

West Los Angeles College

Facilities Needs Assessment

Division Interviews

2012-2013

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Division Needs Interview: Academic Senate

1.0 Current Conditions

1.1 Current space allocated to the Academic Senate consists of a single private office, Room CE 117

1.2 Current staffing includes the following offices:

- President @ .6FTE
- Vice President @.2FTE
- Treasurer @ 0FTE
- Secretary @ .2FTE
- Curriculum Chair @.4FTE

1.3 Activities currently require a single, private workspace (office) that can also accommodate a weekly meeting of all officers of the Senate (5 people). A separate conference space would be acceptable to accommodate this meeting if it was conveniently located and available.

1.4 In addition to a desk with a computer workstation and standard file and storage capability, record storage is also required. Currently records are stored in a full height bookcase and a credenza in the Academic Senate president's office, plus an office on the second floor of CE North is used for this purpose (no one is assigned to that office).

2.0 Growth

2.1 To accommodate growth in academic programs as projected, the number of hours allocated per week to current officers would be expected to increase, but not the number of officers (increases in FTE allocations). At build out, FTE allocations would suggest the need for an additional workstation for the Secretary plus private offices for the VP and the Curriculum Chair.

Division Needs Interview: Administrative Services

A. Division Growth

1. Current Status of Needs Assessment Process
 - a. West Edge Architects (WEA) have produced an existing space inventory and have conducted interviews in order to determine a rate of growth for the instructional side of campus operations.
2. Given the student contact hours (SCH) growth rate determined by WEA – SCH is expected to roughly double – How will that affect each division in Administrative Services?
 - a. Allan S. Hansen, Facilities:

- i. Growth for Facilities is not very closely tied to SCH. It is more closely tied to Square Footage.
 - ii. Main concern is storage. This includes dead files, supplies, furniture and other inventory. Facilities currently has ten shipping containers for storage of dead files, etc.
 - iii. A direct result of a growth in SCH would require a proportionate increase in supplies (toilet paper, etc.) which would call for additional storage.
 - iv. Furniture is currently stored outside, under cover of a 16,000SF tent.
 - v. Facilities have had inadequate storage since 1996. Any plans would have to take into account the accumulation of materials since then, in addition to future storage requirements.
 - vi. The current shop building is adequate for needs.
 - vii. Based on the projected growth of student contact hours, facilities would need larger locker rooms, a larger clock in/common eating/break area. Currently housed in a 800SF space.
 - viii. Have discussed with Sherriff Station & IT about possibly being housed in same building.
- b. Kenneth B Takeda, VP of Administrative Services:
- i. Moving forward, dead files and surplus furniture would not be stored in a new building.
 - ii. With facilities personnel growth – there is an important distinction between the space requirements for custodian vs. maintenance personnel growth.
 - iii. Comparisons with other schools who have grown to a similar size of what has been projected for WLAC. Even with the growth projected, WLAC will be smaller than any other college in the LA Community College District.
 - iv. Most support services divisions will not grow proportionally with SCH. More determined by thresholds rather than pure percentage growth.
 - v. Technology changes over time will affect requirements for file storage in the future.
- c. Maureen O'Brien – Business Office:
- i. Growth in the Business Office is more directly tied to student headcount.
- d. Larry Packham – College Enterprise Manager
- i. Growth for College Enterprises is tied to the number of students that need to be services.
 - ii. Existing convenience store and food court are not optimally located.
 - iii. An annex with a new coffee shop and convenience store was planned to be built but has not since been built.
 - iv. Current size of Bookstore is adequate and a growth in SCH could be serviced with the addition of very many new staff members.
 - v. Standard way of calculating required Bookstore square footage – 0.7SF of selling space per full time equivalent student. According to this calculation WLAC would need a 7,000 SF bookstore. The current book store is 3,500 SF.
 - vi. Having Staff Services in B-I (including mailboxes) is not a good location.
 - vii. Because of the delivery of pallets, etc., delivery access is very important.

- viii. Mailboxes are at current limit. Additional faculty could not be accommodated.
 - ix. Plan to replace ad hoc vending machine placement with designated areas within each building. Plan would be effective but has not yet been implemented.
 - x. Additional, larger size convenience store would make vending less important. Any new convenience stores and/or food service should be located in central, high traffic areas.
 - xi. With projected SCH growth, current food service facilities would not be adequate. Currently sales are about \$1 million. With increased SCH, sales could reach \$1.6 to \$1.8 million. Current facility could not accommodate.
 - xii. The idea of commissary type service was raised.
 - xiii. At some point in the future, WLAC will be competing with Santa Monica College (SMC). SMC is a good model for food service.
- e. Kenneth B Takeda, VP of Administrative Services:
- i. There was a separate plan to place a row of food service at the front of the footprint for the TLC building.
 - ii. Building 6 is the only B building that will remain as part of the overall campus construction plan. A newly located mailroom will be incorporated into plan.
- f. Nick Dang T – College Information Systems
- i. There are four major space requirements that would be affected significantly by the projected SCH growth:
 - 1. Data Servers – even if the campus grows the same type of equipment will be required. There is a district wide master agreement (2000 SF minimum).
 - a. Including Power Generator and Servers
 - b. WLAC still needs to build 2nd, redundant data storage.
 - c. Location needs to be uphill to ensure staff is not carrying large computers too far.
 - 2. Staff Area – Cannot only base hiring on SCH. If classrooms have technology requirements then more staff will be required. I.T. staff numbers would be based on the projected differential growth of academic divisions.
 - 3. Storage – Old/ new computers accumulate while being serviced or prior to installation. Some items require up to six months of storage. Staging room and secure storage also required.
 - 4. Covered parking space for IT golf cart.
- g. Kenneth B Takeda, VP of Administrative Services:
- i. Second data storage station already planned.
- h. Maureen O'Brien – Business Office
- i. Current space is adequate and adequate for growth. WLAC Business Office already has enough transaction windows as well as space for additional personnel.
 - ii. If location of Business Office is moved, current office is a good model for space requirements. Perhaps fewer transaction windows in any new design.

- iii. Headcount and additional utilization of web services could affect size of business office required.
- i. Kenneth B Takeda, VP of Administrative Services – on behalf of Sherriff
 - i. The Sherriff offices wants a new space at 5,000SF.
 - ii. Need to consider adjacencies and functionality of space in any new redesign.
 - iii. Emergency Operations Control center would need to be incorporated into new design.
 - iv. LA Valley College currently has a Sherriff's station of roughly the same size of what the WLAC Sherriff is requesting.
- j. Douglas Newby – West Edge Architects
 - i. After concerns were raised about the amount of SF growth for the Sherriff's Department, Douglas assured everyone that WEA will justify the final size of the Sherriff's Station with interview and program analysis.
- k. Karina Weatherly – Administrative Services
 - i. Would like additional space for a student worker.
 - ii. Needs space for additional file storage. Locked/Secured storage not required.
 - iii. With projected SCH growth, additional purchasing station (and employee) would be required.
- l. Hansel Tsoi – Personnel/ Payroll
 - i. Two employees short. But currently space is adequate for growth. With projected SCH growth would require three additional people total.
 - ii. Additional Storage needed. Ideally would like to transition to scanning documents and digital storage.
 - iii. Add two self-service kiosk/terminals.
 - iv. Concerned about staff parking. Could model a bike share program off of what is currently offered at SMC.
- m. Kenneth B Takeda, VP of Administrative Services
 - i. According to analysis, parking is adequate as of today.
 - ii. West Edge Architects will schedule follow up meetings with each of the divisions.
 - iii. Reiterated the importance of getting all needs incorporated into Overall Campus Construction Plan now.

Division Needs Interview: Administrative Services

Date: February 21, 2013; *Revised 02/26/13*

A. Division Growth

- I. Current Status of Needs Assessment Process
 - a. West Edge Architects (WEA) have produced an existing space inventory and have conducted interviews in order to determine a rate of growth for the instructional side of campus operations.

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 - vii. Based on the projected growth of student contact hours, facilities would need larger locker rooms, a larger clock in/common eating/break area. Currently housed in a 800SF space.
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 - i. Growth in the Business Office is more directly tied to student headcount.
 - d. Larry Packham – College Enterprise Manager
 - i. Growth for College Enterprises is tied to the number of students that need to be services.
 - ii. Existing convenience store and food court are not optimally located.
 - iii. An annex with a new coffee shop and convenience store was planned to be built but has not since been built.
 - iv. Current size of Bookstore is *barely* adequate (*particularly as it relates to storage*) and a growth in SCH could be serviced without the addition of very many new staff members.
 - v. Standard way of calculating required Bookstore square footage – 0.7SF of selling space per full time equivalent student (*This is based on a report*

compiled by the National Association of College Stores Financial Survey in 2012). According to this calculation WLAC would need a 7,000 SF bookstore. The current book store is 3,945 SF - broken down as 2,115 retail, 724 offices/workspaces (7) and 1,106 storage.

- vi. Having Staff Services in B-1 (including mailboxes) is not a good location. *The current location requires all offices and faculty members to make daily trips uphill.*
 - vii. Because of the delivery of pallets, etc., delivery access is very important.
 - viii. Mailboxes are at current limit. Additional faculty could not be accommodated.
 - ix. Plan to replace ad hoc vending machine placement with designated areas within each building. Plan would be effective but has not yet been implemented.
 - x. Additional, larger size convenience store would make vending less important. Any new convenience stores and/or food service should be located in central, high traffic areas.
 - xi. With projected SCH growth, current food service facilities would not be adequate. Currently sales are about \$1 million. With increased SCH, sales could reach \$1.6 to \$1.8 million. Current facility could not accommodate.
 - I. *Additional clarification offered by Larry Packham (2/26/13): Current food service sales are @\$700K. Without the Student Services Annex opportunities to increase sales per FTES/SCH are limited. With the Student Services Annex and current head count sales could increase to as much as much as \$1.2M. If SCH doubles the capacity of the existing SSB Café West and the proposed annex would max out at @\$1.6M ins sales and if the college wanted to capture additional sales per FTES/SCH we would need to add a service location, probably in the lower campus area to serve the proposed Watson Center and Athletics area which would allow the college to capture additional incremental sales of @\$300K with a small satellite C Store or vending machines and food services that could be provided at peak periods – probably cart based services which would require a commissary space. (The majority of West’s consumables sales occur M-TH in the fall and spring terms which is +/- 120 a year therefore the sales capacity of stores is more limited than industry standards for similar operations that operate seven days a week year round. To make \$1.6M we have to do @\$10,000 at Café West and the Annex locations and we would be hard pressed get many more people through the operations, hence the need for satellite locations to address peak demand on another part of campus. The satellite locations would also increase incremental sales because of the convenience of the location relative to Café West and the Annex.)*
 - xii. The idea of commissary type service was raised.
 - xiii. At some point in the future, WLAC will be competing with Santa Monica College (SMC). SMC is a good model for food service.
- e. Kenneth B Takeda, VP of Administrative Services:
- i. There was a separate plan to place a row of food service at the front of the footprint for the TLC building.

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 - 4. Covered parking space for IT golf cart.
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 - i. After concerns were raised about the amount of SF growth for the Sherriff's Department, Douglas assured everyone that WEA will justify the final size of the Sherriff's Station with interview and program analysis.
- k. Karina Weatherly – Administrative Services
 - i. Would like additional space for a student worker.
 - ii. Needs space for additional file storage. Locked/Secured storage not required.

- iii. With projected SCH growth, additional purchasing station (and employee) would be required.
- I. Hansel Tsai – Personnel/ Payroll
 - i. *Current space is adequate for employees (currently two) plus a student worker. Projected SCH growth would require one additional employee, for a total of three full-time employees. The current space could support this growth.*
 - ii. Additional Storage needed. Ideally would like to transition to scanning documents and digital storage.
 - iii. Add two self-service kiosk/terminals.
 - iv. Concerned about staff parking. Could model a bike share program off of what is currently offered at SMC.
- m. Kenneth B Takeda, VP of Administrative Services
 - i. According to analysis, parking is adequate as of today.
 - ii. West Edge Architects will schedule follow up meetings with each of the divisions.
 - iii. Reiterated the importance of getting all needs incorporated into Overall Campus Construction Plan now.

Division Needs Interview: Allied Health

A. Potential Program Growth

I. Overview

- a. Healthcare is a top-10 growth industry.
 - i. Obamacare
 - ii. New Healthcare Training Initiative
 - iii. 8-10% projected industry growth for upcoming year.
- b. Allied Health Division has a large growth potential as compared to the rest of WLAC programs.
 - i. Division would grow at WLAC median growth rate of 4% at minimum.
 - ii. Potential On-Campus Growth Areas: Medical Assisting & Grant Funded Programs.
- c. Allied Health program offerings heavily rely on funding through grants.
 - i. Sustainability issue
 - 1. Have to continuously find money to maintain current offerings.
 - 2. Have to expand grant writing capabilities to grow offerings.

2. Program 100

a. Nursing

- i. Credit Courses
 - I. Could immediately double the program if provided with facilities.
 - a. Lack of Facilities requires Allied Health to currently stagger CNA and Medical Assisting curriculum, Day/Night sessions.
 - i. Division considering staggering by semester: “one semester on, one semester off”.

- b. Current Program: CNA & HHA (Home Health Aid)
 - i. 45 Students
 - ii. 3 Hours Lecture per Week
 - iii. 9 Hours Lab per Week
 - iv. 3 Hours Non-Instructional Lab per Week (Assignments, Group Study, etc.)
 - ii. Non-Credit Courses: Not captured in Utilization Analysis
 - I. State does provide a budget for non-credit courses under Program 100
 - a. State has fluctuated on how much money will be provided for non-credit courses
 - b. Could be a growth area depending on how State decides to fund.
 - i. If more funding became available, facilities would not meet market demand (Certification programs, etc.)
 - ii. Current Program: IHSS (In Home Support Services)
 - 1. 30 Students
 - 2. 2 Hours Lecture per Week
 - 3. 4 Hours Lab per Week
 - 4. 1-2 Hours Non-Instructional Lab per Week (Assignments, Group Study, etc.)
- b. Dental Hygiene
 - i. Extremely high demand: "program could triple immediately".
 - I. Do not need additional on-campus clinics.
 - a. Growth will be accommodated in off-site clinics.
 - b. Existing on-site clinic to accommodate growth until 100% utilization is achieved.
 - i. Senior Student: 15 Hours Clinic per Week
 - ii. Junior Student: 9 Hours Clinic per Week
3. Outside Program 100
 - a. Grants
 - i. Medical Assisting
 - 1. Currently working to bring to Program 100.
 - 2. Could immediately double program if provided with facilities.
 - a. Lack of Facilities requires Allied Health to currently stagger CNA and Medical Assisting curriculum, Day/Night sessions.
 - b. Medical Assisting uses Nursing Lab.
 - c. Current Program
 - i. 2 year, 30 Unit Certificate
 - ii. 30 Students
 - ii. Pharmacy Tek: 2 year, 30 Unit Certificate
 - I. Would like to bring program back full-time
 - a. Grant expired: difficult to sustain funding
 - b. 125 Students when program existed.
- b. Contract Education
 - i. RDHAP (Regular Dental Hygiene in Alternative Practices)
 - I. Offered in Executive Model (F, Sa, Su)

