, but we are starting to need more staff, more space and more computers to accommodate the increased access. The Online Writing Center offers 24/7 assistance with writing projects for COM students to help with the over-flow.

Approximately 8,000 students, the entire college community will benefit from an upgrade and re-design of the Writing Center. Additionally, a Writing Center will attract new students and help existing students. The learning outcomes expected are to improve student writing across disciplines and to support faculty in designing writing assignments for their classes. We would measure student access an numbers with a new tracking system (also a facilities need) and we would measure success by noting an increase in writing across the curriculum.

Another facility need is upgrades from traditional to computer classrooms. Currently, 5 full time instructors and 8 part-time instructors in English share one computer classroom each semester. With the changing needs of writing instruction, more and more faculty specialize in teaching writing in a computer classroom. As a result, our students often meet in a computer room one day and in a traditional classroom the next. This lack of consistency affects the teaching and learning. Additionally, part-time instructors rarely have the opportunity to teach in a computer classroom, putting their students at a disadvantage. More computer classrooms are needed to meet the needs of the modern writing student.

Upgrades to 5 writing classrooms from a traditional classroom to a
computer writing classroom which would serve approximately 1000 students (30 sections in English and other disciplines in need of a computer classroom). The department requests that more computer classrooms be designed for the new English building and that faculty have control over the design of the space, where to place technology, plugs, screens, whiteboards; what kind of furniture and technology to buy to equip the space; where to place the furniture and instructor stations.

The modern writing classroom requires classrooms with computers for each student. In a Computer Classroom students have had the opportunity to learn using modern writing and research tools. The current classroom equipment is in need of repair and upgrades so we can continue to prepare students to write using tools that are now considered common to a writer in any workplace. Students who take writing courses in a computer classroom are better equipped to meet the challenges of a technical work place.

In a computer writing classroom, students are able to begin the writing process in class and continue where they left off at home, or in the writing center, simply adding to their work, rather than spending time copying their work into a computer at home. Students are able to research, add development and detail in the classroom, collaborate on projects published online, learn to communicate and write in multiple environments, blogs, social media, all tools accepted and used in the modern workplace.

Students report that taking writing classes in a computer classroom allows them to write more effectively and to learn how to use modern writing tools that they will be expected to use in the workplace. They feel more confident about their writing and skills as a result of learning to write with modern tools.

In a Computer Classroom students have the opportunity to learn using modern writing and research tools. The current classroom equipment is in need of repair and upgrades so we can continue to prepare students to write using tools that are now considered common to a writer in any workplace. Students who take writing courses in a computer classroom are better equipped to meet the challenges of a technical work place. Upgrades to 5 writing classrooms from a traditional classroom to a computer writing classroom which would serve approximately 1000 students (30 sections in English and other disciplines in need of a computer classroom).

Computer Classrooms would attract new students and provide access to current students to the most up-to-date writing instruction.

**Philosophy**

Space and facilities are adequate to support the philosophy program.
Facilities Questionnaire
Credit-ESL-2013

Last Update: 1/24/2014 11:3:33

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

CR ESL is housed in the Austin Science Center temporarily until the New Academic Center has been completed. Since Austin Science Center is not in the best shape, there are some issues:
1. In some areas of the building, there is insufficient light at night.

2. Clocks do not work in some of the classrooms.

3. In faculty offices, SC 109 and SC 107, there are no vents in the ceiling, just a gaping hole which pushes either cold or hot air into the office. Maintenance was contacted about this issue in April 2013.

4. Paint on the office floors is peeling.
Facilities Questionnaire
ESL-Noncredit-2013

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

NC ESL classes are scheduled primarily in the Austin Center, the Portable Village, plus occasionally LC, TB, SMN or FA. The ongoing issue for AC and PV concerns heat and lights. LC 150, the Language and Culture Lab shared with Modern Languages had very few functioning lightbulbs in the fall. Various other classrooms were missing whole sections of lights. Heat/AC is a big issue. AC appears to be in quadrants and most often the side with AC 101, 102, 104, 105, 111, 133 - is cold. Sometimes the ESL office - 137 and the string down the east side are cold. The PV thermostats are unreliable. 5A and 5B share one thermostat yet have very different environments - with one having windows and facing south and the other - facing north.

The Portable Village has a movable cart or two for laptops/projectors, but we hope that if these portables are going to be a long term solution to classroom shortage, that they will also be made smart as well.

Our offices in AC have mixed ventilation issues and those with no carpets have peeling paint on the floors.

Exterior lighting is getting better, but needs to be monitored. Faculty complained about darkness around PV area at the end of their classes in fall 2013. This was passed on and I believe addressed although Lot 13 was not until the recent incident.

Bathrooms....don't get us started....I will say this - the ones in TB flush for a full minute. The ones in AC flush very little and so everyone flushes 2-3 times each time. The toilet in the handicapped stall is so high that most people's feet do not touch the ground.
Facilities Questionnaire
Basic Skills-English-2013

Last Update:

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)
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Facilities
The program has access to adequate size classrooms at Indian Valley campus where the program is based. At times, the program also uses a classroom at Kentfield to teach a plant identification class which requires the extensive plant variety at the Kentfield campus.

