

College Wide Needs - 2012-13 Program Review

Organization	Type	Category	Description	Justification
Academic Support Center	College Needs	Facilities (F)	Carpet needs to be replaced in high-traffic areas of the main building.	The original Mission 1970s carpet is very stained in parts of the building that are very visible to students (i.e. tutoring center, etc.) Replacement pieces do not match, creating an unprofessional looking patchwork carpet. For those programs that will remain in the main building for quite a few more years, the carpet needs replacement.
Accounting	College Needs	Other	Testing Center	Mission needs to reestablish the Testing Center and participate in a reciprocal testing network with other institutions. There is a huge need for the college to facilitate online students taking proctored exams at other institutions. The inconvenience of the current system is driving students away. This Testing Center could generate funds by providing testing services for a fee to non-Mission students.
Accounting	College Needs	Other	College facilitation for online students to take proctored exams at other locations.	There is a need for the college to facilitate online students taking proctored exams at other locations. Some colleges provide this service for a fee. Students are expecting it. More and more online students express surprise when I tell them they have to come to Mission for exams. The convenience of this service will attract students from other counties and states.
Art	College Needs	Equipment (E)	Fix all clocks that don't work in classrooms and around the center space. In addition, the clocks that do work are all at different times.	It may seem like a small thing, but our campus consistently has clocks that do not work in the classrooms and the center space. The ones that do work are always at different times.

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Art	College Needs	Facilities (F)	Reorganization of the landscape by creating a planting plan to reflect a more contemporary look that considers cohesiveness, sustainability and lower water usage.	Although the maintenance crew work hard to maintain the campus, the current landscape has no rhyme or reason to the design of the plantings and places high water use plants next to drought tolerant plants. A better choice of plants and plant placements could reduce the campus water usage by up to 50% and cut down on the amount of maintenance. The campus could still have lots of green and flowers, but could be designed in a more thoughtful and sustainable way.
Business	College Needs	Other	Lack of college marketing and outreach	Overall college enrollment is down yet there has been no effort to increase marketing and outreach.
Business	College Needs	Other	Customer service focus / communication	The college has regularly been cancelling classes without notification to students. The lack of communication in this area is impacting enrollment. When a student finds out the day of or day before a class is to meet that the class is cancelled, it creates bad will and the student goes elsewhere.
Chemistry	College Needs	Campus Safety (CS)	Chemical Hygiene Plan	A college or district Chemical Hygiene Plan would be used as a reference material for instructors/ staff working with hazardous materials and waste. Currently, our district does not have a CHP which is required by the state.
Chemistry	College Needs	Facilities (F)	Periodic Tables	Supply classrooms around campus with a periodic table to assist in Chemistry instruction.
Child Development	College Needs	Facilities (F)	Secured entry to the CDC Infant/toddler center.	The new CDC has a secured lock system. The infant/toddler center needs similiar equipment for children and student safety.

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Communication Studies	College Needs	Facilities (F)	More technical support for classroom instruction (F & E, actually)	Technical problems in the classroom take away time and create frustration for instructors and students who should be able to concentrate on teaching and learning. We believe it is an issue of not enough people having enough time to take care of a huge amount of technology that needs attention, not that the current people are not capable. The technical support people do an outstanding job, but perhaps we need more of them. Another possibility is that equipment decisions are made (what to buy and how to set it up) without enough input from the end-users: instructors and students.
Communication Studies	College Needs	Facilities (F)	Speakers in the walls of some rooms need to be removed and replaced with speakers that are not in the walls.	The placement of audio speakers in the walls of some classrooms (E3-301-E3-501, for examples) results in the audio being played in the classroom (videos) leaks very loudly into the adjacent classroom, creating interference for the instructor and students in that adjacent classroom. It is very difficult to keep the volume high enough for the students to hear the program without being too loud for the adjacent classroom. This was requested in the last Program Review Update, and is still a problem.
Computer Applications	College Needs	Facilities (F)	Lock system for the computer labs	It would be much better to install some type of code lock system for our computer labs instead of relying on keys that get lost. Many labs are on the outside of the building so breaking in would be easy.
Computer Applications	College Needs	Facilities (F)	Second floor bathrooms need attention	Faucets in some sinks do not work, stalls do not always work, they look in disrepair.
Computer Applications	College Needs		The fluorescent lights are quite old and some of the ballasts need to be replaced. Moreover 3-4 bulbs need to be replaced in E2-101 and E2-303.	It becomes very difficult to see with the constant flickering and/or missing bulbs.

