

## 2009-2010 FFPAC Annual Report

**Members:** Dan Bergman, Michael Cotter, Helen Klein, Karen Libman, Blair Miller, Kin Ma, Sylvia Mupepi, Mary O'Kelly, Christine Rener, Ross Reynolds, Mary Richardson, Jerry Scripps, Lisa Sisson, Mike Wambach, and Heather Van Wormer

**Chair:** Joseph Fisher

### I. Full Committee

- Met three times during the 2009-2010 Academic Year once new chair was elected.
  - Opening Year Meeting (10-19-09)
  - Mid-Year Meeting (1-21-10)
  - Closing Year Meeting (4-22-10)
- Established FFPAC Annual Meeting Schedule and Tasks (see Attachment A)
  - The purpose of this schedule is to provide the current and future committees an infrastructure for meeting its charge.
- Established Committee Taskforces and Assigned 2009-2010 Charges

### II. Existing Facilities Taskforce

- Included the following members: Dan Bergman, Michael Cotter, Helen Klein, Ross Reynolds, Mary Richardson, Mike Wambach, and Heather Van Wormer (leader)
- Accomplished the following tasks:
  - Refined Classroom Survey (see Attachment B).
  - Advertised survey in the Forum and via a FLTC e-mail announcement to all faculty members.
  - Made survey available to faculty via Blackboard.
  - Summarized survey results for FFPAC.
  - Will present survey results to James Moyer on 4-22-10.
  - Institutionalized survey process. That is, the classroom survey is always available to faculty members via Blackboard, which allows faculty members to submit classroom feedback anytime of the year. Two times a year, submissions will be examined, summarized, and shared with James Moyer's Office.

### III. Future Facilities Taskforce

- Included the following members: Karen Libman, Blair Miller (leader), Kin Ma, Sylvia Mupepi, Christine Rener, Jerry Scripps, Lisa Sisson, Mike Wambach
- Accomplished the following tasks:
  - Developed Unit Head Survey of Current Facility Needs (see Attachment C).
  - Made survey available to unit heads via Survey Monkey.
  - Summarized survey results.
  - Will present survey results to James Moyer on 4-22-10.

- Will distribute survey results to unit heads on 4-22-10.

#### IV. Established and Implemented System for Partnering with New Building Project Committees

- When learning of a new building project from James Moyer, a member of the FFPAC will serve on the new project building committee. The members who serve on these committees have their FFPAC taskforce responsibilities removed. When FFPAC members cannot be found to serve on these committees due to scheduling issues, a report from FFPAC members will be provided to the new building project committees. The report will summarize information relevant to the new building based on data from FFPAC survey data.
- New Library Committee
  - FFPAC member Mary O'Kelly attends each meeting and provides weekly summaries to the FFPAC.
- New Seidman Building Committee
  - No FFPAC member could participate on this committee due to scheduling conflicts.
  - Helen Klein and Joe Fisher prepared a report using data from past FFPAC Classroom Surveys underscoring classroom issues found in Devos and Eberhard (classrooms frequently used by SSB).
- Nursing Nests
  - In Cook-Dewitt, Nursing Nests exist. Nursing Nest are locations within the building for breastfeeding.
  - Sylvia Mupepi prepared a report for James Moyer's office summarizing the need for Nursing Nests across the university and underscoring guidelines for their location and furnishing.

**Attachment A:**  
Annual FFPAC Meeting Schedule and Tasks

I. Opening-Year Meeting (October)

A. Facilities Planning: Hear report from facilities planning representative that:

1. Details progress toward or completion of renovation and construction projects (relevant to academic facilities).
2. Outlines plan(s) for new renovation to or construction of academic facilities.
3. Identifies new building project committees.

B. New Building Project Committees: Select FFPAC member(s) to serve on new building project committees.

1. These individuals will report to FFPAC at the mid-year and closing-year meetings.
2. These individuals are exempt from taskforce responsibilities.

C. FFPAC Taskforce: Hold meetings

1. Existing-facilities taskforce

a. Set meeting schedule and assign the following tasks:

- Revise classroom survey (if needed)
- Advertise, post and close classroom survey (Advertise through FTLC, Forum, and at department faculty meetings.)
- Summarize classroom survey data and report findings to FFPAC (Make report at last meeting of the academic year)

2. Future-facilities taskforce

a. Set meeting schedule, determine tasks and assign tasks:

- Consider interviewing/surveying department chairs about future academic facility needs.

D. Additional Items:

E. Post Meeting Items:

1. Chair writes article for Forum on academic facility improvements.
2. Chair posts to FFPAC Website opening-year meeting minutes.

II. Mid-Year Meeting (December or January)

A. Facilities Planning: Hear report from facilities planning representative that:

1. Details progress toward or completion of renovation and construction projects (relevant to academic facilities).
2. Outlines plan(s) for new renovation to or construction of academic facilities.

B. New Building Project Committees: Hear reports from each FFPAC members serving on a new building project committee.

C. FFPAC Taskforce

1. Existing-facilities taskforce report.
2. Future-facilities taskforce report.

D. Additional Items:

E. Post Meeting Items:

1. Chair posts to FFPAC Website mid-year meeting minutes.

III. Closing-Year Meeting (March or April)

A. Facilities Planning: Hear report from facilities planning representative that:

1. Details progress toward or completion of renovation and construction projects (relevant to academic facilities).
2. Outlines plan(s) for new renovation to or construction of academic facilities.