- 2. Currently offered only for Spring semester
 - 3. Could offer year round if facilities provided.
 - c. Continuing Education
 - i. Radiology, Infection Control, Phlebotomy, Acute Care Nurse, and Law & Ethics programs could be developed if facilities provided.
 - 1. Cohorts of 30 for each program.
 - 2. Programs would be scheduled during weekends.
- B. Space Needs
- 1. Instructional
 - a. Mock Medical Exam Room
 - i. 8 Operatory minimum
 - 1. Allows Cohorts to break into smaller instructional groups
 - b. Flexible Lab Space (see Cerritos College example)
 - i. Provide environment for programs with different space requirements, but are not large enough to justify building separate labs for each discipline: Medical Assisting, Phlebotomy, EMT, CNA, etc.
 - ii. Flexible Furniture
 - 1. Beds and Tables fold into walls
 - 2. Room changes depending on need
 - c. Computer Lab
 - i. Shared resource OK.
 - ii. CPUs must be loaded with appropriate software.
 - iii. Could also be used as a licensure examination site
 - 1. Check specific space requirements
 - 2. Other programs could use as a testing site.
 - 2. Office
 - a. Division Office
 - i. Office space in MS-B needs to be reserved for Dental Hygiene Clinic to serve public patients
 - ii. Chair Office
 - iii. Reception Desk
 - iv. Storage
 - 1. Records
 - a. CNA: 5 years for every student
 - b. Dental Hygiene: 7 years for every student

Division Needs Interview: Aviation Department

A. Division Growth Potential

- 1. Overview
 - a. (3) Current Cohorts
 - i. 25 Student per Cohort
 - ii. 3 Year Program
 - iii. FAA requires maximum 1:25 "Instructor to Student" ratio.
 - b. Program previously had (6) cohorts
 - i. 50% cut due to lack of budget

- ii. If 'MPTP' Program were to move out of 'AT' Complex, 6 cohorts would "max-out" facilities.
- c. Aviation is a "space invasive", "hour intensive" program.
 - i. Courses compressed into 8 week schedule
 - 1. 12 hours lab & 8 hours lecture per course per week.
 - ii. Courses are "off the grid"
 - 1. Scheduling overlaps other program schedules
 - a. Aviation lectures take up a portion of time before and after the normal scheduling blocks
 - b. Lecture space cannot be scheduled before or after aviation lectures
 - 2. "Hard to dovetail" with other programs
 - a. Could potentially share lecture space with MPTP program.
 - iii. Longer program than WLAC average
 - 1. 72 Units over 2.5 Years
 - 2. Instruction Intensive
 - a. Average per Student: 2,200 Total Hours of Instruction
 - b. FAA Requirement: 1,900 Total Hours of Instruction
- d. WLAC must strategically grow Aviation Department
 - i. Program must grow by full cohorts
 - ii. Due to high number of instructional hours and 3 year commitment for each student, adding (1) Aviation cohort would use entire WLAC budget for growth for several years.
 - 1. Could "ramp up" slowly
 - a. Example: Add 5 to 10 students per cohort and hire an additional licensed lab tek for each cohort
 - i. Maintains FAA required 1 to 25 "Instructor to Student" ratio.
 - 2. Could use grant funds to grow program
 - a. Added \$500,000 to program three years ago through grants.

2. If 'MPTP' moves out 'AT' complex, Aviation could add (1) cohort.

3. Strategically, WLAC should view Aviation as a "No Growth" Division.

B. Space Needs

- 1. Building a facility for 'MPTP' program is Aviation's number one priority.
 - a. If 'MPTP' facility is built, 'AT' complex enough capacity to accommodate Aviation program at campus build-out.
- 2. Some renovation of space required if 'MPTP' moves out of 'AT' complex.
 - a. 'AT-B' Building: Instructional spaces are intended to be specialized labs.
 - i. Aviation has been using the lab space for lectures and labs because there is no dedicated lecture space.
 - 1. Dedicated lecture space required due to reasons in 'Division Growth Overview' (Section A.I.c.).
 - 2. Using lab space for lectures violates FAA Guidelines for instruction.

- a. FAA Guideline: lecture instruction to occur in “distraction free” environments.
 - b. Example of Aviation Lab: Propeller Lab
 - i. Propellers are mounted to the worktops
 - I. Too heavy/large to easily move and store between instruction periods.
 - ii. AT-B 203
 - I. Should be converted back into a Specialized CPU Lab
 - a. Specialized hardware required for instruction.
 - 2. Currently used as a classroom with Ethernet connections to workstations provided through power-poles: allows students to use laptops when required.
 - a. Current configuration of space does not suit needs of Aviation Department.
 - iii. Hydraulic Lab is currently extremely congested
 - I. Serves as both hydraulic lab and sheet metal lab
 - a. Sheet Metal Lab is currently used as MPTP Prop Shop.
 - iv. Need full use of Hangar
 - I. Cannot adequately maneuver of use aircraft
 - a. MPTP is currently using one-third of the hangar.
- b. AT-A Building
 - i. Convert all room back to lecture rooms.
 - ii. Dedicated 3-4 lecture rooms in AT-A for Aviation and MPTP instruction
 - I. Dedicated lecture space required for reasons outlined in Section A.1.c.
 - 2. Both Departments have “hour-intensive” lectures.
 - 3. 3-4 Rooms allows all cohorts to meet at same time.
 - a. MPTP would use space in morning session.
 - b. Aviation would use space in evening session.
 - iii. ATA-116: Currently used as “Sewing Lab” for MPTP program.
 - I. Convert to ‘Applied Technology’ Division Office: Aviation & MPTP
 - a. Current program review: Ara attempting to consolidate Aviation and MPTP into one division.
 - i. Synergy between the two programs
 - I. Could share a large outdoor area between buildings if MPTP facilities are built adjacent to ‘AT’ Complex.
 - b. Chair Office, Secretary, Break Room, Conference Room, etc.
- c. FF&E
 - i. Budget required for update/replacement of ‘AT’ complex furniture.
 - I. Possible code-compliance issue (OSHA).
- d. Parking Lot ‘2’
 - i. Aviation and MPTP immediately require dedicated space in Lot ‘2’ (following completion of construction): Airplane & MPTP Equipment Storage
 - I. Required to improve current shared use of ‘AT’ complex facility

2. Ara to set up meeting with Aviation, MPTP, and WEA to discuss further.

Division Needs Interview: Behavioral & Social Sciences

A. Division Growth Potential

3. Program 100
 - a. Public Safety Academy: Administration of Justice, Corrections, and Fire Tek
 - i. Should be offering both certificate and transfer programs on-campus
 1. WLAC was chosen (LACCD) to be the regional provider of the full curriculum
 - a. Harbor College and Southwest College only offer core classes.
 2. Currently do not have the facilities required
 - a. No Criminology Lab or Mat Room
 - b. WLAC not offering certificates
 - ii. Program could immediately double
 1. 50 Student Cohorts, 2 Year Program.
 - a. New cohort currently starts every other semester: 100 Student enrolled per year.
 - b. New cohort should be starting every semester: 200 Student enrolled per year.
 - iii. Additional growth could occur: should use WLAC campus average.
 1. Program has to grow in full cohorts.
 - iv. Current Curriculum: 66 Unit, 2 Year Curriculum
 1. 30 Units General Education
 2. 36 Units in Public Safety Academy
 - a. 18 Units currently offered.
 - b. 12 Units requiring "Criminology Lab" not currently offered.
 - c. 6 Units requiring "Mat Room" not currently offered.
 - b. P.O.P.P. (Police Orientation and Preparation Program)
 - i. Currently offered off-campus at Ahmanson Recruit Training Center (ARTC)
 1. ARTC is city-owned, and the city has discussed selling the facility
 - a. WLAC would not be able to continue offering the program if ARTC is sold, OR...
 - b. WLAC would have to bring the program on-campus if ARTC is sold.
 2. ARTC Contact: Jeff Burgess, (310) 342-0510, 5651 W. Manchester Blvd., Los Angeles, 90045

- ii. 2 current cohorts, 50 Students per Cohort
 - I. Curriculum delivery similar to “Public Safety Academy”
- c. Child Development
 - i. 1 Lab on ground floor of General Classroom Building should provide plenty of capacity to accommodate build-out growth.
 - 1. Should be in ‘CDC’ Building, but programs have decided not to work together.
 - 2. There is current capacity in the ‘CDC’ Building.
- d. Alcohol and Drug Studies
 - i. Campus Average Growth OK
 - ii. Could label as a department that will grow slower than the campus average
 - 1. A lot of competition from outside institutions
 - 2. “Weaker” program
 - a. Evening courses
 - b. Poor outcomes

B. Space Needs

- I. Public Safety Academy
 - a. Mat Room
 - i. Shared Use Facility OK
 - 1. EMT program: 50 Student Cohort, 7 Unit class
 - a. Synergy between Allied Health & Public Safety Academy: All firefighters must be EMT certified.
 - b. Allied Health would like to bring EMT to Program 100
 - i. WLAC is “supposed” to be the regional (LACCD) provider of EMT program: Harbor and Southwest Colleges do not have programs.
 - 1. WLAC has accreditation and is certified to offer EMT program.
 - ii. If facility is built for Public Safety Academy, Allied Health could ramp up EMT program through grants and eventually get into Program 100.
 - 1. Could also explore offering through Westside Extension as vehicle to revive program.
 - iii. EMT currently contract education.
 - 2. P.E. 666: 1 Unit Course
 - ii. Space Requirements
 - 1. 30 Students capacity
 - a. 1 to 10 instructor to student ration must be maintained.
 - 2. Mats must be permanently fastened to ground.
 - a. Providing storage for “moveable” mats is not an option.
 - b. Activities required during training would lead to mats slipping and peeling off the floor.
 - 3. Mats should have striping similar to a “wrestling” room: marked circles in which a student must perform the required activities.

- b. Criminology Lab
 - i. Shared use facility OK: could be a “general use” lab.
 - 1. Much more in common with anthropology than anatomy or biology.
 - a. Study of footprints and analysis of bones.
 - ii. Space Requirements
 - 1. 50 Students
 - a. Could operate like Science Division labs
 - i. 50 student cohort split into (2) sections of 25 students.
 - ii. Would allow the sharing of space with Science Division.
 - 2. Need dedicated storage for specialized equipment (microscopes, samples, etc.)
 - a. Ideal model is MS-A III.
 - c. Computer Lab
 - i. “Report Writing” Course: 50 Student Capacity (1 Cohort per Semester)
 - 1. No specialized hardware required.
 - 2. CPUs must be loaded with specialized software.
 - ii. CS 901 Gen Ed Requirement
2. P.O.P.P. (If LAPD sells ARTC facility OR WLAC decides to bring program on-campus)
- a. Access to Smart Classrooms
 - i. Currently have access to (3) smart classrooms at ARTC.
 - b. Student Lounge (Study Hall)
 - i. ARTC facility seats 40.
 - c. Breakroom & Kitchen
 - i. ARTC facility seats 100.
 - d. Storage lockers for each student.
 - i. Could share room in ‘Criminology Lab’.
3. Office Space
- a. Division integrity is currently compromised.
 - i. All division offices should be on one floor of the same building (i.e. office suite).
 - 1. Impacts several divisions on campus.
 - ii. Need dedicated conference room capable of seating minimum 25 faculty.

Division Needs Interview: Business

A. Potential Program Growth

- 1. Division Overview
 - a. One of top WLAC programs for transferring to UC & CSU.
 - b. Division will grow at rate of ‘Program 100’ minimum, with exception of “side programs” (i.e. outside of ‘Program 100’ curriculum).
 - c. “Side program” curriculum will increase growth rate of Business Division for as long as programs are offered.
- 2. Growth Beyond ‘Program 100’ Rate
 - a. Title 5 Grant

- i. 5 year grant
- ii. 2 year academic program
 - 1. 60 student cohorts enter WLAC each year of grant.
 - 2. Students transfer to CSU Dominguez Hills at completion of program
- iii. WLAC must ensure that full curriculum is available to each cohort
- b. International Business Program
 - i. Currently in development
 - ii. Would add 150 students per semester, minimum.
 - 1. 8 sections in Business Division, 50 students per section.
 - 2. Marketing Department of Business Division to develop an international curriculum.
 - iii. Part of “Global Studies Initiative”.
 - 1. Response to Obama Administration initiative.
 - 2. “Articulation Agreements” with colleges/universities in other countries (China, Latin America, etc.)
 - a. Units passed in home country guaranteed to transfer to WLAC.
 - b. Students spend a year (typical) at WLAC before transferring into UC & CSU.
 - 3. Implications for Non-Instructional Campus Facilities
 - a. International Student Services
 - i. 2 person division in Student Services
 - ii. In process of hiring a director.
 - b. Judy Chow (Library & Learning Resources) works with Asian students.
 - c. Marketing to Int’l Students
 - i. “Student Hunters”
 - ii. Eric Ichon is primary contact.
 - d. Changes to ASO structure possible as demographics of student body change.
- c. Real Estate program offerings could increase if market rebounds.
- d. Paralegal
 - i. Currently only offers evening sections.
 - ii. Would offer daytime sections, based on funding provided.
- e. Hotel/Restaurant Management
 - i. Program on horizon
 - 1. Previous plan to spend \$40 million on LAX campus was scrapped.
 - 2. WLAC gave City Grant to Trade Tech
 - ii. Implementation of hospitality grants with Portfolio Hotels (owned by Sheraton).

B. Current Instructional Space Needs

- 1. Moot Court Room
 - a. Needs to be designed specifically as a ‘Moot Court Room’
 - i. Other division may use space, but Business Division to have priority.
 - ii. Flat floor room with chairs, tables for ‘attorneys’, podium for ‘judge’
- 2. CPU Labs
 - a. CPU sections need to be added for UC & CSU to accept WLAC curriculum for transfer.

- b. Instructional CPU Labs
 - i. CPUs must be loaded with required Accounting, Paralegal, Real Estate, etc. software.
 - ii. CPU labs may be shared with other division (i.e. no specialized hardware requirements).
 - iii. Current Section Offerings that need CPU labs (all 3 Unit courses)
 - 1. Accounting: 8 Sections, 50 Enrollments per Section.
 - 2. Finance: 3 Sections, 50 Enrollments per Section.
 - 3. Paralegal: 5 Sections, 50 Enrollments per Section.
 - 4. Entrepreneurship: 1 Section, 50 Enrollments per Section.
 - 5. Marketing: 1 Section, 50 Enrollments per Section.
 - 6. Management: 1 Section, 50 Enrollments per Section.
- c. Research/Study CPU Labs
 - i. ABA Requirements for Research CPU facilities
 - ii. Current HLRC facilities inadequate
 - 1. Not open at all times that Paralegal sections are offered.
 - 2. Currently spend \$15,000 annually to update HLRC facilities to ABA standards.
 - iii. Minimum Size: 50 workstations, 6 hrs. per day.
- 3. General Lecture
 - a. 50-60 students in each section (40 typ. at census).
 - i. "Anything less than 50 stations in unuseable".
 - b. Need for 180 seat instructional rooms
 - i. Not an assembly arrangement
 - 1. Long table tops with chairs, spaced to allow passage of students behind chairs.
 - 2. 3 semi-circular rows of 60.
 - ii. Large Lectures may be given to 3 sections at one-time.
 - iii. Large exams could be given by proctors to multiple sections at one-time.
 - 1. Hybrid courses have exams on campus.
 - 2. Some on-line courses were still making students come to campus for exams.

Division Needs Interview: Computer Science

A. Division Growth Potential

- I. Overview
 - a. Program 100 offerings will grow at approximately the same rate as rest of College
 - i. Some portions of CPU SCI offerings are part of general education requirements
 - ii. Growth in other divisions will require increased CPU instruction.

