

State Center Community College District  
Reedley College Science Building - Math  
Location: Reedley College, PCR – 2:00 PM  
Date: 6/28/2017

Darden Project No. 1720

Next Meeting to be held on: TBD

## *Meeting Minutes No. 1*

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### **Programming**

#### **Space Types needed to support the program:**

##### **Math Tutorial Center:**

The Current Center is a highly valued and used. It has a capacity for 39.

The Math Center is important to the students and is not big enough.

The Math Center is a drop-in study center. They can get questions answered on moment's notice.

Existing lab is 1,200 sq. ft. They need more space.

They have all but 4 math instructors in the Math Center.

There are other offices in this area STEM and Counseling.

The advantage of the Math Center proximity to math offices is essential to giving quick access. Even if it's not their office hours they will answer student's questions.

This could be classified as library space for State purposes.

Restrooms nearby. (Outside is ok)

ADA accessibility is essential, also standing height for some to work standing up.

Provide some quiet rooms for some students to have a quiet place to work. Partitions should be glass so tutors have a clear view of all students who may raise their hand for assistance.

Provide Area for student Login which is required at entry, need a semi-controlled entrance to login with their student number. (Students login and the Faculty uses the information to know the numbers and types of students and their needs etc.).

Provide White boards, smart board, and projector for tutor training.

Provide Cubbies in an alcove, bookshelf or under counter, they don't think they need lockers. Do not locate near the entry for security purposes. These are used by the Tutors for storing their personal items, while in the Tutor Center. Students keep their personal items with them.

Provide seating in various configurations, (They like the tables they have but the chairs need to match so they fit between the table legs).

Provide seating for 30 laptops, (They currently have 20 laptops) Need space between laptops so there is room for the tutor.

Refreshments "Pass Center" brain food, ideally a snack counter could be considered.

Natural lighting would be desirable. (Without glare)

Consider some internal glass partitions which would provide some separation between student groups and place to write on the glass.

Provide White boards on walls or wall talker could be considered too. Marker Walls are not preferred as the Faculty cleans the White boards every day. Boards must also be easily cleaned. Currently also use (2) rolling Marker Boards.

Provide large visible tack board space for posting announcements etc.

#### Utilities Required:

More access to power, ideally every table would have power and USB charging capabilities. Lighting near the projection screen needs to be adjustable.

#### Finishes:

Carpet is preferred for acoustical purposes.

#### **Office Required:**

Current offices are partitioned cubicles only and offer no privacy or room to meet privately with a student.

Offices need to be adjacent to the Math Tutorial Center. Students like the easy access to the Faculty.

Provide (14) - Standard Faculty offices (size for faculty 80 sq. ft. each).

Provide a desk, file cabinet, white board or glass wall, chair for student.

Offices need to be designed with full height walls and sound insulation for privacy.

#### **Math Classrooms:**

Provide Math Classrooms adjacent to the Math Tutorial Center.

Math classrooms max out at 42. The math faculty would not support larger class sizes. This is their largest size classrooms.

Overhead projectors and white boards. (Consider using "Egan" boards).

The projection screen should not block the white boards. This is a current problem for instructors to use the Marker boards simultaneously.

Screen does not need to be in the middle.

Instructor's desk is center and large monitor or the desk blocks view of some students. This too should be off center. As it is also a problem with viewing the Marker boards or projection screen. Single desks for students, are preferred. But they need moveable chairs for ADA. Probably need separate desk and table.

These rooms should have white board in front, with LCD projection on that with large monitors off center.

The current floor mounted electrical that serves the Instructors desk is in a location that doesn't allow for the desk to be moved. Consider a better cable management of all electrical cords to the desk.

~~~*END OF MEETING*~~~

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