West Los Angeles College
Program Review Fall 2012:
Preliminary Report - Facilities Challenges

12/10/2012

This report contains the responses of divisions and departments to the program review question: "List and describe any current facilities challenges (e.g., location, quantity, quality) affecting your division/department's ability to achieve its goals and meet instructional needs." These responses are preliminary, draft because the validation cycle has not occurred yet, and the program review/planning document has not been finalized.

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**Facilities Challenges**

**Athletics**
In light of the Allied Health and Wellness project not moving forward, and in a continued effort to improve college facilities and enhance faculty teaching and student learning we would like to recommend the college approve a plan to remodel the Physical Education/Athletic locker rooms, complete the baseball stadium renovation project, refinish the gymnasium floor, install a public address sound system in the gymnasium, enclose the C-1 building storage area on the south end, complete the installation of the football, soccer and track & field stadium public address sound system, and replace the deteriorated track & field pole vault and high jump landing pits. The Athletic Department is in desperate need of locker room space. Currently, we have the original large multi-purpose locker rooms which are located in the Physical Education Complex North and South. These locker rooms were originally designed for Dance, Health and Physical Education classes, and not for the athletic programs. As a result of the current conditions, it is recommended that we gut the inside of the men’s and women’s physical education locker rooms, and remodel the area to better suit the needs of students for the future. The college baseball stadium is desperately in need of repair and upgrades. The repairs and upgrades would include the acquisition of a new scoreboard, appropriate spectator seating, updated team dugouts, additional room for storage, press box, small concession stand, and new foul poles along the first and third base lines. In an effort to preserve, market and brand the existing gymnasium, we would like to sand the wood down to bare wood, refinish it with new college and athletic logos, and install a public address sound system. The Athletic Department would like the college to approve a plan to complete the college’s football, soccer and track & field stadium public address system, and install the two remaining speakers that have been purchased. Additionally, we would like to request the college approve a plan to enclose the existing structure on the south end of the C-1 building. Finally, it is recommended that we replace the existing cover of our pole vault landing pit, and the foam rubber padding for the high jump and pole vault landing pits to ensure the safety of the student-athletes participating in these events.

| Biological Sciences | 1. Resolve all autoclave issues;  
| | 2. Set-up cadaver protocol with cold room for the Human Anatomy program |
| Business Office | We have a lovely new facility with only one serious problem: the heavy security glass on our counter windows prevents our hearing and being heard by our students/customers without everyone having to raise their voices. |
| Child Dev/ F&CS | Child Development Department:  
| | We have absolute no real challenges in terms of facilities since we have relocated to our new building GC 180. Currently we have 3 classrooms, a curriculum lab, offices for all our full time faculty, office space with desk for all of our adjunct instructors, room for our auxiliary programs, and a resource room. We are satisfied and appreciative for what has been provided for our students and for us to serve them more professionally and resourcefully. |
| | FCS:  
| | None. |
| Child Development Center | CDC facility is well maintained. Number of parking spaces, for peak times, remains a challenge. CDC staff have worked with parents and the Sheriffs on this issue. |
*Facilities Challenges*

**Computer Science**

All the computer classrooms in CE were not originally designed for computer technology training, in addition, the facility can't accommodate the number of students attending the class.

1) Every course in our division has hands-on components that we must teach in a computer classroom. To accommodate our working adult students and to recruit the skilled instructors from the field, we have to schedule the classes in the evenings and Saturdays. If you look at the spring 2013's schedule, every usable computer classroom is taken in the evening and Saturday already. There is no additional computer classroom for us to expand our program. For instance, the CS Division will be participating in a grant award from the Department of Labor to train 300+ long term unemployed and veteran students to enter the technology workforce starting March 2013 and the following 2 years. Now the challenge is that we need three technology classrooms to provide technology training to fulfill the grant requirements.

2) There are many grant programs that our division participates in; this will increase the number of class sections during the evening and weekend which we will not be able accommodate with the existing space.

3) CE105A: In the beginning of the semester we have about 65 students in the class, but there are only 45 computers in CE105A. This is discouraging to the students as they are required to work on the computers and there are simply not enough. Also, again, at the beginning of the semester, there is not enough space to accommodate 65 students. Some students will be standing and some sitting on the corner tables, some even sit on the floor. This is not a good learning environment for the students. We need to move to larger classroom with more computers. Also, the projector in the CE015 needs rewiring as it is getting old and often turns yellow during the lectures.