- iii. Vocational instruction in CPU SCI will grow at a different rate from general education requirements.
 - b. One of few divisions that can justify a larger growth rate compared to College average
 - i. Computer related industries are growing.
 - ii. CPU SCI offerings are currently suppressed due to lack of facilities
 - I. Current budget and staffing would allow an immediate 30% increase in section offerings per semester if proper facilities were available.
 - iii. Currently growing at an high rate
 - I. 2 new degrees and 5 new certificate programs have been approved in past 2 years.
 - iv. Several growth opportunities outside of 'Program 100'.
 - c. "All future growth will be on-campus".
2. 'Program 100'
 - a. Existing Curriculum
 - i. 45 existing courses
 - 1. 80% require highly specialized labs (i.e. special hardware)
 - 2. 20% can use a general computer lab (i.e. special software)
 - ii. Only one section offered for each course.
 - iii. Many courses only offered every other semester
 - b. Curriculum that could be offered immediately assuming adequate facilities
 - i. 60 sections (30% increase)
 - ii. Anna to provide additional information regarding break-down of 60 sections by lab type and number of instructional hours per week.
 - iii. Assumes CPU Labs with 50 student stations.
 - I. Assessment Center in Student Services Building in a good model for a modern CPU lab.
 - c. Homework/Study, Office Hours & Instructor Prep Time
 - i. Students must have access to highly specialized labs (i.e. specialized hardware) to complete homework assignments and attend office hours.
 - ii. Carnegie Rule: estimation of specialized lab utilization beyond official instructional hours.
 - 1. 2 hours of study for each hour of instruction.
 - 2. Example: if a CPU SCI course has 4 hours of weekly instruction, then each enrollment requires 12 hours of weekly access to lab.
 - iii. Affects other Divisions: Allied Health most notably.
 - d. Transfer Model Curriculum (TMC)
 - i. Mandated by state chancellor
 - ii. Guaranteed transfer to CSU if student fulfills specified curriculum
 - I. CPU SCI is currently missing 2 courses from mandated curriculum
 - 2. 100% compliance required by Fall 2014
3. Outside Current 'Program 100'
 - a. Department of Labor Grant
 - i. 300 enrollments over 3 year period
 - ii. Grant lasts for 5 years
 - b. S.T.E.M. (Science, Technology, Engineering, Mathematics)
 - i. Ara to schedule meeting with Mark Pracher to discuss implications on Divisional curriculums

- ii. CPU SCI included in S.T.E.M., but implications on growth presently unclear
- c. Contract Education (“Worksource Centers”)
 - i. WLAC Academic Training Partners
 - 1. Actors Fund
 - 2. CA Empower Net (Veterans)
 - 3. Unemployment
 - ii. Federal Workforce Investment Board Mandate
 - 1. 30% of “Worksource Center” budget must be spent at community colleges before contracting with private-sector institutions.
 - 2. Stated differently: Worksource Centers need to train 30% of their people at community colleges to meet Federal mandate.
 - 3. Eventually, mandate will increase to as high as 70%.
 - iii. Campus Facilities
 - 1. City College and Southwest College have on-campus “Worksource Centers”
 - a. CPU Lab
 - b. Classrooms for teach of “soft skills”
 - i. Resume building
 - ii. Interviewing skills
 - 2. Could be combined with Kathy Walton’s grant programs.
 - 3. Implications beyond CPU SCI: Allied Health Division most notably.
 - iv. Current WLAC Worksource Center Offerings
 - 1. 6 sections per semester (conservative estimate)

Note: Anna provided WEA with an updated copy of the “General Programming Questionnaire” for the CPU SCI division, dated December 14, 2012. WEA to keep on file.

Division Needs Interview: Campus & Community Village

A. Potential Program Growth

- I. Overview
 - a. All growth is tied to grant funding
 - b. Large Demand
 - i. Could apply for more grants with more space and the “right kind” of space.
 - ii. Growth is limited to the number of grants that can be secured
 - 1. Programs need more space to accommodate for staff to grow program offerings.
 - a. 25 Staff and Support Staff
 - b. Currently 2.5 employees per program
 - c. Programs could immediately double if provided with the right space
 - d. Programs would seek grants to fund immediate growth.

- c. High degree of competition
 - i. Other Community Colleges have the same grant and compete for participants with WLAC.
 - ii. Intra-WLAC competition
 - 1. WLAC programs cannot have same student in multiple programs.
- 2. Previous Growth Rates (For Reference Only)
 - a. 3.5 Programs in A4 Bungalow in 2000's
 - i. 2,200 Enrollment Requirement per Year
 - b. 7 current programs
 - i. 3,000 Enrollment Requirement per Year
 - 1. Programs have to screen at least twice as many people to meet enrollment requirements
 - 2. Each person is screened a minimum of 3 times by program staff.
- 3. Current Offerings: **Kathy Walton to provide a complete "activity list"**.
 - a. Scheduling
 - i. Summer is the peak time for these programs
 - ii. "Traditional Instruction" (Math, English, etc.) is offered during the summer and on Saturdays (off-hours for the campus).
 - iii. "Non-Traditional" Instruction is offered Monday thru Friday during hours of normal operation.
 - b. Participation Rates
 - i. E.O.C. (Educational Opportunity Center): 1,000 Students, 5 Year Grant
 - 1. Programs offered primarily off-campus
 - 2. Would prefer to have the option to have parts of program on-campus, but do not have access to required facilities.
 - 3. Grant requires service to Veterans.
 - ii. Upward Bound 1: 70 Students, 5 Year Grant
 - 1. Programs offered primarily off-campus
 - 2. Would prefer to have on-campus options, but do not currently have access to required facilities.
 - iii. SSS: 160 Students, 5 Year Grant (currently in Year 3)
 - 1. Programs offered primarily on WLAC campus
 - iv. Upward Bound 2: 50 Students, 5 Year Grant
 - 1. Programs offered primarily off-campus
 - 2. Would prefer to have on-campus options, but do not currently have access to required facilities.
 - v. CalWorks: 360 Students
 - 1. A lot of room for growth
 - 2. Programs offered primarily on WLAC campus
 - vi. Talent Search: 592 Students, 5 Year Grant
 - 1. Programs offered primarily off-campus
 - 2. Would prefer to have on-campus options, but do not currently have access to required facilities.
 - vii. Consistent Partners
 - 1. YBS
 - 2. MYD (Manifest Your Destiny)
 - 3. LEARN
 - a. Do not currently have a designated space.
- 4. Service Areas

- a. E.O.C.: LA County
 - b. CalWorks: LA County
 - c. SSS: WLAC Specific
 - d. Upward Bound/Talent Search: 6 feeder schools, LAUSD (Middle & High Schools).
5. Future Growth
- a. 2 Upward Bound Programs will be added this year
 - i. UB, MS1: 60 Students, 5 Year Grant
 - ii. UB, MS2: 60 Students, 5 Year Grant
 - b. Participation rates increase depending on requirements of administrators both internal and external to WLAC (i.e. LAUSD schools, LA County, etc.)
 - i. Potential growth rate is independent of the campus growth rate.
 - c. To maintain current participation rates, programs must continually grow.
 - i. Grants require programs to provide more services as condition of award, as compared to ten years ago.
 - ii. Programs need space that increases productivity of existing faculty because they “are always trying to do more with less”.
 - iii. To grow services, would have to compound the growth required to maintain participation rates.
6. Potential Effect of Growth on Student Services
- a. SSS & CalWORKS use Financial Aid, Counseling, Assessment, DSP&S to get students enrolled
 - b. Talent Search runs field trips and campus tours through Admissions
 - c. Talent Search refers to students to Student Services.

B. Current Space Requirements

1. Overview
- a. Programs need to be able to support one another.
 - i. Staffing is less than required due to budget constraints
 - 1. Grants are requiring more services for the same amount of money awarded.
 - ii. Staff should be concentrated in one building or on one floor of one building.
 - 1. “One floor of MS-A, GC, or SS would work”.
 - b. Programs should be “highly visible” and “highly accessible” on campus.
 - i. Potential participants are discouraged from coming on campus because programs are hard to find.
 - 1. No signage or any other indicator in current ‘B’ Bungalow location
 - a. Demolition of ‘A’ Bungalows prevents parking and makes ‘B’ Bungalows look like they vacant.
 - 2. Programs have moved around the campus too often over the past ten years.
 - c. When parking is available in Lot ‘A’, Lot ‘1’, and Lot ‘2’, a new building or portion of a new building on site of current ‘B’ Bungalows would be satisfactory.
2. Instructional Requirements
- a. WLAC facilities cannot accommodate many grant conditions (Example: available use of computer labs)
 - i. Currently offering most programs through the “Home School’s” facilities

- ii. Need options for offering portions of the programs on the WLAC campus
 - 1. Allows students to get used to the idea of being on a college campus
 - 2. Increases likelihood that a student will enroll in college courses.
 - 3. Does not require offering 100% of program components on WLAC campus.
- b. Classrooms
 - i. Must be Smart Classrooms
 - ii. Should be in close proximity to Program Offices
 - iii. All programs could share space (similar requirements)
 - iv. Required Access
 - 1. After Hours: 3p-7p
 - a. 5pm start times are better to allow parents to drop-off their children.
 - 2. Weekends
 - 3. Summer/Winter
 - a. Several buildings are closed during Summer/Winter sessions to save on M&O costs.
 - b. Summer is the peak time for these programs, must have dedicated access to Smart C
 - v. Required Size
 - 1. Ideal Class Size: 30-35 Students
 - 2. Need to be able to meeting in larger groups
 - a. A space for 60 students capable of being subdivided into two smaller rooms would be ideal.
 - b. Would also be used for orientations
 - c. Need a dedicated space large enough to have end of Summer “celebrations”
 - i. Closure of buildings during summer for M&O savings prevented programs from having an event last year.
- c. Computer Labs
 - i. Summer: only computers available on campus are in HLRC
 - 1. “A lot of competition” for HLRC CPU labs during the summer
 - ii. Need access to printers
 - 1. WLAC does not currently have this resource
 - 2. Students need to be able to fill out financial aid applications and print them out immediately.
- 3. Office Requirements
 - a. Breakroom with kitchen
 - b. Restrooms
 - c. Secure Storage
 - i. Each program must have a separate storage room for participant files
 - ii. Programs must maintain records for 5 years.
- 4. Private Offices
 - a. Each staff member must have private office
 - b. Must provide complete confidentiality
 - i. All private offices are used for advising students

- ii. Must be large enough to accommodate meeting with 2 students at one time.
- 5. Conference Room
 - a. Required for meeting with larger student groups: 5 to 6 students.
- 6. Common Working Areas
 - a. Printing, copy, binding, supplies, etc.

Division Needs Interview: Dance, Health, P.E.

A. Dance Program Space Requirements

I. Dance Studios

a. Ceiling Height

- i. At minimum, match existing Studio 'A' ceiling height: 11'-0".
- ii. Ceiling height must allow the teaching of "Lifts".

b. Studio Size

- i. Studio 1: 4,000 SF
- ii. Studio 2: 2,000 SF
- iii. See HNTB programming document
 - 1. This is the minimum program. Anything less does not work.
 - 2. Studio spaces and support spaces needs to be designed specifically for dance program requirement.
 - 3. Space must meet industry standards.
 - 4. Space cannot be a shared facility.

c. Acoustics

- i. Loud, "thumping" music used during instruction.
- ii. Sound must be attenuated to prevent adjacent spaces from being affected by music.

d. HVAC

- i. Each space should have its own thermostat
 - 1. Studios can be kept at a different temperature than other parts of the building.
 - 2. Rest of the building could be shut down in "off-seasons" for M&O savings, while maintaining the ability to use the studios
 - a. Westside Extension currently shares dance studio space.

e. Support spaces (See HNTB programming document for additional information).

- i. Storage
- ii. Dressing Rooms
 - 1. Need locker room type space for general student population
 - 2. Renovating Athletics locker rooms does not address Dance program needs.

Division Needs Interview: Dance, Health, P.E.

A. Dance Program

- I. Proper facilities would allow enrollment to increase: “Growth would be dramatic”
 - a. Dance Studios
 - i. Current facilities inadequate because of quality of space
 1. Cannot teach jumps/falls
 2. Cannot teach ballet
 3. Cannot teach technical skill development
 4. Cannot teach dance choreography
 - ii. Specific space requirements for dance studios are outlined in HNTB programming document: “West Los Angeles Community College P.E. II Program Requirements”.
 - iii. Enrollment per section
 1. Anything over 40 students is too hard to instruct.
 2. 49 students is current requirement due to budget.
 - iv. Location
 1. OK to share a building.
 2. Location on campus is not important.
 3. Quality of space is much more important than location on campus.
 - v. Sound Stage (MPTP *potential* cooperation)
 1. Cinematic Choreography
 - a. Experience being filmed & performing in Sound Stage setting would be valuable experience that would improve employment opportunities for students.
 - b. Performance Hall
 - i. Current FA Theater was built specifically for Musical performances (i.e. space does not support Dance performances)
 1. No dressing rooms
 2. Electrical outlets mounted on rigid conduit rise out of stage floor.
 3. Performers share public restrooms with attendees.
 4. Stage lights do not work
 - a. Dance department has to set up their own lighting for performances.
 - b. There is an existing lighting control room.
 - ii. If a new facility is built, should be able to support dance, theater, and musical performances (i.e. no performance type should be prioritized over the other).

B. Physical Education

- I. There is no political support, at the State level, for growth in Physical Education offerings.
 - a. Enrollments limited by “families of courses” (Note: Jane provided copy of Family listings to WEA).
 - i. Example: “Court Sports” = Basketball, Badminton, Paddle Tennis, Table Tennis, Racketball, Squash, Handball, Volleyball
 - ii. Students limited to 4 lifetime enrollments in any one family of courses.
 - iii. Limit of 168 lifetime Unit enrollments.

b. Implications on Growth

- i. Physical Education is a zero growth department, except:
 1. All students required to take 1 Unit of "Activity" for Matriculation
 2. Will not limit growth of Dance Department, but will force students to pick an area of study sooner.
2. Just because P.E. Department will not grow does not mean that money should not be spent to upgrade the PEC facilities.

C. Faculty

1. All Growth in Faculty will be in Dance Department
 - a. All growth will be adjunct faculty
 - i. Provides a greater diversity of instructor background.
 - ii. Current adjunct workroom is a 'private office' shared by 3 people
 - iii. Growth in adjunct faculty is not reflected in HNTB program document: "West Los Angeles Community College P.E. II Program Requirements".
2. Current FT Faculty Offices
 - a. "We're getting the work done"
3. Conference Rooms
 - a. "Current space is good"

D. Support Space

1. Storage
 - a. High density storage for costumes is most needed.

E. General Lecture Requirements

1. 50-55 Student Lectures ideal.
 - a. Not supposed to go over 49.
2. All lecture rooms on campus should be Smart Classrooms (similar to GC classrooms).

Division Needs Interview: Enterprise Management - DRAFT

A. Collegiate Bookstore – General Opinion

1. The industry is going to change. E-books were expected to overtake traditional books by now but that has not occurred.
 - a. E-Books will eventually become the norm. The question is when will that occur?
 - b. West LA College students have not been purchasing e-books in any great number yet.
2. The current area for books, both for display and shipping and receiving will likely be adequate to meet future needs.

B. Current Bookstore and Support Spaces

1. In the planning of the bookstore, the district hired a collegiate retail consultant.
2. The Bookstore is a little small for what is typically designed, but adequate for WLA.

