

EASE Site Visit Notes - Overview

Fall 2016

Debrief Meeting

Wednesday, December 14, 2016, MUB 240

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Airport

A.) EASE Related

- Scheduling for staffing
 - what is the plan?
 - what is their schedule?
- Clarifying Set Schedules for Faculty - Counseling & Librarians
- Clarifying Workshops - Student Health, Career
- A&R
 - ID's and getting documents to Ocean
- Front office configuration
 - of counseling and librarians? how are we going to grow it...

B.) Non-EASE - Urgent

- Is the site going to stay open?
- Programs?

C.) Positive Take Away: Great Teamwork - So collaborative with faculty/staff/classified

Chinatown/Northbeach

A.) EASE Related

- Assessment of LAC and needs from LAC and Dept Chairs

B.) Non-EASE

- Elevators - safety issue - 2 elevators broken
- Academic Programs and Pathways

C.) Positive Take Away: Beautiful Facilities and Great Signage

Civic Center

A.) EASE Related

- Explore opportunities for study spaces for students, potentially empty classrooms
- Assessment of Tutoring

B.) Non EASE Related

- Academic Anchor Programs
- Long Term Plan for Eddy

C.) Positive Take Away: The library configuration is a model for accessibility

Downtown

- A.) - Space Audit / Assessment of Student Development
 - no emergency exit
 - Student Lounge on 8th floor - turning it into instructional space - it's odd
- Staffing
- Group Study Space

- B.) Non - EASE
 - security assessment

- C.) Positive Take Away:
 - Great programs and financial aid eligible non credit programs and certificates
 - Bookstore

Evans

- A.) EASE
 - Counseling Hours
 - Classified Staffing
 - clarifying staffing level
 - staffing audit
 - Support for Evening and Weekend Hours
 - Tutoring
 - Exam Tutoring
 - Signage
 - Vending/Bookstore
 - Tools
 - Student Lounge

- B.) Non-EASE related
 - Campus Safety
 - vehicles
 - Food Options
 - GE's being offered??
 - Class Cuts/Cancellations
 - Vessel Classes (CTE ESL, Math, ESL)
 - Communication

- C.) Positive Take Away:
 - strong programs
 - engaged community

John Adams

- A.) EASE
 - tutoring assessment
 - Signage
 - students don't know which front counter
 - Standardized training for Student Development Programs & Services
 - Privacy for Financial Aid Conversations and General Location

B.) Non-EASE

- use of gym
- food services
- funding of Events at Centers

C.) Positive Take Away:

- DSPS office classified staff and faculty
- Library
- Strong academic programs
- Collaboration and Positive Attitudes

Mission

A.) EASE

- tutoring assessment and LAC assessment
- updated software
- assessment of need of evening/weekend hours

B.) NON-EASE

- signage - services and room numbers
- computers
- classes - IT
- computer classes for lower level ESL students
- Vessel Pieces
- Outreach

C.) Working Well...

- Puente
- Balance of non-credit and credit programs
- Staff/Classified/Working well together...refined..

Southeast

A.) EASE

- space assessment - CCSF and so many entities / signage / navigating the building
- when are students there? so, when do we offer the services?
- 1 counselor, 1 librarian, 2 classified staff
- uniformed training of staff
- communication with students

B.) Non EASE

- the unanswered question around plan for SE - makes it challenging on what to do with services?

- accessibility
- elevators
- long term plan
- academic pathways
 - when are they? and how do we offer services?
- academic programs and pathways...
- responding to changing demographics with courses and programs..

- C.) Positive Take Away:
- community engagement

Topics Across all Centers - EASE & Non-EASE Related

- for
- 1.) - Assessment of which disciplines need tutoring at which spaces? Ask LAC help and collaboration with Dept. Chairs
 - 2.) Equity Projects, Basic Skills, AEBG at the Centers
 - 3.) Assessment of Academic Programs and Pathways at Each of the Centers
 - 4.) Full Audit of Classified Staff
 - 5.) Lab Aide Budgets
 - 6.) Roles and Responsibilities and Processes for Accessing Resources/Supplies/
 - 7.) Training on Complaints and Grievances
 - 8.) EASE Training at Centers
 - 9.) IT - Scanners and Software Updates and Computers Updates
 - 10.) Review of Language Needs
 - 11.) Proportionality
 - 12.) Non-EASE
- space utilization

Proposed Agenda for Full EASE Task Force in Spring 2017

1. Debrief Visiting Team on EASE
- coordination with categorical programs and plans...
2. Review of Center Survey