

ISIT/FACILITIES/OTHER EQUIPMENT REQUEST 2018:

Program or Service Unit:	English
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Funding Source or needs funding. Please explain	Needs funding.
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PLEASE NOTE: If you have multiple requests, please submit multiple forms.

Please share as many details as possible such as room location(s), type of equipment and/or software requested. If you have a cost estimate, that would be helpful, we will contact you for more details.

Please share as many details as possible such as room location(s), type of facilities request, remodel or construction request, safety concern, or furniture request.

You will have an opportunity to present your request to the ISIT/FACILITIES OR CTE committee.

I am requesting the following:

<p>Request: Modular Classroom Building for English Classes/Faculty Offices</p> <p>Justification: Over the past several years, our department has shown incredible growth. Fall 2018, we were asked to open many new sections of composition courses as well as hiring 8 temporary full time instructors.</p> <p>Every semester, we have the students and faculty, but we have no rooms in which to schedule them. In order for us to continue growth and help students get through pathways expediently, we need more classroom space.</p> <p>We also have a need for faculty offices. We have displaced our adjunct faculty who have no place to meet with students, nor a computer to use. Four new faculty members are sharing the former adjunct office, using cubicles which offer no privacy for conversations with students.</p> <p>Cost Estimate: Based on research done online, the average cost of renting a modular office space is \$500 per month. Delivery is estimated at \$1000. The would equate to \$7000 a year for the building space, plus utilities.</p>
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