- a. Enough shelf space for text books. There is also shelf room for growth.
- 3. The storage room is small when housing both merchandise and miscellaneous equipment - but it is laid out effectively to optimize stacked shelving.
 - a. Currently, there is a need to accommodate 4,000 books for sale as well as rental books.
 - b. Has to accommodate end caps and other misc. equipment used during peak season spill over.
 - c. Original lighting too dim. Lamps have since been replaced.
 - d. Both the bookstore and Café West use the loading dock. The bookstore gets trucks up to 40 feet delivering merchandise in peak seasons. Otherwise, bookstore uses lifts to transport items.
 - i. Café gets most deliveries through front of house.
 - e. Having the elevator equipment room attached to bookstore storage compromises security. Only bookstore staff should have access to storage.
 - f. Currently, 25 shelving units installed.
 - i. Roughly 4,000 rental books – at 100 per shelf
 - g. Also includes receiving, palates and staging areas.
- 4. Lighting in the Manager's office is poor.
- 5. Bookstore closes at 7PM – missing sales later in the evening.
 - a. In the short term, it would be more economical to keep bookstore open later rather than open another location.
- 6. Food stand at end of football field is not health code compliant. Does not include equipment required to cook.

C. Planning for Future Growth

- 1. At some point the bookstore will be smaller than its current state due to increases in technology, shifting needs, etc.
- 2. Bookstore must anticipate the high traffic seasons and plan for spill over into adjacent spaces.
 - a. During the middle of the semester, the bookstore becomes quite empty of customers.
- 3. Campus needs to provide more opportunities for quick service dining. Currently Larry feels there is no place on campus to get a quick meal in under fifteen minutes because of the walk distance and order time.
- 4. With additional student enrollment, current food service would reach capacity and require satellite locations.
 - a. Students and staff require more variety in food service choices – both in type of food and range of price.
 - b. Supplemental location on lower campus by Aviation and Physical Education (PE) would be effective since existing locations are farthest away from these two programs.
 - c. Area requirements for food service operations are not directly tied to improvements in technology the way the bookstore is.
 - d. One possible option would be to provide a commissary to supply one or two mobile carts could supplement Café West and allow flexibility to take advantage of different high traffic areas as campus continues to grow.
 - i. New commissary requires clean up space and secure storage.
 - ii. A commissary exists in the library basement. It is currently non-functional.
- 5. Focusing growth on the convenience store would provide the campus with a year round opportunity to increase profit.

- a. Existing bookstore is too small to incorporate adequately sized convenience store.
- b. The convenience store has a higher profit margin than the bookstore.
- c. Café and convenience store business should not conflict as they are selling different merchandise.
 - i. Convenience store sells quick serve and on-the-go items. In contrast, the café provides a leisure dining experience. The café is attempting to fill the convenience store void but because of transaction time and hours of operation, not very convenient for grab and go business.
 - ii. Convenience store would sell art supplies, school supplies, scantrons, blue books, etc.
 - I. The bookstore would benefit from shifting sale of these items to another retail location so that they could focus on selling textbooks and soft merchandise (clothing, etc.).
- d. Convenience store should be centrally located on campus in high foot traffic area.
 - i. 'President's Walk' very effective location for intercepting foot traffic.
 - ii. Could serve main body of night classes when the break from class at 8:30AM.
 - iii. Secondary food service/convenience locations at top of campus would effectively supplement lower campus retail locations.
- e. The proposed 'Annex' (part of original design for TLC building) included a 1400 SF convenience store, a 120 SF Coffee Bar and 1100 SF food prep space.
 - i. Any new food service/retail that is being added to 'Presidents Walk' area needs to be closely coordinate with existing bookstore and café operations.
 - ii. Design of original proposal pulled visual focus and pedestrian circulation into retail space.
 - iii. Designed to be operated by one individual.
 - iv. Premium coffee and pre-made salads and sandwiches.
- 6. Paws Convenience Store
 - a. Store is not effectively located. It used to be on a path of high foot traffic when parking lot 'A' was open. Since the lot's closure, foot traffic has dwindled.
 - i. If Paws was located nearer to center of campus, it would see much more business.
 - b. Too small to serve campus effectively.
- 7. Depending on growth, could have three campus retail/food service cores: One in existing location at SSB core, one at top of campus near 'President's Walk' and one at the bottom of campus near the P.E. and Aviation programs.
 - a. Larry feels most students congregate at top of campus – mainly because of vicinity to parking. Most students do not hang out down in SSB plaza.
- 8. Santa Monica College (SMC) is great example of an effective food service program.

Division Needs Interview: College Facilities

A. Storage

- I. Existing 16,000 SF tent storage

- a. Used to house transitional furniture and other items for which permanent storage space is not available. The storage is fairly low density.
- b. The conditions in the uninsulated, unventilated tent are causing condensation which is causing stored furniture to mold. Facilities has attempted to mitigate this problem by covering stored furniture with additional plastic. However, this has not eliminated the problem.
- c. The current amount of stored furniture (now housed in the tent) is a higher than average volume. Nonetheless, Facilities will always need to manage and store a significant amount of transitional furniture.

B. Maintenance & Operations

1. The number of personnel required for Maintenance & Operations is based on square footage (SF), the level of service committed and is fixed by district standards. The campus goal is to meet a service level of 2 or 3 (on a 1 to 5 scale with one being the highest) per district standards. A copy of these standards were provided to West Edge Architects (WEA) on 2/28/2013. They are attached to these notes.
 - a. As it relates to Maintenance staffing – district standards dictate the total number of maintenance workers/tradesmen to the same standards listed above. It does not dictate how that required total must be broken up for each specific trade. It is up to Facilities to decide the number of electricians, plumbers, carpenters, etc. as long as the total number of maintenance workers matches district requirements.
2. Private offices required for Director of College Facilities, OSM, General Foreman
3. Operations Personnel Requirements
 - a. Custodial operations and gardeners.
 - b. Work mainly on routine, daily tasks.
 - c. An Operations Service Manager (OSM) is required – position currently filled. OSM should have a private, enclosed office.
 - d. One general supervisor is required for every seven or eight custodial employees. One senior supervisor is required for every three or four general supervisors. Facilities currently employs two supervisors and one senior supervisor. One supervisor position is vacant.
 - e. All Operations staff requires internet access via a shared computer station per their contract. Currently two internet connected stations provided.
 - f. All supervisors require desks/work stations which can be located in open, shared office space.
 - g. Facilities employs five gardeners. A gardening supervisor is required and that position is currently vacant. That supervisor would require a desk/work station that could be housed within common office with custodial supervisors.
4. Maintenance Personnel Requirements
 - a. Staffing Requirements
 - i. Generally, Facilities requires at least two electricians.
 - ii. Generally, Facilities requires at least one plumber.
 - iii. Generally, Facilities requires at least one carpenter.
 - iv. Facilities could use one additional painter.
 - v. District standards for Maintenance staffing levels do not include any allowance for general foremen or leads.
 - I. General foremen require a private office.
 - b. Maintenance can basically be split into two groups
 - i. 'Carpentry' – includes painters, locksmiths, receiving
 - ii. 'Mechanical' – Mechanical & HVAC, Plumbing, Electrical

5. Support Staff and Offices for Facilities
 - a. Require a plan room, copy room, conference room (built to hold 50 people)
 - i. Conference room and plan room should be adjacent and possibly divided by sliding partitions. This would allow for the review of plan drawings by larger groups. This conference room should incorporate a projector and PC connection.
 - b. Required dedicated space for Director (Allan), Facilities Assistant (Lorraine), Office Assistant/Student Worker (Mark) and other administrative staff.
 - c. An office should be provided for BIM Modeler in anticipation of the district's centralized facilities information program.
 - d. The proposed plan for the North Parking Structure is a good example of workable Facilities office layout.
 - i. James Conway-Juarbe to forward drawings for the North parking Structure plans to West Edge Architects. *Drawings received on Monday March 4th, 2013.*
6. Storage
 - a. Mainly two types of storage – consumables and long term.
 - b. Currently utilizing one trailer in lot seven and two trailers in lot adjacent to facilities offices.
 - i. Facilities Department is in the process of obtaining a fourth trailer.
 - ii. Some of the older trailers have issues with water leakage.
 - c. General Plans & Construction Drawings.
 - i. Archived plans are stored in the second floor compression room.
 - ii. Interim plans kept in on site shipping container.
 - iii. Most current plans are stored in the office for easy access.
 - d. Legal and As Built Drawing storage
 - i. One shipping container is used for storage of sequestered, legal documents and items.
 - e. Additional storage containers typically trade specific. Items stored in containers tend to be attic stock, left over materials and items not commonly used.
 - i. Currently there are storage containers for
 1. Electrical Storage (1)
 2. Locksmith Storage (2)
 3. General paper storage (1)
 4. Custodial Storage
 - a. Items used every day (1)
 - b. General Custodial (2)
 - c. General Custodial with some document spill over (1)
 5. Painter Storage (1)
 6. Event Storage – tables, chairs, stage (1)
 - f. Two containers currently hold student records (Lot 7).
 - g. Winnebago used for storage is planned to be removed and replaced with container/ permanent storage.
 - h. Truck Cab used to house tent. Tent is currently being used for additional, temporary furniture storage.
 - i. Building D7 used for storage. (Relocated to West side of Facilities Lot)
 - i. One room used for custodial equipment storage.
 - ii. Second room used for stackable chairs, tables, misc.

C. Operations Facilities

- I. Custodial Trailer
 - a. Two computer stations (with internet) provided.
 - b. Lockers located in single, common break area.
 - i. Custodial staff required to wear uniforms.
 - c. Kitchen provided in common break room.
 - d. Custodial trailer serves roughly 24, 25 employees.
 - e. Adjacent room houses four workstations – three for custodial supervisors & one for a senior supervisor.
 - f. Connecting storage room houses consumable materials used on a daily basis. The materials are replenished daily by supervisors.
 - g. Operations used to be housed in the Boiler Room.

Needs Interview continued on 2/28/2013

D. Maintenance Facilities

1. In general, the maintenance facilities are adequate with some minor modification needed. Current shops are housed within roughly 10,000 SF.
2. Carpentry Shop – generally adequate
 - a. Locksmith Shop
 - i. Only enough room for one locksmith in room.
 - ii. Facilities receives a lot of requests requiring work from the locksmith and right now, the workroom is located too far from the office.
 - iii. There is not enough general storage.
 - iv. Makes sense to have the workroom close to the carpentry shop because they often coordinate on projects. However, sawdust sometimes poses a problem.
 - v. For a short time, the locksmith was temporarily housed in the office.
 - b. Paint Shop
 - i. Spray booth is too small. Should be able to fit a vehicle inside.
 - ii. Too cramped with items that should be moved to container storage.
 - iii. The paint shop only has a one gallon mixer – not adequate.
3. HVAC and Plumbing Shop – adequate. Fills two bays of building.
 - a. Includes connecting auto shop – not used as auto mechanic position currently vacant.
 - b. Includes metal shop and welding shop.
4. Electrical Shop – adequate. Fills one bay of building.
5. Receiving
 - a. Space is adequate but becomes a bit stretched during peak seasons that include the beginning of the school year and the end of the fiscal year.

E. Tent Storage

1. The tent is roughly 16,000 SF.
2. Allen would like to investigate a palletized rack system to optimize space. Tent could be much denser vertically. This tent will be replaced by the permanent warehouse building.
3. New staging area needed – to prepare items to be sold prior to them being shipped out.
 - a. Items planned to be sold or given away are normally stored around 2 months.

F. Other

1. C-2 Building is used for additional field storage.

G. Additional Operations Requirements

1. Custodial office could be housed adjacent or connected to main Facilities office.
2. New building is required for Gardening Staff. This building would mainly house equipment but could also have some small support spaces.

H. Future Construction General

1. Sewer outfall line runs through Facilities parking lot.
2. There is some operational efficiency in locating different departments together as well as minimizing back up power requirements.

Division Needs Interview: Information Technology

A. Current Facilities

1. Existing number of servers as well as server room size are adequate. Projected future growth can be accommodated.
2. Existing telephone and internet line room adjacent to server room adequate.
3. Currently Nick Dang oversees four employees in the IT Department. One more employee will be joining the department by the end of the year.
4. IT requires a receptionist and accompanying reception area.
 - a. The IT offices are regularly visited by both students and staff looking for IT assistance. A receptionist station could help mitigate the traffic more effectively.
5. IT requires a small team meeting room as well as a larger tech training room.
 - a. Training room needs to be equipped to host up to 50 individuals.
 - i. Using other computer labs/meeting rooms on campus is not an option due to technical access and security issues.
6. Existing computer service counter is not adequate. Need new, larger work counter with adjacent non-conductive flooring.
7. IT department needs a dedicated lunch room.
8. Three private offices required.
9. Existing IT storage (three storage containers) is not adequate. Storage space should be secure and located very close (if not adjacent) to IT offices.
 - a. Additional, smaller storage should be added – connected directly to IT offices for secure storage for most expensive items in transition.
10. IT offices need additional general storage for software, office supplies, documents, etc.
11. A student/intern work room with its own secure entry is needed. This area would not be connected to main IT office for security reasons. This student worker/intern could also deal with minor requests from users.
12. Security system being added to existing IT offices as part of separate effort.
13. Covered parking and adjacent charging center for IT carts. Currently, two carts are used.

B. Redundant Data Center

1. IT requires a second, redundant data center located elsewhere on campus.
 - a. When servicing is needed on one data center and it must be rebooted. Second data center would become primary during this time.
 - b. Current data center can be maintained to meet redundancy requirement.
 - c. Battery backup and emergency generator required.

C. Future Growth & Additional Space Requirements

1. The growth of IT personnel and facilities is based on program growth as opposed to the growth of SCH. The size of the department is directly tied to the number of computer labs on campus.
 - a. Given projected growth, IT would hire one or two more employees.
 - b. Generally two hundred PC stations require one IT employee.
2. District data center standards were provided to West Edge Architects.
3. Every IT technician/employee not assigned to a private office needs their own work station.
4. IT Department can be relocated (if required) to another site as long as it is central to campus and located on existing data/utility lines.
 - a. IT department could not be located on lower part of campus due to its required vicinity to buildings for constant service as well as the difficulty of moving large items up steep grade.
5. Recommended references for successful IT Department layout/design:
 - a. The plan for the IT Department within the original TLC building – with the exception of being located in the basement.
 - b. LA Valley College IT Department layout.
 - c. East LA College IT Department layout.

Division Needs Interview: Language Arts

A. Potential On-Campus Growth (Beyond Campus Median Growth Rate)

1. Growth beyond campus median rate would come from improving student retention and persistence rates.
2. E.S.L. program
 - a. Contraction due to budget cuts.
 - b. E.S.L. students currently learning in “context” (Anthropology, Art History, etc.) rather than E.S.L. specific courses.

B. Current Space Needs

1. Expanded Writing Lab: current space on first floor of HLRC Building is a converted study room that is too small and does not have enough equipment.
 - a. Role of ‘Writing Lab’ is to offer additional instruction outside formal instructional periods.
 - i. Improves success rates (Pass/Fail)
 - ii. Improves retention and persistence rates (Enrollment in subsequent course)
 - iii. Support idea of “editing” before submitting final paper.
 - b. Space Requirements
 - i. 10 Workstations minimum
 1. Student utilization is “sparse until mid-terms”
 2. On-line Writing lab supplements existing lab in HLRC
 - ii. 2 Faculty Shifts per Day
 1. Faculty Shift: 1 Lab Tek & 2 Tutors.
 - iii. Technology
 1. Need on-site CPUs in case students do not have their own laptop.
 2. 1 CPU per workstation
 - iv. Location

- I. “Nice to have energy of Tutoring Center”, but location in HLRC Building is not required.
2. Study Groups
 - a. Space does not currently exist for instructor/student collaboration outside of instructional hours.
 - b. Space for instructor and 10-15 students required.
 - i. Shared Resource OK.
 - ii. Could be a good use for “small classrooms” that are not currently being utilized in MS-A Building.
3. Literary Magazine Office
 - a. Division currently has the equipment required to publish an on-line magazine.
 - i. Would provide students an opportunity to use their English skills in practice.
 - b. No current space provided to meet w/ students for journalistic efforts
 - c. No current space provided to store equipment.