4) CE103: Currently in CE103, the room does not adequately provide the space needed to support dual systems, one system supporting the Windows platform and the other supporting Macintosh. A Keyboard Video Monitor (KVM) switch has been put in place to minimize desk real estate usage. The KVM facilitates the use of a single monitor and keyboard for both systems. This setup has impacted the students ability to utilize certain aspects of the Apple administration course. The room also has a limited network infrastructure and bandwidth capacity. The network limitations impacts teaching and demonstrating techniques that use client server technologies. This greatly interfere with the student's ability to fully grasp the concepts being taught and does not provide real world experiences.

4) A redesigned CE103 or a new space should have enough desk real estate to support two systems; each having a dedicated keyboard and monitor. The facility should be designed to allow students and instructors to move about the room freely. The current layout prohibits movement within the isles. The room should also have a network infrastructure that supports 1GB connections, an audio system with speakers mounted in the classroom and a video system that can support multiple inputs.

5) If the proposed changes are put in place, the environment would allow students to excel at grasping new technologies and concepts. It would establish an environment conducive for learning, which would lead to a higher percentage of certificate completion and increased enrollment.
## Facilities Challenges

| Contract Education | The biggest challenge facing Westside Extension in terms of facilities is the access to adequate facilities during the Winter and Summer periods. When the credit program is not in session, access to buildings and rooms is severely constrained. There needs to be a better process on campus for year-round programs like Extension or grant programs to be able to plan our activities in suitable facilities. The lack of a process has created an environment where decisions about facilities usage during the Winter and Summer are being made without Extension and other grant programs’ needs or desires ever being discussed and considered. This last summer was a big ordeal at first to gain access to a wide-open campus. That must change.

A second facility challenge involves the lack of good, available computer rooms on Saturdays. The Computer Science division frequently uses all but one lab -- CE 226 -- which makes it difficult to offer computer classes to Extension students. And to make it more difficult, CE 226 has become the place where old computers go to die. The computers are not very good and are so old they are not supported by IT anymore. So this excellent instructional space is becoming less useful each month as the equipment dies off. We need to outfit this lab with newer working computers. A dedicated, multi-use classroom that could be outfitted with up to 40 computers would be very useful for Extension.

A third facility challenge is gaining access to suitable classrooms for dance or recreation classes. There are two large dance/fitness classrooms (PECS-Studio A & FA 104) and one smaller one (PECS-Studio B). Often during weeknights and weekends, there is not enough studio space to accommodate the needs of the PE department and Westside Extension. The PE department always gets priority, so it leads us to schedule at less attractive times, or to not schedule a class in some cases.

The last facility challenge is gaining access to classrooms. We do not have keys to many classrooms and the Sheriff's Dept. often takes 15-30 minutes to respond to a request to unlock a door. I think the best solution is to get keys for some of the rooms.

| Counseling | There is currently no growth potential for the Counseling Division. All office space is currently occupied by Tenure and Limited Counselors. |
Facilities Challenges

**Dance, Health & Physical Education**

PECS - The building was constructed in the 1970s and shows it. There are orange accent panels on the front of the building and in the offices. There are avocado colored walls in the offices. The hallways were painted within the last 5 years however the baseboard was never replaced as it was assumed that the division would be moving to a new building and this one would be torn down. The linoleum floors in the building are a mish mash of 5 different types and colors of tiles. The dance program is in desperate need of additional storage space for costumes and lighting equipment. Students coming from the pool and returning to the locker room in PECS are at high risk of injury as the linoleum floor becomes very slippery when it's wet.

PECS - Studio A has a wood on concrete floor. The room can accommodate 40 dance students. There is a mirror on the front wall across 3/4ths of the room, a ballet bar on 2 sides and a sound system that uses CD's, MP3's or iPods. There are speakers mounted on the front walls which are partially blown out. There is a Marley dance floor taped down to provide a better surface for the dancers as the wood floor tends to be very slick. The studio is mainly used for dance classes, dance rehearsals and fitness classes by the accredited college and the Westside Extension program. Unfortunately the concrete floor severely limits movement options, particularly jumping.

PECS - Studio B has a wood on concrete floor. The room can accommodate 15 dance students. There is a mirror on the front wall across most of the room. There is a ballet bar mounted on one wall. The bar mounting has been damaged. There is a Marley dance floor taped down to provide a better surface for the dancers as the wood floor tends to be very slick. There is no music system in the room. The window film has been pulled off various parts of the windows. The studio is mainly used for dance rehearsals and Westside Extension classes. There is a storage room adjacent to Studio B where the dance flats used in the student dance concerts are stored.