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Computer Science & Info Tech	College Needs	Facilities (F)	Need larger lab classroom. For example, Room E2-501 and E2-502.	Right now the room capacity is 30. It would be better if we could upgrade the room to accommodate 35 students. It will help us reach our efficiency goal.
Counseling Academic	College Needs	Equipment (E)	Reliable wifi signal in all areas of the college including classrooms.	Wifi services appear to be in greater demand as students and instructors increase their use of laptops and smart phones. Wifi service has sometimes been observed to be unreliable and slow.
English	College Needs	Facilities (F)	More support for summer school students	Students need more tutoring, access to the library, access to food services, and other support services that are scaled down in the summer.
English	College Needs	Facilities (F)	Cleaner, usable facilities	--Bathroom stalls don't close, causing people to avoid them, leading to long lines, tardiness and a host of other unpleasant outcomes. --At present, the middle stall in the women's bathrooms in the W/S quadrant on the first floor (outside) has no door, although the door has been propped against the wall for most of the term. --Bathrooms also do not have faucets that work or consistent paper towel access.
English as Second Language	College Needs	Facilities (F)	The shades in MT-10 were damaged and need to be repaired and rehung.	Shades make it possible to use the Multimedia system in the afternoons.
English as Second Language	College Needs	Facilities (F)	A door on a stall in the first floor west bathroom has fallen off and hit a student (who was not injured, but....)	
English as Second Language	College Needs	Facilities (F)		
English as Second Language	College Needs	Facilities (F)	Motion sensing towel dispensers in the bathrooms.	Touching a surface after you wash your hands is unhygienic.
English as Second Language	College Needs	Facilities (F)	Bathroom stalls need stronger latches, new hooks and shelves for books and purses. Faucets should work.	

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English as Second Language	College Needs	Equipment (E)	The display projectors in the classrooms should have an automatic shut off after some time.	Occasionally teachers leave the classroom without shutting them off.
English as Second Language	College Needs	Campus Safety (CS)	Lights next to the MTs on the far side need to be replaced.	It is very dark and so dangerous to leave those classrooms at night, especially after the last classes.
Fire Technologies	College Needs	Campus Safety (CS)	External Lighting	There is a need for additional light on and around the campus. There are areas of the campus near the main building and the MTs the are not illuminated. There is a concern for student and college personnel safety. The additional lighting would enhance the overall expressed by several faculty, staff and students.
Foreign Languages	College Needs	Equipment (E)	I would like to suggest we place a 2nd electronic sign board (similar to the one in front of the flagpole near Staff parking lot E. building) near the student parking lot.	I find the existing sign board (near the flagpole) helpful and I think a second one placed near the student parking lot would increase campus awareness of ongoing events and activities, i.e "Hosp Mngment is serving chicken enchiladas today," "Piano recital tonight," "Remember to vote: Student government elections today!" "Get your flu shot now for only \$5" or "Last day to drop without a W" or even some nice saying or supportive comment. Students could see it as they enter campus and so it would be more immediate than having to log into My Portal...
Graphic Design & Graphic Arts	College Needs	Other	More marketing in our service area.	Other schools are marketing in out service area. If Mission wants to compete, more emphasis must be placed on gaining Mind share in the community. The return on investment could be much greater than some of the current, labor intensive marketing efforts.