Division Needs Interview: Library & Learning Center

A. Overview

1. Library and Learning Center do not have to share a building.
 - a. The synergy of student services is good.
 - b. But, the programs do not currently share staff, space, or equipment.
2. Existing Facility: ‘HLRC’ Building (opened in 1972).
 - a. Old facility: “not well-designed space for a library”.
 - b. Space Utilization
 - i. First Floor: Learning Center
 - ii. Second & Third Floors: Library
 - iii. Fourth Floor: College-wide general use spaces, training rooms, etc.
 - iv. Basement: currently closed to students.
 - c. General Building Deficiencies
 - i. Security/Theft Prevention
 1. “Theft is currently a problem”; “should definitely be addressed if funds are to be spent on improving resources”.
 2. Updated security systems required
 - a. CCTV (Additional cameras to cover “blind spots”)
 - b. Monitoring emergency exits
 - i. Security sensors do not exist on the first floor of the building.
 - ii. A student can leave the 2nd or 3rd floor using the fire stairs and exit the building on the 1st floor without passing through security sensors.
 - c. Card keys for access to secure areas
 - d. Student-use rooms need visual contact to other areas
 - i. At minimum, doors would have a glass panel.
 - ii. Allows staff to monitor students
 - iii. Services should all be in one area.
 1. Faculty is currently “stretched”
 2. Too hard to staff the different labs and support spaces if they are not in the same building.

- ii. Building Systems
 - 1. Elevator improvement required for any increase in use of the 4th floor.
 - 2. Existing HVAC system
 - a. Needs upgrades, but “not as bad as it used to be”
 - 3. Lighting
 - a. Whole building could use updated light fixtures
 - b. Not enough light provided for required tasks.
 - 4. IT Upgrades
 - a. Need to improve wireless access throughout building
 - b. Software upgrades require wireless connections (not LAN).
- iii. Equipment
 - 1. CPUs bought with bond money are now 5 years old and nearing the end of their use-life.
 - 2. College needs a strategy for replacing hardware on a 5-year scale.
 - 3. Software upgrades make existing CPUs obsolete.

B. Learning Center

- I. Potential Program Growth
 - a. Current Instruction
 - i. Overview: students required to do a certain number of hours in labs to satisfy lab portion of courses.
 - ii. Enrollment
 - 1. Learning Skills: 1,000 Students
 - 2. Foreign Language: 400-500 Students
 - 3. Tutoring: 700-800 Students
 - 4. ‘Learning Center’ services approximately 10% of the college population.
 - 5. A large majority of students rely on the college for access to technology
 - a. Students may not have access to CPU, printer, and/or internet.
 - iii. Student Contact Hours
 - 1. 15,000-16,000 SCH per semester.
 - b. Learning Center will grow proportionally to WLAC academic programs.
 - i. Student Contact Hours (not ‘Headcount’) is the determining growth factor.
- 2. Space Needs
 - a. Current space is on 1st floor of ‘HLRC’ Building
 - i. A lot of student traffic
 - ii. Not enough space for each of the tutoring labs to have a separate space
 - 1. Open space shared by all of the different tutoring labs creates acoustic problems.
 - 2. General use tutoring CPU workstations are often “invaded” by general library users.
 - iii. Previous space planning proposed tearing down the wall between the Learning Center and HLRC-115 (Black Box Theater).
 - b. Tutoring labs
 - i. Current tutoring programs/labs

1. Foreign Language
2. Math
3. English
4. Writing
5. "Plato"
6. General Tutoring
- ii. Lab Space Requirements
 1. Ideal capacity of 35-50 students per tutoring lab.
 - a. CPU at each workstation.
 - b. Printers for student use in each lab.
 2. Would be ideal to have a separate space for each lab.
 3. 35-50 student instructional classroom required, in addition to lab requirements.
 4. 4th floor HLRC space arrangement (i.e. layout of rooms, not size of rooms) would be a good model for Learning Center.
- iii. Support Space Requirements
 1. Shared physical "check-in" area
 - a. Can be shared by the different labs.

C. Library

- I. Current Services & Resources
 - a. General CPU Lab
 - i. Research, internet access, etc.
 - ii. Reference Collection
 - iii. On-line Databases
 - iv. Reserve Book Collection
 - v. General Collection
 - vi. Instructional Media (Audio-Visual Collection)
 - vii. Collection for Paralegal
 1. Have not had any requests for a while.
 - viii. General College archives
 1. General College file storage.
 2. Needs to be accessible even though people do not access the archives very often.
 3. Does not necessarily have to be located in library.
 - ix. No current print periodicals
 1. Too much money to maintain.
 2. Potential Program Growth
 - a. A student service: growth is related to "Headcount" growth, not growth in "Student Contact Hours".
 - b. Library will grow proportionally to overall college growth
 - i. Would need more staff
 1. Staff is "pretty stretched" under existing conditions.
 2. Need 1-2 additional librarians to maintain collection.
 - ii. Would need to add more space for student study
 1. Several study rooms are currently being used as offices
 2. Space for offices needs to be identified so study rooms can be used as intended.
 - iii. Would need more general use CPU stations

- 1. Under current conditions, students have to wait for a CPU station to become available (i.e. currently not enough CPU station capacity in library).
 - iv. Physical collection would not grow
 - 1. Current: 70,000 volumes approximately
 - a. This is a relatively small collection
 - b. Would like to increase volumes, but no budget.
 - c. Collection needs to be maintained to meet accreditation standards, but...
 - d. Overall size would not increase / might decrease
 - i. Annual purging of outdated volumes occurs, but currently, there is no budget to buy new volumes.
 - 2. In general, on-line resources are replacing physical collections.
3. Space Needs
 - a. Digital Library
 - i. Was planned as part of TLC project
 - ii. Should be located with other library resources.
 - iii. Resource Center
 - 1. On-line Databases
 - a. Anything a traditional library would have, but in digital form
 - 2. Subscription resources
 - 3. Public domain e-books
 - 4. Digital Textbooks
 - 5. No General Internet Access
 - iv. 50 stations
 - b. Need to increase “positive attendance”.
 - i. Not cost effective to be open on weekends.
 - ii. Need to increase CPU station capacity
 - 1. More CPU stations, or...
 - 2. Stay open longer, Monday thru Friday
 - c. Proportional growth of existing facilities, as outlined in Section C.2.b of this document.

Division Needs Interview: Motion Picture & Television Production

A. Potential Program Growth

- I. Program Overview
 - a. Program is not meeting industry demand
 - i. Program began with 435 students, but is currently downsizing due to non-completion of the Watson Center. Spring 2013 enrollment projected to be 245 (which includes several cohorts), and Fall 2013 projected to be 110 students because of lack of facilities.
 - ii. Growth must be on-campus.
 - 1. Previously delivered curriculum at Sony Studios in Culver City.
 - a. WLAC did not have control of space
 - i. Affects reliability of space

- ii. Affects student experience due to lack of connection to Student Services and other campus facilities.
 - b. Curriculum is delivered in Cohorts
 - i. Program must grow by full Cohorts: 60 Students.
 - c. Current MPTP sections are not showing up in Space Utilization Analysis
 - i. Program is holding sections in “empty” spaces in ‘AT’ Complex.
- 2. Program 100
 - a. MPTP could currently accommodate 450+ students if required facilities are built: >400% immediate growth.
 - i. Current budget and faculty previously accommodated 435 students, when curriculum was delivered using external facilities at Sony Studios.
 - b. Demand for program would max-out required facilities immediately (i.e. 100% utilization).
 - i. HNTB program for “Watson II” facility accommodates 450 students.
 - ii. WLAC must control growth.
 - 1. WLAC will not build more than one instance of each required facility.
 - 2. Program growth will not keep pace with demand with current space.
 - 3. Program growth will be less than WLAC median annual growth rate with current space.
 - iii. Additional growth could only occur through the development of a “Weekend Cohort” (F, Sa, Su).
 - c. See OTIS College “Creative Economy” document for projected growth of Entertainment Industry
- 3. Outside Program 100
 - a. Incumbent Training
 - i. Older Union members need updated training.
 - ii. WLAC MPTP curriculum was developed with input from Unions

B. Current Instructional Space Requirements

- I. Overview
 - a. Program currently sharing space with Aviation program in ‘AT’ Complex.
 - i. Shared use of space prevents both MPTP and Aviation from maximizing course offerings to meet student demand.
 - ii. If MPTP facilities are built, 2 programs’ facility problems are solved.
 - 1. Aviation can grow back into the ‘AT’ Complex.
 - iii. Currently use Aviation-specific facilities to offer MPTP curriculum.
 - 1. Space not equipped with industry standard equipment
 - 2. Instruction environment does not match the “Real World”.
 - 3. Cannot teach particular aspects of curriculum.
 - b. Curriculum Delivery Method: Cohorts
 - i. 60 Students per Cohort.
 - ii. Sequence Curriculum
 - 1. 2 Introduction Classes
 - 2. Students pick a specialty and move through “craft courses”
 - iii. Delivery
 - 1. 6 Unit Courses

- a. Lecture: 2 Hours per Section Meeting (60 Student Cohort)
 - b. Lab: 4 Hours per Section Meeting (20-25 Students “Break-Out” Groups)
 - i. Standard of safety in Sound Stage setting: 1 Instructor to 25 Students.
 - ii. Same as Teaching Criteria of FAA.
 - c. Sections meet twice per week.
 - d. Sections are delivered in 8 week blocks.
 - 2. 27 Unit per Year Certificate
 - a. Agreement with Union: 486 Student Contact Hours per Year per Student in MPTP courses.
2. Sound Stage: 8,000 Square Feet minimum
- a. Shared Resource for all MPTP disciplines
 - i. All MPTP Sections are in the Sound Stage at some point
 - ii. Multiple sections use Sound Stage at same time.
 - b. 4 Hour Weekly Lab Time
 - i. 50% in Sound Stage
 - ii. 50% Prep for what will be done in Sound Stage.
 - iii. Sound Stage also serves as “Demonstration Lab”.
 - c. “Homework”
 - i. Students must have access to Soundstage to finish their assignments
 - I. 2 to 1 (Homework to Instruction) Rule does not necessarily apply. Time required to finish assignments can vary widely.
 - d. Location
 - i. Do not put MPTP facilities near other campus facilities that require “quiet”: “MPTP is loud”.
 - ii. Do not put MPTP facilities near “loud” campus facilities: “Can’t have a plane engine going off during a production.
3. Lecture Facilities
- a. Using lecture facilities of general campus could work.
 - b. Own lecture space is low on priority list.
4. Computer Labs
- a. Apple Platform
 - b. Current lab in ‘AT-A’ Building has 28 Workstations
 - i. Need twice the capacity to accommodate 450+ Student “program capacity”.
 - ii. (1) 50 Workstation or (2) 30 Workstation facilities OK.
 - iii. Goal should be to remove all MPTP facilities from ‘AT’ Buildings (see “Space Requirement Overview”, Section B.I.a.).
 - c. Students must have access to CPU labs for completion of assignments.
 - i. 2 to 1 (Homework to Instruction) Rule does not necessarily apply. Time required to finish assignments can vary widely.
5. Prop Shop: 2,000 Square Feet Minimum
- a. Designate as a service space to Sound Stage (i.e. “Lab-Service”, non-instructional).
6. Costume Lab: 15 Sewing Stations
- a. Students must have access to lab for completion of assignments.
 - i. 2 to 1 (Homework to Instruction) Rule does not necessarily apply. Time required to finish assignments can vary widely.

7. Set Dressing: 2,000 Square Feet
 - a. Designate as a service space to Sound Stage (i.e. “Lab-Service”, non-instructional).

Division Needs Interview: Beh. & Soc. Sciences, Humanities & FA, Mathematics, Science Divisions

Science Division (Average lab enrollment: 25)

- I. Potential On-Campus Growth (Beyond Campus Median Growth Rate)
 - a. Grant Funded Projects
 - b. High Achievement Students (“Scholars”): 3.5 GPA and above
 - i. Increased enrollment from group of students that are currently lost to Santa Monica College.
 - c. Re-establish “Pre-Engineering” program.
 - i. Science & Mathematics Divisions working together
 - I. Physics & Calculus
 - ii. Part of ‘Program 100’ funding
2. Current Space Needs/Concerns (Facility not provided or currently deficient)
 - a. Research Facilities
 - i. Need a non-instructional research CPU Lab
 1. Faculty do not have dedicated research space
 2. Students do not have access to research experience
 3. Division passes on a lot of grant opportunities because of lack of research facilities for community college level.
 4. Faculty hold office hours in this type of space
 - a. Current workroom on MS-B second floor is too small to allow more than one faculty member to hold office hours at one time with study groups.
 - b. Astronomy Department
 - i. Lab (MS-A 103) was never “finished”.
 1. Technology never installed
 2. Just a large room with chairs and tables.
 - ii. Planetarium
 - I. Tied to growth potential in Astronomy Department
 - c. HAZMAT Chemical Elevator (left out of MS-A construction)
 - i. Stock rooms are on 3rd floor
 - ii. Labs are on 4th floor
 - iii. Chemicals currently moved through staircase
 - I. Can only occur when students are not occupying building
 - d. MS-A plumbing
 - i. Concern regarding plumbing leaving chemistry labs mixing with general plumbing.
 - ii. Note: Peter expressed opinion that Allan Hansen would have previously brought plumbing to attention of campus if it did not comply with applicable codes.
 - e. Geology Department
 - i. No “Seismic Station”

1. Part of Program 100 curriculum
2. Needs to be on Ground Level
 - a. Geology facility currently on 3rd floor of MS-A
3. Note on Funding/Budget: "Funding would be available for Science programs if new facilities are provided; a number of grants have been passed on due to lack of facilities."

– Judith Ann

Mathematics Division (Average enrollment: 60)

4. General Notes
 - a. Mathematics got a waiver from the Union to allow 60 student maximum enrollment for its sections.
 - i. Many enrollments over-enrolled (i.e. >60 enrollments per section)
 - ii. Cannot accommodate their sections in the MS-A building
 - b. Emphasis has been placed on student participation in office hours
 - i. Has increased retention rates
 - ii. Office hours currently held in workroom on MS-B 2nd Floor.
 - iii. Additional Math tutoring lab in MS-A had to be cancelled for lack of money.
5. Potential On-Campus Growth (Beyond Campus Median Growth Rate)
 - a. General note (applicable to all divisions): Passing of Prop 30 only allows the college to stop cutting budget; does not grow current offerings.
 - b. Re-establish Math 100 course
 - i. Could run high enrollment: 80-90.
 - ii. Or more than one section.
 - c. Statistics
 - i. 3 of 4 sections offered this Spring have enrollment > 60.
 - ii. Most "transferable" courses in Mathematics
6. Current Space Needs (facility not provided or currently deficient)
 - a. Math 100 Lab
 - i. Moveable table and chairs for students to work in groups on problem sets.
 - ii. Could be very large: 80-90 enrollment.
 - iii. One instructor could help students from several different courses.
 - b. Tutoring/Study Hall
 - i. Current space in MS-B is too small
 1. Current space holds 15-20 people
 2. Only one instructor can hold office hours at a time.
 - ii. Space should have moveable furniture similar to Math 100 Lab.
 - c. Large Lecture Hall
 - i. Statistics could run a higher enrollment if a larger facility were available.
 - d. Computer Lab
 - i. Upper level courses (Calculus): need computers for modeling.
 - ii. S.T.E.M. Scholarship program will help WLAC compete with Santa Monica College (similar to Physics Division)
 - iii. Standard Software: can run on all CPU platforms.
 - iv. Instruction Lab: Smart Classroom technology, etc.