PECS - Studio C has a linoleum floor. The room can accommodate 10 dance students. There is a mirror on one wall across most of the room. There is no sound system or ventilation. The linoleum is slippery and dangerous to dance on. It is a last resort dance studio. As a classroom it can accommodate 25 desks but every class offered was disrupted by the music from Studio A (right across the hall).

PECS - Locker room needs to be remodeled with new, larger lockers, new showerheads, shower curtains and lots of paint. The attached women's bathroom needs new commodes and sinks along with a very deep cleaning.

PECS - Offices need to be cleared out for painting, replacement linoleum tiles, deep cleaning and to wax the floors.

PECS - Pool needs replacement shower heads and hoses.

PEC - 113 is a classroom that is rarely used as it frequently smells of chlorine from the adjacent pool. Classes cannot be held in the pool and in 113 at the same time as the noise from the pool is disruptive.

PECN - 11 is an outdated classroom that needs to be remodeled into a smart classroom.

**Distance Learning**

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Prepared by WLAC Office of Research and Planning  
Source: IES (Institutional Effectiveness System) database
### Facilities Challenges

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| **Earth Sciences**                 | Specialized Labs  
**A DEDICATED SPACE FOR THE PLANNED ENVIRONMENTAL SCIENCE LAB**  
Scope of Laboratory:  
This environmental science laboratory course will be specifically designed for practical applications of science to environmental problems. The course shall provide students with hands-on experience of important scientific principles and approaches to environmental problems.  
The following is a selection of labs:  
- Air Quality  
- The Greenhouse Effect  
- Home Energy Audit  
- Alternative Energy (biodiesel, solar energy, wind energy)  
- Waste-Management  
List of Equipment:  
- 16 Computers (a computer to be shared by two students)  
- Solar Power Unit (with panels, alternators, battery, etc.)  
- Wind Power Generator  
- Air Quality Measurement System (including ECO-Badge Ozone monitoring system)  
- Test Kit for Chemical Pollution of Water  
**Space Requirement:**  
One lab room with 32 seats and an attached, but separate stockroom.  
For safety reasons and to prolong the life of equipment, the Environmental Science lab should be allocated a dedicated room with an attached supplies (stock) room. This lab space cannot be shared with other disciplines for lectures or labs. This is a standard practice in all of the Division’s science laboratories.  
Such a space that the Division is requesting to adopt for this environmental science lab is MSA 111 and the adjacent stockroom. The Division’s desire to retain one of the four laboratories in the old SC Building for this very same purpose has been taken over by Dental Hygiene. The acquisition of MSA 111 and its stockroom will allow for all science labs to be in the same building. This would facilitate the management of the other science disciplines. |  
**Economics**  
The location, quantity and the quality of current facilities are great. Once the budget situation improves and we add more day time early afternoon classes, we may need one more classroom on the third floor. But, the current need is well satisfied.  
**Enterprise Services**  
The inadequate and poorly located "temporary" Paws 4 Snacks & Stuff convenience store cannot support sufficient sales required to offset operating costs of the Paws operation and West's retail operations. Solving the inadequate and poorly located Paws store problem -- building the C Store we've been trying to build for ten years -- will generate $50,000 to $60,000 more gross profit with no appreciable increase in overhead expense.  
Cafe West is also poorly located and does not have sufficient space to operate a premium coffee service and food court operation in SSB. Relocating the premium coffee service to a high foot traffic area to increase intercept sales will increase commission income from the food service contract by $30,000 or more annually. |  
**EOP&S / CARE**  
None |  
**Humanities & Fine Arts (CTE)**  
Upgrade of Smart classrooms new smart classroom, Updated computer software, New Computers for student labs and faculty. Remove electrical "buzz" in the recital hall. Reclaim FA 104 and adjoining store room for music and theater courses. Develop a print making studio with printing press. The metal doors expand in the sun and cannot be opened or closed. |
## Facilities Challenges