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Hospitality Management	College Needs	Facilities (F)	Revamping of landscaping surrounding HM facility.	Current state of landscaping is unattractive and in need of major overhauling. The HM building is positioned at a major college entry point and should be surrounded by attractive and welcoming grounds. The current state of the new landscaping (non grassy areas) is uninviting and detracts from the new HM facility and college in general.
Humanities	College Needs		The Office of Instruction should remain staffed and open until 6 P.M.	I have often gone to the Office of Instruction in mid or late afternoon and find it dark and locked. Faculty and staff are working on campus until 9:00 or 10:00 P.M. The Office of Instruction should remain staffed and open until at least 6:00 P.M. to support those faculty and staff working in the evening session.
Kinesiology	College Needs	Facilities (F)	Better locks/door hardware on the doors in the gymnasium and locker room areas.	The doors stick and can also be pulled open quite easily.
Kinesiology	College Needs	Facilities (F)	Security cameras to reduce the campus thefts.	We have numerous thefts in the PE / Athletic areas as well as throughout the college. I understand that cameras give the appearance of safety but if they were hidden in the offices it wouldn't be perceived as a "safety" camera that is monitored.
Learning Services	College Needs	Campus Safety (CS)	Better lighting in hallways, addition of ramps and international signage. We also should produce an emergency/safety video mandated for students to view.	We want to be sensitive to safety and comfort of students.
Library	College Needs	Other	Cell phones for IT/IS staff.	Support for campus IT and district IS functions is essential to maintain the technology we depend on. Without cell phones, which were eliminated to save money a few years back, it is extremely difficult to get assistance as staff from these areas are seldom at their desks.

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Library	College Needs	Facilities (F)	Additional custodial staff.	The college facilities are not being cleaned as they should be due to a shortage of custodians. Dirt and grime does not make a campus welcoming to students, staff or visitors. It can also be a health hazard.
Library	College Needs	Campus Safety (CS)	Anti-slip surfacing for metal access covers campuswide.	The metal hole covers such as the one near the front entrance to the library needs to have an anti slip surface applied to it. This is a hazard whenever wet from scheduled lawn watering or rain. People have already slipped and some have been injured.
Library	College Needs	Other	12 month support for the Learning Management System (ANGEL)	Currently the support is handled by 10 month faculty leaving two months without any LMS support.
Library	College Needs	Facilities (F)	Automated hand-dryers in restrooms.	All restrooms on campus use paper for drying hands. This wastes a lot of paper. Much of the time paper is overflowing the trash cans and ends up littering the floor. This could be eliminated with hand dryers that are eco friendly and would help shorten the time spent cleaning the restrooms for custodians as well as saving paper and money.
Library	College Needs	Facilities (F)	First floor restrooms in the Main Building need to be updated.	The restrooms are outdated, stall doors do not close; they are cramped and always look in disrepair. Vistors use these restrooms as well as students and employees.
Nutritional Science	College Needs	Facilities (F)	Larger lecture classrooms	The courses have been put in different size classrooms each semester. While the instructors do not mind moving, we have sometime been put into rooms that do not accommodate the class size. Instructors are willing to take a large number of students if they are given a large classroom. Enrollment was restricted last year due to the size of the room allocated.

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Psychiatric Technician	College Needs	Facilities (F)	Cleaning out of duct work for heat and air conditioning systems.	There is a noticeable black soot or dirt on the ceilings around all the air vents in the main building. This is a questionable health hazard for students and employees as this is coming out of the system into the air we are breathing.
Psychiatric Technician	College Needs	Campus Safety (CS)	Maintenance and repair of all bathrooms in main building and MTs	Many of the commodes in bathrooms leak when flushed. Faucets need to be replaced or repaired so that hand hygiene can be performed. The faucets should be able to be regulated hands-free or a least be turned off using a paper towel barrier to avoid touching clean hands to faucet control mechanism. Paper towel dispensers should allow for pull-down of clean towel without having to touch bar mechanism with clean hands to make clean towel available. Soap dispensers should be available over all sinks. This is a health safety problem that affects all faculty and students.
Retail Floristry	College Needs		More lights at nights and more Security personal at Night	Safety Issue for a single person walking to their car at night, If needed a Security person could walk a single woman out to her car.
Vocational Nursing	College Needs	Facilities (F)	One or two more trash cans on the Staff Parking lot E.	Many students congregate in this portion of the parking lot closest to the West entrance of the college and the MT buildings - not only smoking but eating. Need to reduce trash
Vocational Nursing	College Needs	Other	Add more advertisements to the bus lines of VTA 57, 58, and 60.	It is distressing to see advertisements for DeAnza College or DeVry on the buses which travel directly between West Valley College and Mission College VTA 57 and 58. We need the community to know about our colleges on these routes so we can increase our enrollment.
ITS Wed Media Services	College Needs	Other	-Consolidation of instructional servers - Expanding the implementation of lecture capturing system	All college wide new instructional technologies are launched by IT&S Department.
Athletics	College Needs			