Behavioral & Social Sciences

7. Potential On-Campus Growth (Beyond Campus Median Growth Rate)

- a. Current usage of GC Building prevents/stops growth
 - i. Currently assigned space on 1st, 3rd, and 4th floor of General Classroom Building
 - ii. Lost 3 to 4 classrooms when part of 4th floor was removed from construction of GC Building.
 - iii. “Interlopers” (Math, Business, PE and others) were not planned to use GC Building classrooms but are currently scheduling classes in building.
 - b. P.O.P.P. (Police Orientation and Preparation Program): Offers a transfer CTE curriculum in addition to six skill certificates and A.A. degree.
 - i. Two cohorts of 50 and 10 instructors currently offered off-campus at LAPD facilities
 - ii. 10 classes per semester
 - 1. 3 Smart classrooms
 - 2. General Area for instructor offices
 - 3. Padded “Mat Room” for physical instruction (size of gym)
 - 4. 50 laptops, microscopes, lockers, etc. provided for program.
 - 5. Students come to WLAC campus for Biology Lab requirements.
 - iii. Currently not offering one course Math and English off-campus due to wide range of student assessments.
 - iv. 97% completion rate
 - v. Science Division could grow in support of P.O.P.P. program
 - 1. Forensics: A forensics lab is needed that reflects the LAPD/LASD County Crime Lab at CSULA that emphasizes biology.
 - a. Biology major w/ Criminal Justice minor
 - b. LA Sheriff crime lab is very similar to a biology lab.
 - 2. Many divisions use other division’s courses for their curriculum.
 - vi. If facility were no longer available at LAPD facilities, no space to bring program back to campus.
 - c. Behavioral & Social Sciences contains the most general education and transfer courses.
8. Current Space Needs (facility not provided or currently deficient)
 - a. “Mat Room”
 - i. Padded facility used for physical instruction
 - 1. Self-defense
 - 2. Criminal justice
 - 3. Administration of justice
 - ii. 50 students per section split into smaller instructional groups.
 - iii. Currently use LAPD training facility.
 - b. CPU Assessment Lab
 - i. Beh. & Social Sciences Division helped raise money for CPU Assessment Lab in ‘Student Services’ Building, but no longer have access to facility
 - ii. Need access to a facility
 - 1. Security/Theft is a big problem for technology on campus.

Humanities & Fine Arts

- 9. Potential On-Campus Growth (Beyond Campus Median Growth Rate)
 - a. All courses are currently suppressed by budget

- i. Enrollment in all courses will grow in near future to get back to natural levels, but will level off over long-term as normal budget levels return.
 - ii. Growth is closely related to State economy.
 - b. Multimedia (Web, TV, Animation, etc.)
 - i. Biggest expansion area
 - ii. WLAC is “way behind the curve in multimedia”
 - 1. Lack of necessary facilities
 - 2. Small program: 100 students in 2 sections
 - iii. Growth area for employment in Los Angeles
 - c. Cinema
 - i. No dedicated facility
 - 1. Currently use space in AT complex.
 - ii. Growth area for employment in Los Angeles
 - d. Recording Arts
 - i. In a growth phase
 - ii. Commercially relevant
 - iii. Some grant funding
 - iv. No current facility provided
 - 1. FA104 is being used for P.E. courses
 - 2. FA 104 small by industry standards
 - 3. Existing “Recording Lab” opens onto FA 104.
 - 4. Should be a dedicated specialized instructional lab.
- 10. Current Space Needs (facility not provided or currently deficient)
 - a. Computer Labs (Instructional)
 - i. Multimedia curriculum
 - ii. Computer Graphics
 - iii. Smart Classroom Technology
 - iv. 50 Apple Computer Workstations with required software
 - b. Computer Labs (Homework/Study)
 - i. Bulk of multimedia work occurs outside of official instructional time.
 - ii. Facility needed to allow students to work on assignments
 - 1. Open 8am to 8pm with lab tek.
 - 2. Must have same hardware and software as instructional CPU labs
 - 3. Current Ratio: 1 CPU per 4 students.
 - 4. Needed Ratio: 1 CPU per 2 students.
 - iii. Should have adjacency to instructional space.
 - iv. General Assumption: 2 hours of individual study for each hour of instruction.
 - v. Space currently provided in HLRC is not acceptable
 - 1. Lab not staffed with a Tek
 - 2. Students are limited to one hour of use on CPU stations
 - c. 3d Printing Lab: could also be used by Beh. & Social Sciences Division
 - d. Foundry (for casting) : could also be used by Beh. & Social Sciences Division
 - e. Theater Requirements
 - i. Black Box Theater in HLRC is currently unavailable
 - 1. A similar space is required for instruction.
 - ii. Currently using FA-100
 - 1. FA-100 set up for musical performances; not acceptable for theater instruction or performance.

Fine Arts Building

II. Old Instructional Spaces

- a. Quality of Space & Technology needs to be updated
- b. Classrooms have not been updated to have “Smart Classroom” technology
- c. Older than other campus buildings.
- d. Lacking faculty office space. Current staff room is being used for 4 faculty office spaces.

Division Needs Interview: Personnel and Payroll

A. Current Facilities

1. Lack of storage for documents/ records. These documents will be stored long term.
 - a. Optimum solution would be to hire someone to make digital scans of all documents thus eliminating the need for additional physical storage.
 - b. A portion of the existing storage in Personnel and Payroll is being used by the Vice President’s office.
2. Currently the Personnel and Payroll department has two employees.
3. At times, the staff parking seems too far – especially for employees who would like to leave campus during lunch.
 - a. A kitchen/kitchenette should be added to accommodate employees who bring their lunches from home. This kitchen area could be shared by different offices as long as it is reasonably accessible and has adequate space. Most likely, it would need to be in its own room to ensure secure/sensitive offices are not being disturbed to access it.
4. Phone needed for student worker.

B. Future Growth & Additional Space Requirements

1. Currently on campus there are roughly 250 full time faculty and staff, 400 adjunct faculty and 100 other workers. The West Side extension has roughly 50-100 part time employees.
 - a. With the projected growth of SCH, Hansel Tsai anticipates that the campus will add 300 adjunct faculty and 100 other employees.
2. With the projected growth of SCH, one payroll assistant would need to be added as well as one additional student worker.
3. Personnel and Payroll would like to add two self-service kiosks for employees to access records, applications, testing, etc. These kiosks could be accommodated by the addition of computer workstations.
4. In general the Personnel and Payroll department needs an individual, separate office space due to the sometimes sensitive nature of the work and confidential documentation. They cannot share office space with another department.

Division Needs Interview: Sheriff's Department

A. Existing Station Deficiencies & Necessary Improvements

1. Existing lockers can only accommodate one or two people at a time due to its size.
2. Typically two deputies and four security officers per shift.
 - a. Four people per shift need to change.
 - b. Lockers are undersized for gear.
 - c. Cadets have less gear.
3. Deputy Sheriff Guskos currently has to change in his own office because of the small size of the locker room.
4. Existing shower is unisex and opens directly into the public hallway.
 - a. When open, it is in full view of common working area.
 - b. Existing shower does not connect directly to locker rooms.
 - c. Existing shower is currently used as storage because not well designed for intended use.
5. Most deputies and officers currently exercise at the PE Building or at off campus facilities.
6. The station needs both wet restrooms as part of locker room/shower areas as well as dry restrooms.
7. Existing Armory
 - a. The current armory is not up to code.
 - b. The current gun storage consists of two pad locked cabinets. The WLAC Sheriff's Department is not being allocated additional weapons until gun storage/armory is brought up to code.
 - c. Houses officer radios, chargers & riot gear.
 - d. Existing dead storage files can be relocated.
 - e. Should be at least one and a half times the size of existing armory.
8. Work station, training and briefing activities are all housed in the same location. There are four existing work stations.
9. Discussed the importance of an Internal Control Room where all campus cameras could be fed into a central feed.
 - a. All campus cameras could be monitored by twenty four hour sheriff department personnel.
 - b. It would be attached to the planned Emergency Operations Center.
 - c. Centralized camera surveillance would allow for real time coordination with response teams.
 - d. Currently the security cameras on campus are feeding into different locations.
10. Emergency Operations Center (EOC) planned by Campus. When attached to Sheriff's Station, could also serve as a training and briefing room.
 - a. In the event of a campus emergency, a command post at College and B Streets would be set up. Deputy Sheriff Guskos believes the current location of the sheriff's station is optimal.
 - b. The EOC would be a shared resource with the campus but would have secured access controlled by the Sheriff's Department.
11. Fire Alarm system is not currently centralized. It should be centralized at the Sheriff's Station as there are personnel on duty twenty four hours a day to monitor the system.
12. Any surveillance system should have the ability of direct download and printout.
 - a. The district does have a contractor for this work.

- b. Per Deputy Sheriff Guskos' recommendation - surveillance cameras should be installed in all hallways, the parking structure, courtyards, and at major streets. They should be placed strategically to optimize views while minimizing the actual number of cameras that need to be installed.
- 13. No holding cell is required.
 - a. Holding cells are not usually required in a campus sheriff's station.
 - b. There are very specific code requirements for a holding cell – Title 15, etc.
 - c. The WLAC Sheriff's Department does not arrest enough people to justify a holding cell.
 - d. Normally an arrested suspect is held in office until interview is conducted. Then suspect is driven to the Marina Del Rey station to be booked and held.
- 14. Reception
 - a. Glass partition that separates reception from public should be bullet proof and wall should be built to higher safety standard.
 - b. Existing grille in glass does not allow for clear communication.
 - c. Reception area should be enclosed, blocking view into rest of station.
- 15. Existing Kitchen area works well for station.
- 16. Deputy Sheriff's Office
 - a. Currently one office shared by Deputy Sheriff Guskos and another deputy.
 - b. Station requires one office for Deputy Sheriff Guskos and one office for two additional deputies.
- 17. Station should be a standalone structure.
- 18. Deputy Sheriff Guskos has spoken with Steve Sharr (Build-LACCD CPM) regarding an interim plan of installing a 800SF temporary structure to add an EOC and two offices.
 - a. Existing station currently roughly 1,400SF.
- 19. Exterior patio/lunch area would be great for station.
 - a. Current patio area used by station.
 - b. Bike and equipment storage required. Currently using one shipping container.
 - c. Maintain existing tree adjacent to station.
- B. Future Growth
 - 1. With projected SCH growth, the station would need to add one or two additional officers.
 - a. Growth in department is more tied to activity than direct SCH growth.
 - 2. Harbor College's Sheriff's Station serves as a good example.
 - 3. For facility comparison purposes: The size of WLAC is roughly 3 times smaller than East Los Angeles College (ELAC).

Division Needs Interview: Student Services – Activities

Associated Students Organization / Student Services – Activities (ASO) Offices

- I. Current Staff Levels adequate
 - a. Two full time, permanent employees
 - i. Associate Dean of Student Services –
 - 1. Existing office size is adequate.
 - 2. Adjacency to conference room, interior window and lack of soundproofing has led to privacy and noise issues for the office.
 - ii. Student Services Aide –

1. Existing office is too small. Desk barely fits into space and no room for storage.
 2. Located adjacent to reception with window looking onto entrance. Student Services Aide needs to observe student worker at reception and all guests who enter ASO.
- b. Reception Desk – current size adequate
 - i. One Student Worker each shift – In general, two to three student workers total.
 - ii. Reception desk houses student I.D. processing as well as printing station for ASO Computer Lab.
 - iii. Additional security, possibly in the form of a camera, is required. ASO has had minor issues with theft. A secured lobby would also aid in increasing security.
- c. Employee restroom adequate for staff and ASO officer use only. Will not support use from adjacent spaces or growth.
- d. Event Food Prep Kitchen – adequately sized. Additional counter space / food prep area is required.
2. Additional ASO Offices
 - a. ASO President is provided own office. Currently adequate.
 - b. ASO Vice President and Treasurer share an office. Currently adequate.
 - c. ASO Chief Justice and Secretary share an office. Currently adequate.
 - d. Six ASO Senators use a shared office that includes four computer stations and one clear workstation.
 - i. If membership in ASO increases the number of student senators will increase proportionally (up to eighteen total senators).
 - e. Conference Room is adequately sized. Its location adjacent to Director's office has created noise/ privacy issues.
 - i. Conference Room is shared with staff and some clubs upon appointment.
3. Student Pavilion
 - a. Pavilion is underutilized due to the fact it is located so far from the center of campus and off a high traffic path of travel.
 - b. Public restrooms are required and currently not provided.
 - c. Improved facilities could encourage increased membership in ASO.
4. ASO Public Rooms and Spaces
 - a. ASO public rooms and spaces should be completely separate from private offices and should have separate means of entry.
 - b. ASO Computer Lab
 - i. Four computer work stations are provided for general use by students with ASO membership. Adequate for current needs. But with ASO located at the center of campus, any additional membership could not be supported at current size.
 - c. ASO Meeting Room is adequately sized.
 - i. Additional, smaller club meeting rooms are required. These rooms would be designed to support ten to fifteen students. The Director believes three of these rooms would be adequate to support current needs as well as projected growth.
 - d. Public area for notices and postings required.
 - e. Poster painting room is adequate in size but is currently being used as overflow storage.

- f. Student Pavilion
 - i. Pavilion is underutilized due to the fact it is located so far from the center of campus and off a high traffic path of travel.
 - ii. Public restrooms are required and currently not provided.
 - iii. Improved facilities could encourage increased membership in ASO.
- 5. Storage for ASO public spaces and offices is inadequate. Some spaces meant for services serving as overflow storage.
 - a. Various ASO clubs should have dedicated well organized storage.
- 6. General ASO Growth
 - a. As a general note: ASO is unable to effectively provide services to students due to their location far from the center of campus and the fact they are not on a high traffic path of travel.

Student Health & Wellness Center (SHWC)

- 7. Front Desk / Check- In / Waiting Area
 - a. The waiting area is located too close to check in. It does not allow patients to discuss private medical matters without being overheard by other clients. Waiting area should be separated and secluded from check in.
 - i. Size of check-in / reception desk is adequate for current one employee per shift. Would be able to support two employees at a time.
 - ii. Size of waiting area is too small.
- 8. Triage Room/ Lab
 - a. Space is too small to incorporate all necessary functions.
 - i. More clear working space required for lab work.
 - ii. Charting station for data and record entry is too small. Partition should be provided for privacy.
 - I. No phone currently provided at charting station.
 - iii. Patient table located in Triage Room/ Lab acts as supplemental exam room.
 - I. Should be removed and placed in additional, dedicated examination room. Lab/ Nurse work room should be a dedicated work space.
 - iv. Required sink has been provided.
 - v. Required refrigerator and freezer for vaccine and other medical storage has been provided.
 - b. A lab pick up lock box needs to be installed. It should be accessible by someone in the Lab Room and should be directly connected to exterior of building for third party analysis pick up.
 - i. Must be located at an accessible location on the exterior since lab pick up is generally done late in the evening.
- 9. Examination Room
 - a. The one existing, dedicated examination room is inadequate to provide the services required.
 - i. SHWC Director believes three dedicated examination rooms are currently required.
 - ii. Given the projected rate of student head count growth, SHWC director believes that six examination rooms will accommodate growth.
 - b. A sink is required in every examination room – none currently provided.
 - c. Charting station for data and record entry required in every examination room – none currently provided.

