*The team recommends that the college develop mechanisms to ensure the closer alignment of the Brentwood Center with college operations, services and practices.*

**II.C.1.c The institution provides students and personnel responsible for student learning programs and services adequate access to the library and other learning support services, regardless of their location or means of delivery*.***

Descriptive Summary:

*Library*

The Library is open during the fall and spring semesters Monday through Thursday from 7:45 a.m. to 8:45 p.m., on Friday from 7:45 a.m. to 2:45 p.m., and on Saturday from 10 a.m. to 2 p.m. Students have approximately 300 seating spaces for study and utilization of library resources. The library has five study rooms which students can reserve for small group work and study.

Students can access the library’s web page and online information resources from 100 computer research workstations in the library, as well as from all computer labs on campus. Faculty and staff have access to the library’s online resources from their office or workstation. Through an easy-to-use off-campus authentication process, both students and employees can access the library’s online resources from home or anywhere they have internet access. At the college’s campus in Brentwood, students can access the library online resources via the center’s computer lab.

The library is working to integrate and imbed the use of library resources into the growing number of hybrid and fully online courses being offered through Blackboard, the course management system used by LMC. Librarians now travel to the Brentwood Center more frequently to conduct orientations for classes offered at that location.

Library handouts provide students with quick access to library information and materials that have been developed within the last few years. Paper copies of these publications are available in the library and can also be accessed and printed from the library web site.

Through the shared district library catalog, LMC students and faculty are provided access to over 185,000 books. Books are delivered to the LMC library from one of the other district libraries through an interlibrary loan service, or faculty and students have the option of going directly to DVC or CCC to check out materials.

*Reading Writing Center*

The Reading and Writing Center is open Monday through Thursday 8 a.m. to 7 p.m. on the main campus, and Tuesdays noon to 3 p.m. and Thursdays 3 to 6 p.m. in Brentwood. Students can also utilize online consultation Monday through Friday. Students can access library resources from the 11 computers on the main campus RW Center and one computer in Brentwood

*Tutoring*

Tutoring has been offered in a variety of ways at LMC including in-class tutoring for English and math DE, lab tutoring for business, math, music and biological sciences and for a limited number of other classes. Most of these services are at the Pittsburg campus. Math tutoring services were available at the Brentwood campus.

During the 2007-08 academic year, the Title V grant supported several pilot efforts to expand tutoring services to students both at the Pittsburg campus and at the Brentwood Center. General, drop-in tutoring was offered on Wednesdays from 3:30 to 6:30 p.m. in the Reading and Writing Center at the Pittsburg campus and every Monday and Wednesday from 3:30 to 6:30 p.m. at the Brentwood Center. Additionally, specialized tutoring sessions have been offered for athletes.

*Campus Computer Labs*

Campus computer labs are open days and evenings and some hours on Saturdays in order to provide access for students.

*High Tech Center*

Fall and spring semester hours for the HTC are Monday, Tuesday and Friday 8:30 a.m. to 5 p.m. and Wednesday and Thursday 8:30 a.m. to 8:45 p.m. The late nights are chosen to provide access for students who have evening classes.

The High Tech Center has nine computers available for student training. Each computer has internet access and adaptive software. The campus library also has adaptive computer stations available for student use. Once the students have been trained in the HTC, they can complete their research in the library or any other computer lab on campus where they have access. The Brentwood Center has adaptive computer stations available in its open campus computer lab. Students can use the adaptive workstations to access online and other resources.

Self Evaluation:

*Library*

The LMC student experience survey (1.5) indicated that 51 percent the students felt that the library hours were adequate, with a sizeable percentage of students (40 percent) indicating a neutral or no opinion. The high number of students who stated a neutral or no opinion and those who did not rate the library’s hours as adequate reflects the fact that the old library facility suffered from the widely held perception that it was inadequate in terms of space. The old library had approximately 30 seating spaces for individual study and only one small group study room. In addition, the library only provided 10 computer research workstations where students could search the library’s databases and the Internet.

Had the student experience survey been done after the opening of the new library, the librarians believe that the survey results would have been much more positive. The new library building has increased study seating to 300 spaces, computer access to 100 computer research stations and there are now five small group study rooms for students to reserve. Both by casual observation, as well as the door counter reports, library use has substantially increased. As of November 19, 2007 the door counter indicated that 49,000 people had come into the library (the new library opened its doors on June 18, 2007).

In addition to the college wide student experience survey, the library also conducted its own internal survey (2.82) in fall 2006 of students who were in classes which typically used the library for study or class assignments. As indicated below, the survey results from this focused sample of students indicated a generally more positive assessment of the library than resulted from the general college wide student experience survey, even though the fall 2006 library survey was canvassing

students who were responding to their use and perception of the old library facility.

