

**Vernon College**  
**Assessment Activity/Report Communication Form**  
**2016-2017**

**Title:** Lab Evaluation Report

**Date of completion:** March 21, 2017

**Highlights of data:**

- Lab evaluations are completed each February; this includes CTE programs with labs, CE programs with labs, academic disciplines that utilize labs, and computer labs not assigned to a particular program or discipline. The form is used to evaluate the condition of the facility, equipment, and supplies.
  - 7 programs requested more space
  - 4 programs suggested replacing the floor covering this year
  - 7 programs suggested replacing the floor covering between now and 3 years
  - 8 programs suggested improving appearance; painting etc.
  - 9 programs suggested modifications to electrical
  - 4 programs suggested replacement/modification of plumbing
  - 10 programs requested furniture replacement; chairs, tables etc.
  - 5 programs suggested instructional area equipment replacement
  - 9 programs suggested equipment replacement between now and the next 3 years
  - 1 program suggested re-arranging the room
  - 8 programs reported noise/hot/cold temps
  - 1 program suggested
  - 2 programs suggested an increase in supply budget
- Additionally, the form is used to identify equipment, materials, supplies, and furnishings needed to deliver high-quality instruction. The CTE, CE and Discipline programs request totals for equipment, technology, and curriculum materials for 2017-2018 totaling:
  - CTE Programs: \$444,100.41
- The complete repair and request list was forwarded to the Associate Dean of Instructional Services.
- Included in the lab evaluation is a list of the inventories of equipment and computers.

**Use of data:**

The information from the Lab Evaluation reports is used to plan maintenance and repair of facilities, to analyze use of the facilities, and to plan for optimum use. The inventory lists include timelines for replacement of equipment. This is especially useful for planning the cycle for computer replacement.

CTE programs and academic disciplines use the evaluation reports for preparing budget requests. Also, they are used for developing the Perkins Basic grant activities and budgets.

- \* Posted on Vernon College website to be shared with SSBTN and College Effectiveness Committees as well as Vernon College constituents.

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**How associated to Student Success?** Students are motivated to work hard and learn more in a well-equipped and highly functional learning environment.

**Where the report can be found:** Office of the Administrative Assistant to the Associate Dean of Instructional Services

**Submitted by:** Donna Egoavil **Date:** 3-21-17  
(Responsible Party)

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**Received by Office of Institutional Effectiveness:** March 26, 2017  
(Date)

**Posted to VC website\*:** August 22, 2017  
(Date)

\* Posted on Vernon College website to be shared with SSBTN and College Effectiveness Committees as well as Vernon College constituents.