10. Mental Health/ Therapy
 - a. Existing Supervisor Office
 - i. Size is adequate.
 - ii. Currently opens directly onto waiting room. This does not provide privacy or patient confidentiality.
 - b. Existing Intern Therapy Room
 - i. Full office work station not required for intern therapy room. A small desk with a place to write notes and phone is adequate.
 - ii. Size is adequate. A room this size (between 100 and 144 SF) is optimal for typical intern therapy room.
 - c. Additional Needs, Requirements and Growth
 - i. The SHWC director along with the supervising therapist believe that one full time, supervising therapist and three therapy interns would be able to adequately meet the needs of WLAC and support projected growth.
 - I. Mental Health/ Therapy currently has one full time, supervising therapist and one therapy intern serving the college. There is a large demand for services and a long waitlist for mental health services.
 - ii. A group therapy room built to serve 8-10 people is required.
 - I. Could also double as meeting room and staff break room.
 - iii. More natural lighting would be conducive to effective therapy.
 - iv. Soundproofing is required to ensure patient confidentiality.
 - v. Patients leaving therapy should have discrete way to enter and exit without being exposed immediately to public waiting room.
11. Restrooms
 - a. Two restrooms are required. One unisex restroom is currently provided.
 - b. Restrooms should have a lockable window connecting through to Lab for a private, discreet transfer of samples. None currently provided.
12. Storage Space for medical and office supplies inadequate.
 - a. General Medicine is transitioning to Electronic Medical Records (EMR). Additional physical record storage will not be required.
 - b. Paper records for Mental Health/ Therapy are still being kept. Additional storage will be required for growth.
13. General SHWC growth
 - a. Currently serving roughly thirty people a day.
 - b. SHWC growth is tied directly to student head plan growth.
 - c. Dr. Lisa Ma will provide West Edge Architects with American Academy of Family Physicians (AAFP) standards for building efficient office design.
 - i. Was received by West Edge Architects on March 21, 2013.

Child Development Center

14. According to Associate Dean, currently facilities are adequate for current use and for future growth. Existing facility is optimal for specific observation, education and security needs.

Division Needs Interview: Student Services – Activities – Child Development Center –

REVISED 05/13/2013

Date: May 8, 2013
REVISED May 13, 2013

A. Existing Child Development Center (CDC)

1. Original building construction completed in October of 2003.
2. No services are provided on Friday. This mirrors the fact that classes are scheduled Monday through Thursday at WLAC.
3. Lobby/ Reception
 - a. No full time receptionist is employed. The full time *SFP Specialist* uses the station. Part time student assistants also man the desk. If the necessary funding becomes available, a full time receptionist would be hired to man the station and supervise check-in.
 - b. The security gate that surrounds the reception desk is effective and used regularly.
4. Classrooms
 - a. 3 (Three) dedicated, licensed preschool classrooms. All three spaces are being fully utilized. One of those classrooms (Room 122) cares for toddlers starting at 24 months old.
 - b. 1 (One) dedicated, licensed infant classroom (care room). This room is currently not being *used for infant care. When originally designed, the CDC was planning on a state grant for an infant program. However, during the time the center has been open, state funding has shrunk.*
 - i. Room currently being used as an all ages indoor playroom.
 - ii. Adjacent Room 119 is a changing room. Currently used as storage.
 - iii. This room could not be used for adult education because it is within the secure children's area.
 - c. 2 (Two) joinable, licensed 'school-age' classrooms. Designed as multipurpose space. These rooms are currently not being utilized because the program has been cut due to budget cuts.
 - i. With adequate funding, the room would be used to provide 'school-age' child care in the afternoon & evenings.
 - d. Class sizes limited based on certified teacher to student ratio requirements. Twenty four students to one certified teacher is general requirement. *Also, each classroom is allotted 10 hours of CDC budget for teaching assistants. College Work Study placements help out.*

- e. Observation Rooms
 - i. Not in constant use, but are utilized by students from various Child Development classes as well as for private child therapy sessions.
 - ii. The observation room adjacent to unused 'school-age' classrooms is being used for storage.
 - iii. The windows in all observation rooms should have one-way glass.
 - f. Compartmentalized storage is fully utilized and adequate. Designed to accommodate various sized items in specifically sized cubbies.
 - g. Shared children's restrooms adequate.
5. Kitchen
- a. Adequately sized and stocked. Additional freezer is needed.
 - b. Room 137 used for dry food storage.
6. Staff Support Spaces
- a. Workroom: Space use to prepare teaching materials, posters etc. Adjacent to Staff Lounge. Currently, Workroom is not heavily used.
 - b. Staff Lounge: Not heavily used. This is partially due to the fact that per grant requirements, the CDC must have a food program and all meals must be supervised by staff.
 - c. Conference Room: Adequately sized. Used for staff meetings, lectures and presentations. Also presented as a shared resource (when appropriate) with rest of college.
7. Storage (General)
- a. Generally, storage is adequate. Building was designed with storage in mind.
 - b. Room 138 Used for general storage. It also houses a shared workstation.
 - c. Room 140 used as laundry room. Adequately sized.
8. Exterior Playgrounds
- a. The play structure located in the playground adjacent to the 'school-age' classrooms is certified for children ages five and older. If the 'school-age' classrooms are used to house a younger age group in the future, the children would not be able to play in that area.
 - b. The play area outside of the infant classroom has a concrete slab that needs to be replaced with soft, pour in place playground surfacing. Play area semi-secure.
 - c. Playground outside of toddler classroom has equipment meant for children much younger than those currently being cared for. Age appropriate equipment/ play structures are needed.
 - d. Playground outside preschool classrooms adequate.
 - i. Exterior storage (Barn) has electrical power, is integrated into play area well and is used both as a play structure for children (when clear) or as storage (when required).
9. Staff Levels
- a. The CDC currently employs five full time employees - one Director, three Certified Teachers, one *SFP Specialist*.
 - b. Staff levels are supplemented by trained student assistants. There are roughly two to three student assistants a day (nine to twelve a week). Each student assistant works roughly eight hours a day spread over two days a week. *Again, each classroom is allotted 10 hours of CDC budget for teaching assistants. The college work study placements supplement that.*
10. Parking Lot

- a. At peak times, such as during drop off in the morning, the parking lot becomes congested. Also the layout of the parking lot and the position of the entrance exacerbate the congestion problem.

B. Collaboration with WLAC Child Development Academic Program

1. When original building was in the planning stages, WLAC's Child Development (CD) academic program wanted to tie in to the CDC building. But CD's involvement came too late in the planning process and now CD is located in the ground floor of the General Classroom Building. Their current location is near enough for successful collaboration.
 - a. If connected, separate secure entrances and exits for adults and children would be required.
 - b. Southwest College and LA City College have CDCs that are connected to CD academic programs. The remainder of LACCD campuses have separate CDCs and CD academic programs.
 - c. *Noise was an initial campus concern in planning the GE building next to the CDC. Since then, noise has not become a serious issue.*

C. Anticipated Growth

1. While a small number of children of WLAC faculty and staff utilize the facility, the CDC's primary focus is to provide services to children of students. This is reinforced by the fact that in order for families to qualify for services they must not exceed certain income brackets. Thus growth in the CDC programs are tied to growth in student head count.
2. Services are bound to state funding, fundraising and grants. Even if demand grows, the CDC can only provide as many services as funding allows.
3. The state is shifting the age requirement for kindergarten over the next couple of years. This will create a new need for 'transitional kindergarten.' The CDC Director sees this as a need the WLAC community will demand in the near future.

Division Needs Interview: Student Services – Enrollment DRAFT

International Student Services (ISS) (SS-415)

1. Currently ISS has one permanent staff member with a dedicated workstation and two student workers who use the same workstation during different shifts.
 - a. ISS will be adding a second permanent staff member soon. They will be accommodated by an existing, vacant work station.
2. ISS has grown by %100 in the last three years and is projected to grow by %100 in the next three years. The dean feels that this growth can be accommodated in their existing space.
3. It's important for ISS to be in its own space due to the sometimes sensitive nature of the work.
 - a. A private office would be an asset to ISS in order for them to conduct private meetings with students to discuss sensitive issues.
4. While it would be optimal to have ISS on the same floor as Admissions and Records and Financial Aid, the Dean feels that it functions fine in their current location.

Outreach (SS-410)

5. Currently Outreach has one permanent staff member with a dedicated workstation and one student workers with a dedicated workstation.
 - a. There are enough workstations to accommodate a total of two permanent staff members and two student workers.
6. The Dean anticipates Outreach to grow slower than the projected rate for student headcount.
7. While it would be optimal to have ISS on the same floor as Admissions and Records and Financial Aid, the Dean feels that it functions fine in their current location.

Admissions and Records (A&R) (SS-220)

8. Lobby size and layout is currently adequate for their needs. During the rush season the lobby does fill to capacity and overflows into adjacent spaces.
 - a. The short hallway between the A&R lobby and the Financial Aid lobby becomes crowded during the rush season and creates a bottleneck that is a hazard.
9. File storage is currently adequate but quickly nearing capacity.
 - a. A&R scans some documents but only has enough resources to digitize a portion of their files.
 - i. Currently the 'scanning station' occupies one workstation.
 - b. Dead files can be housed off site but must be kept in secure, dry permanent location.
10. There are six service windows, including one that is handicapped accessible. This is adequate for their current needs.
11. Open office contains five occupied workstations and five vacant workstations. Dean believes there is space to accommodate future growth.
12. Veteran's Services is housed within A&R
 - a. Currently one permanent employee at workstation. Expected to grow at a faster rate due to the impending troop drawdown after extended period of US military engagement overseas.
 - b. Would prefer to be in a private office/suite.
13. Graduation Evaluation is housed within A&R
 - a. Two permanent employees occupy two workstations in shared office. Expected to grow at a slower rate due to the transfer of some activities to online services in the near future.
14. Workroom / Breakroom
 - a. Space is currently underutilized but could serve to house student workstation as department grows. There is built in counter space and existing utilities to support workstations for student workers.
15. A&R will grow proportionally to student headcount but growth is nor 100% linear. In the future, a number of services will transfer to a digital medium.

Financial Aid (SS-220)

16. The lobby/waiting area is much too small.
 - a. The first floor restrooms are located in the Financial Aid lobby. People moving through the lobby to access the restrooms are compounding the lack of space problem. Also, the vicinity of the restrooms affords little privacy to people conducting private business at the windows.

17. Developments in technology will allow the transfer of some services to the internet. But because of the complicated nature of applying and managing financial aid there will always be a significant need for students to visit the Financial Aid office.
 18. Storage is currently adequate. Financial Aid is scanning a large number of new, incoming documents.
 - a. Some documents will always require physical storage due to government requirements.
 19. Financial Aid will grow proportionally to student headcount.
 20. There are five service windows, including one that is handicapped accessible. Financial Aid feels that seven service windows are required.
 - a. Financial Aid had seven service windows in their previous space which was adequate for them.
- B. It's important to have Admissions and Records, Financial Aid and the Business Office clustered together as most students will visit more than one of these three departments at any given time.

Division Needs Interview: Student Services – Student Services

REVISED 03/25/2013

Date: March 14, 2013

Extended Opportunity Programs and Services (EOP&S)

1. The growth of the EOP&S program is capped based on state allocations.
 - a. It costs about \$1,000 per student.

It makes sense for the Federal TRiO Programs (TRiO), CALWORKS and Student Support Services (S.S.S.) and EOP&S to be housed together with Disabled Students Programs and Services (DSP&S).

Disabled Students Programs and Services (DSP&S)

2. Current Staff Needs:
 - a. A full time Learning Disability specialist. *Also a full time counselor is needed.*
 - b. A full time Sign Language Interpreter.
 - i. The demand for sign language interpretation is up and rapidly growing.
 - c. An additional Counselor is needed. There is an open office available.
3. *DSP&S is required to serve all students who require aid regardless of budget.*
 - a. Because the amount of students requesting services is a consistent percentage of the total student body, the growth of this program will grow proportionately to student headcount.
 - i. On average, 45% of students request some type of assistance for a disability.

Counseling

4. Current Staff Needs:
 - a. WLA Counseling Services has 800 students on a waiting list.
 - b. Many counselors are split between different departments
 - i. Dedicated counseling hours come down to the equivalent of six full time employees for the Counseling Department.

- ii. Santa Monica College (SMC) has sixty full time counselors for a student body twice the size of WLAC.
- 5. Approved State Senate Bill (SB) 1456 to go into effect in Fall 2014 (WLAC will begin rollout in Fall 2013).
 - a. In order for students to gain priority registration, they will be required to have an Education (Ed) Plan which will be prepared by campus counselors. This will mean a huge increase in the number of students that will be served by Counseling.

Transfer

- 6. Current Staff Needs (running at deficit):
 - a. WLAC already has a director
 - b. At least one full time counselor needed; two would be ideal
 - c. One Articulation Officer is needed – does course comparison and coordinates with transfer colleges.
- 7. Space is very inadequate
 - a. Need offices for each employee.
 - b. Need six computer workstations for students to do research.
- 8. Transfer Center could be located in an annex.

Matriculation

- 9. Matriculation is the process of assessing and integrating new students into WLAC.
- 10. The six components of Matriculation are:
 - a. The first three steps could be processed on line in the near future:
 - i. Admissions
 - ii. Assessment Test
 - iii. Orientation
 - b. The second three steps require in house personnel and face to face interaction with students.
 - i. Counseling – Including Ed Plan
 - I. Would like students to do some planning before attending counseling session. This will allow students and counselors to efficiently use their in office time.
 - a. In the future, the college plans to add a requirement that all students must attend one of three workshops before meeting with counselors to certify Ed Plan.
 - i. A Transfer Workshop or
 - ii. An AA Degree Workshop or
 - iii. A Career Certificate Workshop
 - ii. Follow – Up
 - iii. Research – Data on how students are doing.

Career Center

- 11. Currently does not exist on WLAC campus.
- 12. Would be place for students to take Career Interest Inventories and then do research on different industries based on interest assessment tests.
 - a. Students could then determine major based on career interests.

Veteran's Center

13. Current Staff Needs
 - a. A counselor is needed to help guide veterans and help with specific issues/requirements they face.
 - i. 'SOC Agreement' allows veterans to transfer some of their military training into credit for college classes.
 - b. A technician to process payments from the GI Bill and coordinate with Veteran's Administration (VA).
 - i. This position is currently occupied and is being housed in Admissions & Records.
 - c. One support staff member would be required.
14. The Veteran's Center should also include a lounge where Veterans can hang out and network.
15. Need expected to grow at a faster rate due to the impending troop drawdown after extended period of US military engagement overseas.
 - a. Also WLAC is very close to existing VA Center.

Community Partner Center

16. Currently does not visit
17. Offices would be occupied by the Department of Mental Health, VA, Transfer College representatives and others. These representatives could inform students of additional resources located in the community.
18. Could be housed in a future annex.

General Student Services Growth

19. Recommended references for successful Student Services layout/design:
 - a. LA City College's new Student Services building.
 - i. A welcome center, similar to City College, would be very useful for WLAC. It could be manned by a single employee to answer basic questions and provide general information.

