**Instructional Technology Committee (ITC)**

To: Academic Senate  
From: Instructional Technology Committee  
Date: May 1, 2013  
Re: Recommendations for District Computing Labs

**ITC members:** E. Bullock, E. Carey, S. Burstzen, K. Neufeld, E. Frankel, S. Sanders, J. Kruidenier, M. Gottwald, T. Owahand, D. Vasey, D. Wong, F. Rodriguez, C. Barr, J. Pike, K. O’Connor (Senate liaison), D. Hersh (Dean, Ed. Programs), J. Walker, J. Clark, J. Mooy, L. Auchincloss, J. Thornell,

**Background**

Motivated by budget changes, SBCC identified a need to understand the usage patterns of the 57 district computing labs. This effort began in the spring of 2012 and continued through the spring of 2013. The goals of the study were to understand actual lab usage patterns since prior to this study most labs only had anecdotal evidence of lab usage. Additionally, there was a desire to understand the needs of departments which had unfulfilled computing needs, document and establish partnerships between labs, understand software and hardware requirements needed to support departmental instruction, and look at using labs for direct classroom instruction. To gather data on actual lab usage, statistical software was installed during the summer of 2012 to track lab utilization during the fall 2012 semester.

**Senate Charge**

The Academic Senate President charged the Instructional Technology Committee with the task of submitting a formal recommendation for each of the district’s instructional computer labs to the Academic Senate.

**ITC meetings to discuss issues**

**Nov. 9 - Committee given Senate charge and ITC’s role in lab discussions.**

1. To look at how labs are used and how people want to use labs so by working together all parties can learn about the College’s needs and capabilities in a more efficient manner.
2. By understanding what instructional technology we have in our labs, ITC would be well prepared to answer questions about future technology initiatives and how those fit in with the College’s infrastructure.
3. Expectation that this request would be fulfilled by the end of the Fall 2012 semester and that the work product from this would be to provide input to the report being drafted by the Lab Utilization Workgroup.
Nov. 30, 2013 — Executive summary and draft lab recommendations presented to committee

March 8, 2013 — Report on department trends and the changes in instructional technology

March 22, 2013 — Meeting with ITC Science Reps (Tannowitz & Bullock), Stephen Strenn, Jason Walker, Laurie Vasquez

March 22, 2013 — Jackie Kuehn from Computer Science met with committee

April 5, 2013 — (additional potential partnership meeting) — Stephanie Dotson, Ed Inks, Brian and Chris Campbell, Jason Walker, Laurie Vasquez

April 5, 2013 — additional ITC meeting called to report out to committee re: Art dept. needs and finalize program review

April 12, 2013 — Jason Walker, Laurie Vasquez, Jackie Kuehn, and Stephen Strenn met in order to update Computer Science faculty on the needs of the Art faculty

April 25, 2013 — Meeting with computer science representative (Dean Nevins), Ignacio Alarcon (STEM project coordinator), Stephanie Dotson (Chair, Art department,) Brian Campbell and Chris Ulivo (art faculty), Jason Walker (Director of Educational applications), Joe Rivas (Science ILC), Eric Bullock (ITC Science representative). Purpose was to restate the needs of both departments and gain agreement going forward.

Presentations

This recommendation was submitted to the Instructional Technology Committee (ITC) to review, discuss, and modify as they see fit. This recommendation, by combining the work of the District’s Lab Advisory workgroup with the Instructional Technology Committee, represents the faculty and staff’s best effort at grappling with a difficult and important issue.

In order to understand department needs and lab structure, presentations were given to both the lab advisory workgroup and ITC by faculty lab coordinators or representatives tasked with over-sight of the instructional computer labs. The following presentations were given:

- Allied Health and Nursing – Jane Metiu
- Achievement Zone - Ryan Burke
- Art Department - Stephanie Dotson
- BC Labs - Esther Frankel
- CNEE – Angel Cardenas
- Computer Science and Science Division Labs – Stephen Strenn
- Counseling/Orientation - Scott Brewer/Wendy Peters
- DAC & SoMA - Alejandra Jarabo
- Demo on LabStats – Allison Chapin
- Disabled Student Programs and Services - Jana Garnett
- Earth and Biological Science – Barry Tanowitz
- ESL/ML Lab – Sonia Zuniga-Lomeli
Critical needs

Critical needs relating to operations, curriculum, and matriculation agreements were identified during these presentations and informed the creation of this recommendation.