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Counseling Service	College Needs	Equipment (E)	Wifi signal and access	Reliable wifi signal in all areas of the college including classrooms. Justification: Wifi services appear to be in greater demand as students and instructors increase their use of laptops and smart phones. Wifi service has sometimes been observed to be unreliable and slow.
DSPS	College Needs	Other	Tutors that are one-on-one and disability-specific, meaning they understand the special learning needs of students with specific challenges such as Dyscalculia, Dysgraphia	Students with Learning Disabilities need to be tutored by professionals who are experienced with helping students with disabilities. The approach to assignments and content accessibility is not the same as for non-disabled students and tutoring that is general, campus-wide is Not working for DSPS students.
DSPS	College Needs	Facilities (F)	Additional signage that is low enough that braille can be added to it so it will be in compliance with ADA/504 accessibility and accommodation requirements.	All campus signs must be equally accessible to students, regardless of disability or language. This must include those with visual impairments who must rely on braille to guide them to buildings, classrooms, restroom and kitchen facilities as well as to the nearest safe exit. For international students, including those international students with disabilities, international symbols must be also used throughout the campus.

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				There are both state and federal requirements for confidentiality that are not being met due to the lack of space. Students with disabilities are supposed to be able to meet and talk in private. In addition, Program Specialist, LD Specialists and the Assistive Technology personnel need to be able to speak with students in private. LD assessments are supposed to be one-on-one which mandates that space must be allocated for this. We have too many people located in one room for compliance and in other spaces, due to the same mandates we can only see one student at a time because there aren't full walls between cubicles. Lines get backed up, instructors can't speak to us with students there and vice versa. Faculty need to consult with one another. We also have another position coming on board in the Spring, full-time faculty, and nowhere to place that person because the space that was supposed to be allotted is not being used to Advise/Counsel students with disabilities.
DSPS	College Needs	Other	Regulatory and legal requirements. More space is critically needed in order to be in compliance with both state and federal mandates on confidentiality for students with disabilities.	
EOPS	College Needs		N/A	
Financial Aid	College Needs	Other	District IS programming services to support automation and reporting needs.	Continue to provide expert staffing to: increase efficiencies using automation; paperwork reduction; communication with students, staff and faculty.
Intensive English	College Needs		Not applicable to our program.	
MESA	College Needs		None requested	
Student Activities	College Needs	Facilities (F)	Need for cleaner facilities and grounds kept up better. Parking lots need more attention.	

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Student Enrollment Services	College Needs	Other	Technology: District IS programming services to support automation and reporting needs.	Continue to provide expert staffing to: increase efficiencies using automation; paperwork reduction; communication with students, staff and faculty.
Student Health	College Needs	Facilities (F)	Private space needed for 1) personal counseling; 2) lactating women,	Private, confidential space is needed for expanded personal counseling to minimize blockage of exam room space for first aid and/or urgent medical care. The same additional private, confidential space (office) may also be used as a back-up for lactating women (breast-pumping).
Student Health	College Needs	Campus Safety (CS)	Update campus-wide trauma bags, first-aid kits, automated external defibrillator replacement supplies.	See Resource Request. Up-to-date, nonexpired supplies are needed in 11 campus-wide trauma bags, 85 first-aid kits and 13 automated external defibrillators (AED). Trauma bags and first-aid kit contents include bandaging and emergency response supplies. The AED replacement supplies consist of specialized batteries and pads. Polls done of other California community colleges reveal that the District or College Fund 100 funds support these expenses.
Transfer & Career Center	College Needs	Equipment (E)	Reliable wifi signal in all areas of the college including classrooms.	Wifi services appear to be in greater demand as students and instructors increase their use of laptops and smart phones. Wifi service has sometimes been observed to be unreliable and slow.