Division Needs Interview: Student Services

A. Division Growth

1. Overview
 - a. Student Services should grow systematically as student population grows
 - i. Increase in full-time student enrollment means bodies on campus longer
 - ii. Increase in part-time student enrollment means more bodies on campus
 - iii. Increase in maintenance and operation costs for student service programs
 - b. Getting students into classes
 - i. If WLAC adds 1,000 extra headcount...
 1. Student Services must process 1,000 more FAFSA applications
 2. Counselors must see 1,000 extra students
 - a. A percentage will be DSPS
 - b. A percentage will be EOP&S
2. "Student Success" vs. "Student Experience"

- a. “Student Success”: a “loaded” term, used for political purposes
 - b. “Student Experience”
 - i. WLAC should establish the type of “experience” that it wants to maintain for its students
 - 1. “Long” vs. “Short” waiting lines
 - 2. “Clean” vs. “Dirty” Facilities
 - 3. “Effective instructor to student ratio” vs. “Ineffective Ratio”
 - ii. Academic Affairs, Administrative Services, and Student Services should all grow in unison to support the proper “student experience”
 - 1. If headcount doubles, can current Student Services staffing handle double the workload?
 - a. There is a limit to how far you can “stretch” services before the “student experience suffers”
 - b. Increased work load eventually takes toll on service faculty/staff.
 - 2. WLAC should come to an agreement that Services will grow proportionately to academic offerings.
 - c. Options for Future Growth of Student Services
 - i. Current “Staff to FTES” ratio is maintained
 - 1. Maintains current “student experience”
 - ii. Increase Staffing
 - 1. Improve “student experience”
 - iii. Maintain current staffing
 - 1. Staff must increase work load to maintain current “student experience”, or “student experience” suffers.
3. Potential Methodology For Growth
- a. Every dollar that comes into the college should be divided between Academic Affairs, Administrative Services, and Student Services according to an established and agreed upon ratio
 - i. Example of Current Funding: Grants
 - 1. Academic Divisions are not currently obligated to designate any part of awarded grant funds to Administrative Services or Student Services
 - 2. Data required for grant proposals is stored and maintained by Student Services.
 - 3. Grants are often awarded based on guaranteed “counseling levels”, financial aid, etc.
 - a. Example: S.T.E.M. grant guarantees “one-on-one” counseling for every student participating in grant program.
 - b. Only Student Services can offer counseling.
 - c. If money from S.T.E.M. grant is not ear marked for Student Services, S.T.E.M. students must go through the existing counseling “bottleneck” with all other students.
 - b. If Student Services knows what it will get in terms of funding, new hires can be made to support the agreed upon “student experience”.
 - c. Conversation regarding funding methodology to accommodate growth while maintaining “student experience” should begin with President and Vice Presidents and then go to College Council for debate.

4. Counseling
 - a. Current State Standard: 1 Counselor to every 370 students
 - b. Current WLAC Ratio: 1 Counselor to every 1,200 students
 - i. Current Staff: 13 Counselors
 1. Counselors are often released to work in different fields
 - a. Ratio of Counselors to Students gets “worse” because only 9.5 of 13 total staff are working in Counseling at any one time.
 - c. No room for growth in existing facilities in Student Services Building
 - i. There is a current “bottleneck” in offering counseling to students
 1. WLAC needs to establish a “Counselor to Student Headcount Ratio” that prevents “bottlenecking”.
 2. Maintaining existing ratio as enrollment grows would not be effective
 - ii. Alternative Counseling methods
 1. On-line counseling
 2. Group counseling
 - iii. All students still need access to one-on-one counseling
 1. Effectiveness of counseling is based on a “complex and iterative” process
 - a. Each student needs to have a specific academic plan
 - b. Counselors must get students into the proper classes for transfer to CSU & UC programs
 - i. Counselors must match WLAC course offerings to specific curriculum offered at CSU & UC campuses
 - ii. Counselors must convey requirements to each student as part of the student’s specific academic plan.
 - iv. Potential Growth Model: Rio Hondo College
 1. “Advisors” are contracted to do an academic plan for each student
 2. Counselors approve academic plans and attend to specialized counseling needs of students.
 3. Model is more of a contractual issue with AFT than a need for increased facility capacity
 4. WEA to discuss model with Rio Hondo College (Walter Jones or Henry Gee)
5. Admissions & Financial Aid
 - a. Limited room for growth in existing facilities
 - b. Existing “bottleneck” in financial aid services
 - i. 85% of WLAC students receive financial aid
 1. 14 week period from FAFSA filing to financial aid award date.
 2. With current staffing, impossible to process 10,000 applications in 14 week period
 3. Students that do not file on time start class w/o books or money for support, leading to drop-out.

4. "Stop Out/Drop Out"
 - a. Students drop-out after receiving financial aid awards: 186 students during Fall 2012 semester
 - b. Financial Aid staffing resources must be used to file paperwork with Federal Government and attempt to collect award money.
 - ii. Need to establish a "Staff to Headcount" ratio that would prevent "bottleneck"
 1. Current ratio (approximately 1 to 2,000) creates "bottleneck" condition.
 2. Future ratio should be less than 1 to 2,000 to be effective and support an adequate "student experience".
6. Current Utilization of Existing Facilities
- a. Is current space being used in the best way to serve the students?
 - b. Can people be moved around to make the process more efficient?
 - i. Areas of Potential Collaboration & Space Consolidation (Programs that serve same student population)
 1. CalWorks & CARE
 2. TRiO SSS & EOPS
 3. International Student Services & Outreach
 4. Additional Information Required: Shalomon to provide a list to WEA with recommendations concerning additional potential program synergies.
 - c. Preference: If a program moves into the Student Services Building, it should report to Student Services.
 - i. Current Student Service Building facilities should be utilized to provide a "one-stop" center where students can access all provided services.
7. Current/Needed Programs without Existing Facilities
- a. New/additional program offerings should be located within the Student Services Building.
 - b. Veterans/Career Center
 - i. Specialized component of Counseling Division that does not currently exist
 - ii. Provide services to help veterans achieve employment after returning from combat.
 1. Resume building
 2. Interview skills
 3. Programs for certificate training & job placement
 - iii. Encourage development of entrepreneurship skills within general campus student population
 - iv. Align student employment goals with available college programs.
 - c. International Student Services
 - i. Need will grow as college continues to target international students

Division Needs Interview: Allied Health & Westside Extension

Discussion:

Allied: Office Space Needs

- 1.1 Division Office
 - 1.1.1 MSB Office is only meant to serve the Dental Hygiene program
 - 1.1.1.1 As the dental clinic opens to the public, it will be much more important to keep students separate from the general public coming to the dental clinic.
 - 1.1.2 Student Reception, information about division programs, etc. cannot be in MSB Building.
 - 1.1.3 Reception space in 'SC' building is inadequate
 - 1.1.3.1 Waiting area for 5-10 people is required
 - 1.1.3.2 Adjacency to Allied Health specialized labs not required.

- 1.2 Chair Office
 - 1.2.1 Should be located in, or adjacent to, Division Office.
 - 1.2.2 Dental Hygiene Director needs separate dedicated office in MSB.

- 1.3 FT Faculty Offices
 - 1.3.1 Current private offices are adequate
 - 1.3.1.1 Private offices in MS-B building (100 sq. ft. approx.) provide enough space for duties of FT faculty
 - 1.3.1.2 Quantity is currently adequate to accommodate FT faculty.
 - 1.3.2 Need more FT faculty

- 1.4 Dental Hygiene program
 - 1.4.1 MS-B is currently adequate for Dental Hygiene program
 - 1.4.2 MS-B facilities cannot be used by Allied Health division
 - 1.4.2.1 Allied Health needs separate meeting room, workroom, break room, adjunct faculty office, and storage facilities.

- 1.5 Storage
 - 1.5.1 Allied Health must keep records for all students for a 10 year period.
 - 1.5.2 Double-locked security requirement.

Allied Health: Instructional Space Needs

- 1.6 CNA/Medical Assisting currently share 'SC-105' & 'SC-106' with rest of campus (General Lecture rooms)
- 1.7 Mock Medical Examination Room
 - 1.7.1 'EKG', 'CNA', 'Medical Assisting', 'HSS', 'Flabotomy' programs could all use space
 - 1.7.2 Space required for State exams.
 - 1.7.3 8 "operatories" needed: hospital bed/hospital exam space separated from larger room by a curtain.

- 1.7.4 45 students in each course, split into smaller groups to use the “operatories”.
- 1.8 Allied Health would like to see the ‘SC’ building dedicated to the division and remodeled to meet its needs.
- 1.9 Regular Table Labs with storage for specialized instructional equipment and a hood (provide Pharmacy Tek year-round).
 - 1.9.1 MSA-111 meets requirements but is not always available (shares with Science Division).
 - 1.9.2 MSA-108 is too small: cannot give exams.
 - 1.9.3 MSA-103: perfect space.
 - 1.9.3.1 Would need another space identical to MSA-103 if another grant is awarded.
- 1.10 Computer Lab
 - 1.10.1 50 workstations ideal. Could accommodate two smaller 25 student sections.
 - 1.10.2 CE-226 is inadequate.
 - 1.10.2.1 “The place CPUs go to die”
 - 1.10.2.2 Technology limitations prevent utilization
 - 1.10.3 Software requirements for: Pharmacy Tek, Medical Assisting.
 - 1.10.4 Students must keep an electronic portfolio
 - 1.10.5 WLAC could be a “testing site” with the right CPU facilities and right personnel.
 - 1.10.5.1 Could be lucrative for college
 - 1.10.5.2 Irvine Valley College brings in \$100,000 per year as a testing site.

Westside Extension: Office Space Needs

- 3.1 “If you could pick up the existing trailer (R7 Trailer) and move it to a better locations, it would be perfect”
 - 3.1.1 Needs to be on same campus “terrace” as the core (i.e. President’s Lane level)
 - 3.1.2 Previously lobbied to join Kathy Walton’s programs, wherever they end up going.
 - 3.1.3 Must be on ground floor
 - 3.1.4 Must be easily accessible from parking
- 3.2 Westside Extension needs a definitive idea about where they will end up. Current location is not acceptable in the long-term.

Westside Extension: Instructional Space Needs

- 4.1 Computer Lab
 - 4.1.1 Westside Extension needs a dedicated space
- 4.2 Instructional Space
 - 4.2.1 Westside Extension uses instructional space in the off-hours of credit instruction.
 - 4.2.2 Available facilities during Summer and Winter sessions is inadequate

- 4.2.2.1 'MS-A', 'GC', 'FA', 'HLRC' all closed to save money on M&O, HVAC, etc.

Division Needs Interview: Business & Computer Science

Discussion:

Computer Science Division: Office Space Needs

- 1.1 Division Office: CPU Science Div. needs a 'Division/Reception Office' to be able to provide program information to students, schedule appointments for faculty, etc. Division Assistant should be provided with a workstation in 'Division Office'.
- 1.2 Chair Office: 'Chair Office' does not exist. Office should be adjacent to, or in, 'Division Office'.
- 1.3 Program Tek Workspace: Program Tek Office requires privacy, but should be visible to CPU Lab (Non-Instructional/Student Study). Program Tek Office, CPU Lab, and Division Office require adjacency (division office suite).
- 1.4 Adjunct Faculty: Division requires minimum 6 adjunct faculty workstations. Ara to provide FTEF for all adjunct faculty.
- 1.5 FT Faculty Offices: all private offices currently provided are too small.
 - 1.5.1 FT Faculty must be able to meet with students on a regular basis: offices are too small to accommodate.
- 1.6 Vacant Positions: Position previously held by Clyde Titus. Note: Clyde Titus has remained on as adjunct faculty, but still uses his full-time faculty office.
- 1.7 Conference: Meeting space required to accommodate full division. Access to larger conference room for 'Advisory Board' meetings required. Small, private meeting area required for student advising.
 - 1.7.1 Large Conference Room can be a shared resource.
 - 1.7.2 Division should have dedicated meeting space, sized to accommodate full division faculty (50% Physical Attendance, 50% Teleconference).
- 1.8 Office Storage: Program Tek Office should have dedicated storage room for spare/repair CPU hardware parts.

Computer Science Division: Instructional Space Needs

- 1.11 CPU Labs, General Requirements
 - 1.11.1 Each lab should have a lockable “Server Room” to prevent students from tampering with server.
 - 1.11.2 Each lab should have dedicated storage spare hardware, repair tools, etc.
 - 1.11.3 All computer labs should be sized to accommodate 50 student workstations.
 - 1.11.4 All CPU Labs to have basic “Smart Classroom” IT/AV capabilities.
- 1.12 CPU Lab: CISCO
 - 1.12.1 Specific CISCO Network & Hardware requirements
 - 1.12.2 50 student workstations
 - 1.12.3 \$4 million grant awarded over next 4 years. Need to train 400 students, currently facility is inadequate.
- 1.13 CPU Lab: Apple Curriculum
 - 1.13.1 Specific Network & Hardware Requirements
 - 1.13.2 50 student workstations
- 1.14 CPU Lab: Microsoft & Oracle
 - 1.14.1 50 student workstations
- 1.15 CPU Lab: CLOUD Linux
- 1.16 CPU Lab: Hardware Lab
 - 1.16.1 Used to teach the assembly & repair of CPU units
- 1.17 CPU Lab: General Literacy
 - 1.17.1 May be shared with other disciplines.
 - 1.17.2 50 workstations. Provide as many as required by overall campus curriculum.

Business Division: Office Space Needs

- 3.3 Division Chair Office: required, does not currently exist.
- 3.4 ABA Program Director Office: should be adjacent to Chair Office.
- 3.5 Division Suite
 - 3.5.1 Entry for both ‘Chair’ & ‘ABA Director’ Offices
 - 3.5.2 Reception for visitors, students, provide information, schedule faculty appointments, etc.
 - 3.5.3 Workstation for Paralegal ‘program assistant’
 - 3.5.4 Workstation for Business ‘program assistant’
- 3.6 Adjunct Faculty Office: Division requires minimum 6 adjunct faculty workstations. Ara to provide FTEF for all adjunct faculty.
- 3.7 FT Faculty Offices
 - 3.7.1 All private offices currently provided are too small.
 - 3.7.1.1 FT Faculty must be able to meet with students on a regular basis: offices are too small to accommodate.
 - 3.7.2 1 current vacancy
 - 3.7.3 Anticipating 3 retirements
- 3.8 Paralegal Office Requirements
 - 3.8.1 Office for student intake: acoustic privacy required
 - 3.8.2 Records Room
 - 3.8.2.1 Double locked security required
 - 3.8.2.2 Must keep records on every student for 7 years

- 3.8.2.3 Currently using 7-10 file cabinets
- 3.8.2.4 Adjacency to ABA Director office required
- 3.8.3 Other requirements provided by A9 Bungalow should be replicated.
- 3.9 Conference/Meeting Requirements
 - 3.9.1 Meeting space for full division (including adjunct faculty)
 - 3.9.2 Access to larger conference room required for 'Advisory Board' meetings
- 3.10 Other Requirements
 - 3.10.1 Lockable Supply Room
 - 3.10.2 Secure Lunch Area: part of division suite.
 - 3.10.3 Common CPU Workroom (could be included as part of Adjunct Office)

Business Division: Instructional Space Needs

- 4.3 Moot Court Room
 - 4.3.1 Same programmatic requirements as a real courtroom
 - 4.3.2 Used to teach court proceeding, execute mock trials, etc.
 - 4.3.3 Previously programmed as a "dual-use" room ("Board Room"), in TLC project.
- 4.4 Computer Lab(s)
 - 4.4.1 50 CPU Workstations
 - 4.4.2 Software Requirements: paralegal, legal research, accounting
- 4.5 General Lecture Requirements
 - 4.5.1 Lecture rooms provided in 'CE' Building are too small (only seat 30 students).
 - 4.5.2 Need lecture rooms with 50 student capacity