Recommendations supported by ITC

Three of the labs have limited access (assessment, IDC 309 and IDC 109). In all three of these labs, the absence of an enhanced instructional media station (bunkered instructor station) has created a significant limitation on open access.

The recommendation is for the district to provision these stations prior to the beginning of fall 2013 semester. IDC 309 and IDC 109 which were ranked by ITC are now incorporated into the phase II request for media-enhanced classrooms for Educational programs.

Included in the list of draft recommendations is to convert 2 instructional computer labs into traditional classrooms to address the district’s growing need for instructional space. This recommendation also includes suggestions for labs that are currently discussing lab remodels, expansions, critical technical needs, and a scheduling need that was identified by Student Support Services Departments.

The recommendation to convert 2 of the district’s 57 computing labs is based on statistical data captured during the fall 2012, presentation discussing “possible” partnerships being discussed, visual observations in terms of support being offered currently, and the current course offerings. The 2 instructional computers labs being recommended for conversion to traditional classrooms are BC 301 and the Science Division Lab, supported by Computer Science.

One critical operational need that was identified during this process involves the need for Student Support Services to schedule computing labs for workshops hosted by the Counseling, Admissions Outreach, Transfer, and Financial Aid Departments. A large number of workshops are scheduled during the breaks between semesters, a time when labs are closed to students. Student Support Services has experienced significant challenges in working with departments to accommodate student workshops.

The recommendation is to give responsibility for scheduling all district computing labs, during board approved intersessions, to members of the Student Support Services Departments via the office of the Dean of Student Services. Representatives assigned with the responsibility for
scheduling labs during the break should be given full access to computing labs and should be assigned responsibility for the facilities while in use. Departments should be expected to provide lab maintenance schedules to those assigned scheduling responsibilities. The recommendation is for the district to take action on this specific recommendation immediately.

Business Division Proposal for Lab Utilization:

- The proposal is to convert BC301 to a traditional classroom, and to set up a "Nova desk" configuration in BC302 for the Accounting Department. This will allow Accounting to have more computers in their classroom. (BC302 is a larger room.)
- The request is for new Nova desks because they are ergonomically superior to the desks that we currently have. We have also been told by IT that it would be next to impossible to move Nova desks of our "vintage".

Concerns:

- Converting one lab to a traditional classroom may significantly limit the ability of the ACCT, COMP, and CIS departments to "grow". As an example, all labs are "booked" in the evenings.
- Converting the lab will result in the open lab being unavailable to students during certain times of the day and at least one evening a week.
- It is difficult to accommodate all of the requests that we received. In particular, we won’t be able to provide the “extra” rooms that Psych needs for their two weeks of experiments.
- Expenses will be offset with potential growth.

Science

Currently, there are two labs which are the responsibility of the Computer Science (CS) Department. One lab is the CS Lab, dedicated to only CS uses, and adjacent to the CS Lab is the Science Division Lab. The Science Division lab is primarily for use by the science division but CS can and does overflow into it. In order to more efficiently utilize the College’s resources and to help support our colleagues the following proposal is submitted by the CS Department, Art Department, and Science Division (in particular, the GIS component of Earth Science). This proposal is the outgrowth of talks by all of the Departments involved and builds upon the work of the Lab Advisory Workgroup and the Instructional Technology Committee.

The proposal is to:

- Consolidate the CS Lab and the Science Division lab under CS control. This reflects the current practice for many years but formalizing it allows the CS Lab Coordinator to more effectively respond to the needs of CS, the Science Division, and Art.
- Convert the Science Division Lab in to a CS Mac Lab by replacing the (approximately) 24 PC machines to dual-boot Macintosh computers. The dual-boot machines would run Windows and Mac OS.
- Technical support for the CS PC and Mac Labs would be provided by CS LTAs. Additional support for the CS Mac Lab will be made available by Instructional Lab Support (Devin and Ryan) upon CS lab coordinator request.
• Scheduling would be the responsibility of the CS Lab Coordinator working in cooperation with the Chairs of Departments within the Science Division and the Chair of the Art Department.