<p>| <strong>Humanities &amp; Fine Arts (GE)</strong> | Upgrade of Smart classrooms new smart classroom, Updated computer software, New Computers for student labs and faculty. Remove electrical &quot;buzz&quot; in the recital hall. Reclaim FA 104 and adjoining store room for music and theater courses. Develop a print making studio with printing press. The metal doors expand in the sun and cannot be opened or closed. In the needed fields of Recording Arts and that of Multi-Media, we have been limited to adjunct instructors who cannot expand their programs due to both time and money constraints. This is part of the modernization that is needed. The Recording Arts program does impact all the music courses taught at WLAC because more modern versions of music being bought and sold in today's industry cannot be included yet. We really need a music instructor added that can enhance this burgeoning field. Multi-Media is in need of courses to teach the digital fields of computer and film arts. All animation is now digitized. This is an important field to our Division because it would give instruction to artists, musicians, voice actors/design artists. |
| <strong>Information Technology</strong> | Nuala Lincke-Ivic has requested a secure location for storing film equipment used for the West LA College magazine that is now housed in her office and takes up too much space. Our understanding from Bob Sprague is that we are not to use vacant offices in the General Classroom bldg. for this purpose. |
| <strong>Language Arts</strong> | More storage spaces, location for old, out-of-date devices and new equipment. Security Alarm System for Info Tech Data Center. |
| <strong>Library</strong> | 1. need to larger room for library orientation to accommodate larger class sizes, up to 50 students 2. gap in wall allows books to be stolen from library 3. moving shelves behind circulation desk hard to maintain and would be better to eliminate some and make them non moving shelves 4. need more secure location to store portable technology such laptops and tablets 5. electronic entry access to record authorized entry times |
| <strong>Mathematics</strong> | The new MSA-MSB complex, as actually constructed, has fewer classrooms available for math than originally planned due to the subdivision of large classrooms into smaller ones that are too small for the vast majority of our classes. Also, the rooms that are available have smaller capacity than planned due to last-minute decisions by Administration regarding furnishings. As a result, math classes are held all over the campus (e.g., AT-A, B4, GC, SC) making it harder for instructors to help students before and after class and also making it harder to maintain close working relationships with adjunct instructors who may never set foot in MSB. In at least one case, regularly scheduled math classes have been forced to relocate for one or more days due to other programs pre-empting the rooms for testing or other purposes. We are also unable to serve as many students as we would like to, nor to serve them as well, because the classrooms we do have available for our use in MSA are overcrowded and in some cases not configured with the flexibility needed for diverse pedagogies (such as group work). |
| <strong>Matriculation/Assessment</strong> | We had anticipated more (50) computer stations than we currently have, and an Intake room for students in the new facility for Assessment/Orientation services. |
| <strong>Personnel</strong> | None. |</p>
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| **Physical Sciences**     | INSTALLING WAITER ELEVATOR TO CONNECT WLAC’s chemistry laboratories with the stockroom: The following items were believed to be necessary, and were included during the planning of the math/science building. However, they were not included in the construction of the building.  
1. The elevator to transport chemicals in the MSA building, from the ground to the 3rd floor (where the chemistry stockroom is located) and from the 3rd floor to the 4th floor, where all the chemistry labs are. This elevator will be necessary to avoid the transportation of hazardous chemicals using the elevators that are used by people.  
2. In the MSA building, the fume hoods in the organic labs are fitted with nitrogen line. At this time there is no nitrogen gas coming through the line. A nitrogen gas cylinder needs to be connected to the line and be checked if it is operational. |
| **Plant Facilities**      | Storage space on campus needs to be expanded, more funding is needed to provide better quality and performance. |
| **Political Science**     | NA |
| **POPP**                  | None at this time |
| **Psychology**            | With the new building, there are no hindrances in our ability to achieve our goals. |
| **Public Safety**         | None at this time. We are currently occupying new classroom facilities with all smart classrooms. |
| **School Relations and Outreach** | N/A |
| **Sociology**             | None at this time. |
| **Staff Services**        | Staff Services location is B1 is poor relative to the location of primary classroom and office spaces on campus and has poor access to foot traffic patterns on campus: this is inefficient when most offices make daily trips to the Mailroom and faculty often make multiple visits to the Mailroom or Reprographics weekly.  
It is unclear what plans if any are being made to relocate Staff Services from B1 as West's bond construction program wraps up.  
Staff Services facilities are also limited due to a lack of efficient storage space. If Staff Services could store multiple pallets of copy paper on pallets instead of having to break pallets down and store paper in cabinets it would save significant labor and limit staff handling of full cases of copy paper.  
Workstations for classified staff should be upgraded to provide more ergonomic workspaces and some insulation from the noise/heat generated by four high volume copiers in Reprographics. |
| **Teaching & Learning**   | The office's current facilities in the Library are conducive for office operations. However, increased security is needed with recent thefts of Apple technology totalling roughly $40,000. |
| **Transfer Center / TAP** | None currently |
| **Umoja**                 | President Mark Rocha signed a MOU 2008- 2009 with the Umoja Consortium agreeing to appointing a space for the Umoja program, but this did not happen. Umoja was not offered a space. |