Laboratories: The program has been gradually updating a laboratory at IVC to make this facility a soils and integrated pest management laboratory. The size of this laboratory still has shortcomings; one of them is the inadequate temperature control and this negatively affect the delivering of instruction.

Request:
A. I request that the funding to equip the soils laboratory is significantly increased. This laboratory still needs more equipment and supplies. Soils science required specialized equipment such as enough electronic scales. We do not have enough of those scales. I have requested the scales in the past and they have not been funded. There is other specialized equipment needed that must be provided if the College wants to properly deliver the instruction we offer.

B. I request that the temperature control of this laboratory must be fine-tuned. At times, students complain about low temperature and this could negative affect student learning.

Growing plant conditions:
Greenhouses:
The program has a modern greenhouse totally dedicated to organic practices. This is a good use since we have a popular class in organic gardening and farming.

The program has a small greenhouse that needs to be fitted with irrigation and heating. This greenhouse is used for practices that are not organic. For example, the soils class needs this space to conduct tests. Currently this greenhouse does not have a good irrigation and temperature control system. Those system must be installed to properly deliver the instruction for the soils class. Ideally, a bigger and modern greenhouse should be acquired. This greenhouse would be used to teach classes that are not devoted to organic agriculture.

Requests:
A. We need another larger modern greenhouse, with irrigation and temperature control to teach non-organic farming and landscaping. There is demand for non-organic gardening, landscaping and farming classes and we need to have a good greenhouse to teach conventional plant care practices.

C. I request land at IVC dedicated to teach conventional gardening, landscaping and farming. These can not be practiced at the organic farm because of regulations regarding organic farming.
Facilities Questionnaire
MACH-2013

Last Update: 2/27/2014 16:15:36

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

None
What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

In light of upcoming opening of the new facility building, we feel we need not comment on existing facilities issues.
The MMST students are very fortunate to have new labs and classrooms at IVC. The new facilities have had a positive impact on enrollment. Students frequently comment about the new clean facilities at IVC, and in general, are more relaxed and attentive. Providing facilities for positive learning environment is instrumental in a positive learning experience. Items such as chairs that fit adult bodies have made a noticeable difference in attendance and retention.

The new multimedia classroom, MB129, brings out an enthusiastic commitment by the students, which is reflected in their attention during class time as well as their projects and assignments they complete during the semester. Each semester, the students produce a higher caliber of work than the previous semester.*

*(NOTE: A method to easily submit examples of student work as Portfolio Assessment of Student Success would be highly beneficial for the Multimedia Studies Program Review)

MB129 is an excellent learning facility, which contains: a high-end projector, necessary to display high-quality graphics, video, and animation produced by the students; current computers, capable of running high-end, multimedia software in both Macintosh and PC operating systems. Current hardware is critical for an effective learning experience, which leads to success for the student. However, current hardware capable of running multimedia software is only half of the equation.

Current software tools are also required and necessary for students to develop their technical skills, understand the emerging technology, successfully complete all projects and assignments, and most importantly prepare them for current job demands within the industry. New software cannot run on older equipment and hardware as it relies on faster processors, faster hard drives, and expanded graphics capability. Likewise, older software is often incompatible with current hardware and outdated, legacy software code frequently, cannot be understood by new hardware with an improved operating system. As a result, the need to keep all multimedia software up-to-date is as crucial, if not more so, then new hardware and facilities.

As of Spring 2014, the current hardware in MP 129 is ideal for the courses and subjects taught within the multimedia program. This hardware should be sufficient for forthcoming software updates for the next 1-2 years. At that time, the multimedia studies program review may reflect and need to update the computer hardware.
Because of budget constraints, the Multimedia studies faculty annually reviews software needs in collaboration with our department chair, our area Dean, and our lab tech from IT. Thankfully, the Adobe Creative Cloud (CC) subscription is now college wide, providing an opportunity for MMST students to complete their homework at both IVC and KTD. This is extremely beneficial to all COM students for whom Basic Design Literacy is a necessity and quickly becoming a requirement—just as Computer/Technology Literacy was a standard in 2000). In addition, the subscription contract provides automatic updates when they are released. This eliminates the sudden budget emergency when a new version is released at an unanticipated cost.
Facilities Questionnaire
Social-Sciences-2013

Last Update: 3/5/2014 19:58:11

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

The Social Science Department has serious concerns about the safety and quality of PH 110 and 120. These rooms and the building in general need upgrading. The carpets and drapes are an air-quality and fire hazard. The heating/cooling system dysfunctions making classrooms too hot or too cold. Lighting makes it difficult to see the front of the room or to view a video screen. These conditions impact the ability of students to concentrate and to learn.

We are also concerned about the lack of classroom dedicated to our program. As a result of no dedicated rooms, we have nowhere to hang maps we use regularly. We will need to have classrooms in the Academic Center where we can secure our maps.
Facilities Questionnaire
Work-Experience-2013

Last Update: 2/28/2014 11:51:59

What are the existing facilities issues that impact student access and success, or health and safety? (address any of the following: Size, location, conditions, maintenance, features, a/c, lighting, adjacencies, other.)

The face to face WE, taught by Mr. Rilla, meets 8 times a semester on the Indian Valley Campus. The online WE meets during the first week of the semester on each campus for an orientation. Facilities are adequate for both modalities.