B. New Building Project Committees: Hear reports from each FFPAC members serving on a new building project committee.

C. FFPAC Taskforce:

1. Existing-facilities taskforce final report.
2. Future-facilities taskforce final report.

D. Election: Elect new FFPAC chair for next academic year.

D. Additional Items:

E. Post Meeting Items:

1. Chair posts to FFPAC website closing-year meeting minutes.
2. Chair prepares and submits final report to Facilities Planning and ECS.
3. Chair posts to FFPAC website final report.

**Attachment B:**  
Classroom Survey  
(Represents Version Posted on Blackboard)

1. Building:

2. Room number:

3. I teach:

- Full time
- Part time

4. Course(s) you regularly teach:

5. How many sections of this course do you teach in this classroom?

6. Number of students in your class(es)?

7. Primary teaching methods (please list % of modalities you use.)

- Lecture
- Discussion
- Group activities
- Other: \_\_\_\_\_

8. Do you have any strong opinions on the basic structure of this classroom (i.e., size, shape, location, seating)? A response of “1” indicates that you **strongly disagree** with the statement while a response of “5” indicates that you **strongly agree** with it.

- The classroom is appropriate for my class.
- The classroom is the right size.
- The classroom is the right shape.
- Seating configuration is appropriate.
- The classroom is readily accessible to people with disabilities.
- Students can see and hear from every point in the room.
  
- Please expand on any of the above or comment on any other aspects of the room's structure here:

9. Do you have any strong opinions on the classroom's physical environment (i.e., acoustics, lighting, temperature, air quality)? A response of “1” indicates that you **strongly disagree** with the statement while a response of “5” indicates that you **strongly agree** with it.

- Acoustics are adequate.
- External noise is well controlled.
- Lighting level is acceptable.

- The classroom is attractive.
- Room temperature is acceptable.
- Air quality is acceptable.

- Please expand on any of the above or comment on any other aspects of the room's physical environment here:

10. Do you have any strong opinions on the classroom's equipment (i.e. whiteboards, AV equipment)? A response of "1" indicates that you **strongly disagree** with the statement while a response of "5" indicates that you **strongly agree** with it.

- Seats are comfortable.
- Whiteboards are well-placed.
- Lighting controls are convenient.
- Lighting can be controlled to use the classroom as needed.
- Audio-visual equipment is well-placed.
- Audio-visual equipment is easy to use.
- It is easy to get AV technical assistance when I need it.

- Please expand on any of the above or comment on any other aspects of the room's equipment here:

11. What do you dislike about this room?

12. What do you like about this room?

13. Please detail any specific changes that would improve this classroom.

14. Is there a type of teaching space that is lacking at this time in the building where you typically teach? Please describe in the space below.

**Attachment C:**  
Unit Head Survey of Current Facilities Needs  
(Represents Version Posted on Survey Monkey)

**Instructional Spaces**

- 1) Campus Location of Primary Instructional Spaces  
Choice: Allendale, Pew, CHS, Holland, Muskegon or Other (Blank specify)

**Classrooms**

- 2) Is adequate classroom space available for instructional purposes for your unit?  
Rate 1 to 5 with 1 representing 'VERY unsatisfied' and 5 being 'VERY satisfied'

If Rating is 3 or below,

- 2a) What are the optimal number of seats that you need in additional classrooms?

Select multiple possibilities

Smaller than 30

30 - 49

50 - 69

70 - 99

Greater than 100

- 3) Are there specific classroom instructional technologies that you would like to see installed?

Open box for answer

**Laboratory Spaces**

- 4) Is adequate instructional laboratory space available for your unit?  
Rate 1 to 5 with 1 representing 'VERY unsatisfied' and 5 being 'VERY satisfied'

If Rating is 3 or below

- 4a) What type of lab space are you lacking and where is the desired location?

Open box for answer

**Faculty Research Spaces**

- 5) Is adequate research space available for your unit?  
Rate 1 to 5 with 1 representing 'VERY unsatisfied' and 5 being 'VERY satisfied'

If Rating is 3 or below

- 5a) How many research spaces are you currently lacking?

1 - 2

3 - 5

6 or greater

5b) What type of research space are you lacking and where is the desired location?

Open box for answer

### **Office Spaces**

6) Are adequate faculty office spaces available to meet your unit's current needs?  
Rate 1 to 5 with 1 representing 'VERY unsatisfied' and 5 being 'VERY satisfied'

Only asked if rating to #1 is 3 or less

6a) How many full-time faculty offices are you lacking?

1-3

4-6

7-9

10 or more

(Only asked if rating to #1 is 3 or less)

6b) How many visitor/adjunct faculty offices are you lacking?

1-3

4-6

7-9

10 or more

Optional comments box

7) Are adequate workspaces available for the department / COT staff for your unit?  
Rate 1 to 5 with 1 representing 'VERY unsatisfied' and 5 being 'VERY satisfied'

If Rating is 3 or below only

7a) What type of space(s) is needed? Can select more than one

Desk

Storage

Workspace

Mailroom

Other {Blank Specify}

Optional comments box

### **Meeting Spaces**

8) Are adequate spaces available for departmental meeting/conference room(s) for your unit? Rate 1 to 5 with 1 representing 'VERY unsatisfied' and 5 being 'VERY satisfied'

If Rating is 3 or below,

8a) How many seats are lacking in your meeting space?

1-5

6-10

11-15

16-20

More than 20

9) Are adequate spaces available for the student study needs of your unit?

Rate 1 to 5 with 1 representing 'VERY unsatisfied' and 5 being 'VERY satisfied'

If Rating is 3 or below,

9a) How much more space is needed, where, and what type?

Open box for response