Below are a few of the questions and responses excerpted from the fall 2006 library survey.

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| **Selected Questions from Library Survey.** | **Responses from Students** |
| How often do you use the LMC library? (Question #1) | 81% of the students responded that they used the library either daily, 2-3 times a week, once a week or a few times a semester. |
| How easy is it to find information in this library? (Question #3) | 77% of the students responded that they found that finding information in the library was somewhat easy, easy or very easy.  |
| How often are you successful in finding the information that you seek in this library? (Question #4) | 75% of the students responded that they were always, usually or sometimes successful in finding information they were seeking.  |
| How do you rate the helpfulness of the library staff? (Question #6) | 74% of the students responded that they found the library staff as always helpful, usually helpful or sometimes helpful.  |
| Have you ever attended a LMC library orientation? (Question #9) | 45% of students indicated that they have attended a library orientation. |
| How satisfied are you with the following LMC library resources: (Book collection, eBook collection, Periodical and Database collection, Media collection.  (Question #10) | There was a substantial percentage of students who didn’t respond to these questions or who didn’t have an opinion on the adequacy of these library resources. This lack of response indicates that the library needs to do a better job of promoting the availability and use of these resources. |

To help promote the new library to campus staff, district employees and people in the community, the library had a grand opening on September 5, 2007, to showcase and dedicate the new facility. Well-known poet Jimmy Santiago Baca was the keynote speaker. The new library building received high praise and accolades from all who attended and the event was covered by both the local print and television media.

Students can access online library resources at the Brentwood Center via its computer lab. Presently students at Brentwood still need to come to the main campus to check out books from the library. Because there is no librarian assigned to Brentwood, the college has only been able to provide requested library orientations for only a few course sections at that location.

A librarian now sits on the Distance Education Committee, which should be of great benefit in helping the college implement strategies to insure hybrid and fully on-line courses have access to needed library resources.

*Reading Writing Center*

The center on the main campus was relocated in March 2008 to a temporary space while the permanent location is being renovated; it will remain at the temporary location for 12-18 months. All of the same support services are available to students at the temporary location. The hours of operation have remained the same because they meet the needs of the student population. Additional hours of service in Brentwood are needed.

*Tutoring*

Under the Title V grant, the Tutoring Program is piloting efforts to expand services for students at both the Pittsburg campus and the Brentwood Center. The team is also exploring online-tutoring options that would be offered through the new Learning Center structure.

*Campus Computer Labs*

Through analysis of the results of the student technology survey of 2006 (2.83), it is apparent that many students use campus computer lab computers to complete their online courses.

*High Tech Center*

In response to requests from faculty and students, the HTC hours were recently expanded to include Wednesday and Thursday evenings. This change has made the center services available to both day and evening DSPS students; no additional requests for expanded hours have been received.

Planning Agenda:

*Library*

The librarians, in collaboration with other learning support services and the Brentwood Center staff, will secure a permanent space with access to computers for learning support services in Brentwood by fall 2009.

*Reading Writing Center*

The staff of the Reading and Writing Center will develop a plan for the Brentwood Center that includes a permanent space with additional computer work stations and expanded hours to meet the needs of the students at that location. This plan will be completed by the spring 2009 semester and implemented as resources become available.

**III.B.1 - The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.**

1. The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.

Descriptive Summary:

The District chief facilities planner has oversight for district-wide facilities planning, scheduled maintenance allocations and contact with the State Chancellor’s Office. Coordination between the campus and the district office is facilitated by the college Building and Grounds Manager, the Campus Project Manager (part of the District Modernization Team, working with new building projects) and Police Services. The college Facilities Master Plan (2.57) is part of the District five-year planning process, generating Initial Project Proposals and Final Project Proposals for submission to the Chancellor’s Office. Completed during the summer of 2007, the latest college Facilities Master Plan also includes an updated Americans with Disabilities Act (ADA) Transition Plan for the college.

A thorough review and analysis of campus facility needs has been conducted twice since 2001, most recently during 2006-07. The planning process has been facilitated by an architectural firm with participation from representatives of all campus constituencies, resulting in two Facility Master Plans that guide new building and remodeling projects on campus. Each time, the facility plan was based on the most recent Educational Master Plan.

The passage of two bond measures for the District (2002 and 2006) has provided the means to make significant campus improvements: new building construction, renovations for improved classroom and lab space, upgrades in equipment, improved student access and completion of maintenance projects.

Self Evaluation:

Based on a recent reorganization in the District Office, changes to the chief facilities planner position have resulted in changes for the colleges, including the shift in reporting relationships for the building and grounds managers, who now report to the college presidents. This change was made in the summer of 2007 in order to encourage closer coordination and to strengthen work relationships with other college managers. The reporting relationship for custodial services on campus was reassigned from the director of business services to the Buildings and Grounds Department, which also contributes to improved coordination of services.