• Scheduling Priorities would be: 1. CS Courses, 2. Science Division Courses (particularly GIS), 3. Art Department Courses.

• Art will phase in lab use starting with Tuesdays and Thursdays from 8:30 A.M. to 11:30 A.M. and Fridays all day. These times will be available for both classroom instruction and drop-in open lab hours for art students.

• Art department will provide tutor or hourly support for drop-in lab use. Upon discussion with CS, the Art department will continue to request adequate lab support prior to any increase in drop-in lab use (i.e. Saturdays or evenings)

• GIS will retain its current days and times.

There are concerns expressed by all parties that all the departments are growing and it is unclear if the CS Mac Lab will be able to support all of the needs in the long term. It is generally agreed that this is a good short-term solution but we will need to keep our lines of communication open to allow us all to plan any increases in lab utilization.

All of the groups shares a common desire to have the labs open on Saturdays.

It is also understood that the STEM grant will pay for the new computers which need to be high-end enough to meet the needs of the STEM students taking CS and Science Division courses.

Information about STEM grant guidelines relevant to CS and Science Division Computer labs was provided by Ignacio Alarcon, STEM projector Director.

(a) Program Officer has told us that there are no objections to sharing equipment with non-STEM areas. Our only concern is that grant objectives are met, and the decision regarding sharing with other departments is an internal one.

(b) Purchase of computers: Last year, STEM thought they were purchasing "upgrades" to computers, and when I described this to external evaluator, he said that this is something we shouldn't do. Grant should buy "full" computers. So, if the idea is to supplement some district budget, what needs to happen is that the grant buys a number of the computers, and these should be clearly identified.

Journalism

This year the Channels transitioned to a fully-online 24/7 publication available to students, faculty, staff and the public via computer and mobile devices. Even with such a major instructional and organization shift, the publication continues to receive numerous local, state and national accolades.

Ironically, the Channels newsroom has been plagued for many years with serious “health and safety” issues, including but not limited to water leakage, flooding and mold. The Campus Center, in which the newsroom is housed, has been deemed unworthy of repair. As a result, the Channels lab sought relocation.
In 2010 EVP of Educational Programs Dr. Jack Friedlander stated that there is no new space available for the Channels and informed the School of Media Arts (SoMA) that the lab must be relocated within existing SoMA space.

After a year of consultation, the SoMA faculty and staff responded by developing a reasonable proposal, including a refined architectural diagram, to place the Channels lab in the Digital Arts Center (DAC). Thompson Naylor Architects was chosen to provide a bid, which came in at over $700,000. A year later the firm returned to discuss value-engineering the project. No changes in the proposal or price tag resulted from this discussion and, as a result, the relocation of the Channels Lab has stalled.

Failing that, The Channels adviser has identified a second, less-expensive option using (as of now) uncommitted space.

ECC15 on East Campus houses the computer science department until the Humanities Building remodel is completed in late October. When that project is done, these two combined portables could be converted into a newsroom and adjoining classroom for journalism and other SoMA lecture and lab classes. This plan has several advantages: I

It would:

- Be completed faster and with less expense than the DAC remodel.
- Provide the J-Dept with dedicated classroom space. Our current classroom, ECC-18, is set for demolition.
- Take pressure over impacted labs and production studios through SoMA depts.
- Solve space problems that have intensified with online publication: soundproof audio-video booths, quiet workstations, an interview area, and storage for equipment, supplies and 50 years of irreplaceable Channels archival materials.

In the pursuit of a permanent solution ITC recommends that a new RFP be established towards the goal of rapidly developing and implementing a targeted, cost-effective plan for the remodel of the Digital Art Center lab, to include space for the Journalism department. In view of health and safety concerns and related expenses, ITC supports this initiative.

**Summary**

ITC strongly recommends that the administration implements these recommendations as soon as possible, maintaining the timeline established in the proposal.

Respectfully submitted,

Laurie Vasquez
Chair, Instructional Technology Committee