



## MEETING REPORT – EXTENDED LEARNING

REPORT DATE 20 February 2019  
REPORT BY Sarah Mojzer  
PROJECT SUNY Oswego  
Facilities Master Plan Update  
PROJECT NUMBER 1827  
MEETING DATE 8 February 2019, 9:00 to 10:00 AM  
MEETING LOCATION Park Hall 301  
DISTRIBUTION Attendees

---

ATTENDING	OF
Jill Pippin	Dean, Extended Learning
Mary Toale	Executive Assistant to the President
Mitch Fields	Associate Vice President for Facilities Services
Brittany Wallace	Junior Project Coordinator
John Inman	State University Construction Fund
Jean Stark	JMZ Architects and Planners
Sarah Mojzer	JMZ Architects and Planners

---

### SUMMARY

#### Summary of Discussion

- The Division of Extended Learning works with all departments on campus and with undergraduate and graduate students. Program areas include:
  - SUNY Oswego in Syracuse Branch Campus Programs
  - Instructional Design Services
  - Testing and Proctoring Services
  - Veteran and Military Services
  - Online Courses and Degrees
  - Evening and Part Time Degrees
  - Winter and Summer Sessions
  - Student Advising
  - Contract Training
  - Non-Credit Workshops
  - Intensive English Programs
  - English for Academic Purposes Courses & Services
  - SUNY Oswego High School Programs (New Visions)

#### JMZ Architects and Planners, P.C.

190 Glen Street  
P.O. Box 725  
Glens Falls, NY 12801

tel 518-793-0786  
fax 518-793-1735  
JMZarchitects.com





- The Extended Learning main office is in Marano 151. There are other offices scattered across campus:
  - Sheldon third floor houses New Visions (high school) program; two offices and two classrooms
  - Testing and Proctoring Lab in Hewitt must be moved elsewhere. There is an office associated with this lab.
  - Veterans' Lounge and ROTC space (one office for two to four people) in Hewitt must be moved elsewhere. Both should be close to the Veterans Advisor's office.
  - The Nontraditional Student Lounge in Hewitt will also have to be moved. Students have an access code to get into the space. Though the room is not heavily used, similar spaces on campus are being used as touch-down space for nontraditional students. An effort to establish a combined nontraditional student/graduate student lounge was not successful, perhaps due to the different cohorts.
- Every private office in the Marano 151 suite is occupied. The Department took over a conference room and a storage room to use as offices.
  - Dean and Assistant Dean need private offices.
  - Four full-time instructional design staff require private offices – work with faculty
  - Full-time videographer needs a large private office with storage space.
  - Two full-time advisors need private offices to meet with students.
  - One full-time International Language Education coordinator needs a private office.
  - Four full-time employees could have workstations: summer/winter session coordinator, high school program coordinator, business and operations manager, programmer for professional development
  - Two secretaries require workstations at the front desk. The area should also have workstations for two student workers who assist professional and administrative staff. At peak hours everyone is in the office and the two existing touch-down spaces are not sufficient.
  - The English Department currently provides an office for an ESL instructor (this works well).
  - A search is underway for an Instructional Support Technologist.
  - Potential future hires include: Instructional Designer, Program Manager for Micro Credentials/Kids Camps, Advisor for new Online and Syracuse programs, an additional Intensive English program PT Instructor, additional ELS instructor.
- The Testing and Proctoring Lab could potentially be combined with disability testing and academic/professional testing into one Testing Center. The Lab currently serves about eight students at a time, but it has capacity to seat 24. If faculty begin to take advantage of the proctored testing services, all 24 seats will be needed. The Consolidated Testing Center would require:
  - Two testing rooms with up to 16 stations each
  - Smaller testing spaces for accessible testing
  - Office with views into testing spaces
  - Room for multiple, dedicated servers for different types of tests
- A SUNY-wide push to attract non-traditional students with online micro-credentials could lead to a need for additional office space.
- If the office is relocated, it should be centrally-located on campus and have convenient access to parking for visitors. Locate adjacent to a classroom or other space that could be used to accommodate future growth.
- They would like access to a conference room with 16 seats.
- Additional storage is needed for paper goods, books, kids' camp supplies, and giveaway materials. Secure storage is needed for student records.



- A 16-seat dedicated conference room is needed. The Department conducts many meetings and has constant need of a conference room.
- The Department has minimal need for dedicated instructional space.
- A year-round intensive English program had 11 students in fall 2018; may grow to a maximum of 40 students, which would require two classrooms. Students attend classes and are tutored from 9 AM to 5 PM five days a week for a full year or more. There are four entry points during the year. Students “graduate” from the program and may enter normal courses once they have attained sufficient proficiency. The program is currently taught in a Marano classroom, which is appropriate due to proximity to English department. The ideal facility for this program would be:
  - One 25-seat classroom, with access to a second 25-seat classroom as the program grows
  - One private office large enough for meeting with students adjacent to the classroom(s)
- Jill provided a handout listing program areas and audiences served (attached).

### Action Items

Tasks to be Completed	Responsible	Status
Provide scheduling information for the Intensive ESL program.	Jill Pippin	Pending
Inform the team if a consolidated testing center is a viable option.	Mitch Fields	Pending

JMZ WILL PROCEED ASSUMING THIS REPORT TO BE ACCURATE. DISCREPANCIES SHOULD BE REPORTED TO OUR OFFICE WITHIN SEVEN (7) DAYS.