In addition to new construction and remodeling projects that have been identified for the main campus, there is also interest in a new location for the Brentwood Center. Brentwood is the fourth fastest growing city in the state, according to the Department of Finance. The Brentwood Center is currently housed in 17,500 square feet of leased space. Enrollments have continued to climb in the Brentwood Center since 2001. For example, spring enrollments increased from 1,118 students in 2002, to 2,870 students in spring 2007. With 14 classrooms and a multi-purpose community room, the course offerings have expanded considerably from 42 sections in 2001, to 116 sections in spring 2007. Given the rapid growth and continued development in far East County, it is a high priority for the college to find a location for a new and larger Brentwood Center facility. Tentative plans to build the center on 30 acres of donated land located on the Cowell Ranch property south of Brentwood are on hold, given the discovery of Native American remains at the site. The college is seeking an alternative location. The City of Brentwood, the Cowell Foundation and CCCCD continue to support the establishment of a new center.

Planning Agenda:

The President’s Office will coordinate the development and review of options for a new Brentwood Center.

1. The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Descriptive Summary:

The college has addressed a number of facility, equipment and safety issues over the past several years, largely with the financial support of the District. New building construction (library, math, science) has been completed and improvements have been made to internal and external lighting around campus, existing classrooms and the HVAC system. Additionally, instructional equipment has been upgraded or replaced, and other campus equipment needs have been addressed, resulting in decreased energy usage.

During 2006, a second bond measure passed. Some of the funds will be used for remodeling and renovation of space that has been vacated as a result of the opening of new buildings. It is also funding accessibility upgrades to classrooms and buildings (ADA compliance), as well as the construction of pedestrian and vehicular access to the new main quad, improving student access and safety.

Another bond-funded project during summer and fall of 2007 was the installation of a photovoltaic solar panel system. In partnership with Chevron, the District approved the energy conservation measure which includes a lighting system retrofit, primary voltage upgrades, and a photovoltaic solar system for each college in the District. At LMC, the related repaving and construction projects in parking lots B and C were completed during fall 2007. The project is projected to result in a significant savings in utility costs.

The safety of the facilities is reviewed by the Buildings and Grounds Department, college Police Services and college managers. The buildings and grounds manager and eight staff members have responsibility for maintaining all physical resources on campus, as well as providing support to the Brentwood Center. To support the needs of the new campus facilities, three additional Buildings and Grounds staff were hired during the past 18 months. In addition to daily observation of the grounds, the staff undertakes a semi-annual review (3.21) of repair, remodel and replacement needs. The results of this review contribute to project lists which establish department priorities. As the new buildings opened, the custodial staff was also increased by three positions in response to the increased square footage to be cleaned.

Additional reviews for safety are also conducted by Police Services, with daily walks of the entire campus. Observations of potential safety hazards or needs are reported to the Buildings and Grounds Department. Other reviews are completed twice each year by a team of managers (3.21) that are assigned to specific areas on campus. Conditions of the classrooms, labs, walkways, lighting and overall appearance are reported to the Buildings and Grounds staff for follow up.

Self Evaluation:

General campus maintenance is based on a priority system and an automated work order process which has provided an efficient means to address campus needs, although deferred maintenance projects continue to be backlogged due to inadequate funding. During 2006-07, there was only $346,000 in deferred maintenance funds to address a project list amounting to some $8 million. While there is a campus plan to address maintenance projects and equipment replacement, projects are prioritized as funding allows. Bond funding has provided for improved lighting in both the central campus and the parking lots and modernization plans include the installation of synthetic turf in the football stadium in 2008. ADA projects continue to be addressed, including a new automatic door on the south side of the cafeteria and the installation of a new hand rail.

In a recent survey, college employees were asked to indicate their perceptions about the college facilities (1.29). The responses were generally favorable, with 83 percent being moderately to very positive about safety on campus; 79 percent were moderately to very positive about cleanliness on campus; and 89 percent moderately to very positive about the appearance of landscaping on campus. Responses were less favorable regarding classroom facilities (73 percent indicating moderately or slightly adequate), for quality of technology resources available to personnel (69 percent reporting moderately or slightly adequate) and equipment available to carry out job responsibilities (68 percent moderately or only slightly adequate). The survey was conducted before the three new buildings were opened. Students who responded to a similar survey (1.5) rated LMC high for cleanliness of the campus and classrooms, landscaping, safety and lighting of hallways. Lower ratings were given for parking facilities and lighting in parking lots. However, the parking facilities and lighting have been upgraded since the survey was conducted.

Planning Agenda:

None.