

Victor Valley College Facilities Committee
Assessing the Effectiveness of Physical Resources Planning:
Observable Outcomes Questionnaire, March 9, 2012

Respondent Name: _____

Date: _____

Campus Area Observed: _____

Directions:

1. Walk through your assigned area(s) of the campus, observing as much as you can about the buildings, grounds, and equipment. If you wish, you may ask others for their input. If you are assigned more than one area, make additional copies of page 1 as needed.
2. Drawing upon your observations and on your own knowledge of each area you walked through, rate the area overall on how well it meets each of the criteria in the *Buildings, Grounds, and Equipment* table below, according to the following scale:

Meets completely	Meets mostly	Meets moderately	Meets slightly	Meets not at all
5	4	3	2	1

3. Based on your own experience and knowledge of the applicable physical planning processes and structures, rate how well Victor Valley College meets each of the criteria in the *People, Committees, and Processes* box on page 2, using the same scale.
4. If you do not have enough information to assign a rating to a criterion, just leave it blank.
5. Return your completed form(s) to Michelle Messer no later than Tuesday, March 20.

Buildings, Grounds, and Equipment

Item	Short-term Planning	Long-term Planning
Buildings	SB1 Clean exterior walls, windows, trim	LB1 Easily maintained interior, exterior, and systems
	SB2 Clean interior walls, rooms, floors, windows	LB2 Technology and technology change well integrated
	SB3 Building systems in good order: Doors, windows, lighting, electrical, electronics, HVAC, fire/safety/security, plumbing/restrooms	LB3 Flexible space and configuration to keep up with needs and standards
	SB4 Structure in good shape	LB4 Energy-efficient
	SB5 Hazard-free and accessible	LB5 Designed for safety and for accessibility by students, employees, public as appropriate
	SB6 Conducive to learning	LB6 Conducive to learning
Grounds	SG1 Clean: Trash picked up, deadfall swept up, graffiti removed	LG1 Sustainable, ecologically responsible
	SG2 Surfaces and features in good repair: Roads, sidewalks, parking lots, fields, tracks, painted surfaces, fencing	LG2 Good signage
	SG3 Well-groomed and healthy plants: Grass mowed, weeds abated, foliage trimmed, grounds watered appropriately to the season	LG3 Student-friendly; layout facilitates use
	SG4 Hazard-free and accessible	LG4 Energy- and resource-efficient
	SG5 Conducive to learning	LG5 Accessible, smooth, and safe traffic patterns for both pedestrians and vehicles
Equipment	SE1 Available and fully functional in sufficient quantity to meet needs in timely fashion	LE1 Usable and reliable
	SE2 Technology/automation/mechanics appropriate and up-to-date	LE2 Technology/automation appropriate and up-to-date
	SE3 Appropriate to the intended purpose	LE3 Energy- and resource-efficient
	SE4 Adheres to institutional standards	LE4 Institutional standards up-to-date and in operation
	SE5 Conducive to learning	LE5 Conducive to learning

Victor Valley College Facilities Committee
Assessing the Effectiveness of Physical Resources Planning:
Observable Outcomes Questionnaire, March 9, 2012

People, Committees, and Processes

P01 All constituent groups participate actively, collaborate, and/or provide input in assessment, planning, and resource allocation processes.

The Facilities Committee:

P02 has regularly scheduled meetings.

P03 is broadly representative.

P04 has norms, expectations, or ground rules for meetings that are well understood by members.

P05 is provided with sufficient relevant and useful quantitative and/or qualitative data to make informed recommendations.

P06 communicates effectively about its work with other committees, appropriate staff, and the campus community.

Facilities Committee members:

P07 collaborate effectively with each other on Committee work.

P08 communicate effectively with each other about the Committee's work.

P09 engage in effective two-way communication with the constituencies they represent about the Committee's work.

P10 receive enough effective training or mentoring in their role as members.

P11 treat each other's ideas with respect.

P12 Facilities Committee recommendations receive meaningful consideration from decision-makers, and the committees are regularly informed about the final decisions.

Physical resources assessment, planning, resource allocation, and implementation:

P13 are consistent with the College mission statement, College master plans, and best practices.

P14 are formal and systematic.

P15 are transparent.

P16 are evidence-based.

P17 are documented.

P18 take into consideration future needs as well as present needs.

P19 are evaluated regularly based on sound evidence, and improved as needed.

P20 are virtually immune to personal whim, personalities, and administrative turnover.

P21 Planning and assessment processes guide allocation of resources.

P22 The process for setting physical resource allocation priorities is effective and meaningful.

P23 Resources allocated are sufficient and suitable.

P24 Total cost of ownership approach is fully implemented for all physical resources.

P25 Policies and procedures support effectiveness of physical resources.

P26 Proactive, systematic maintenance/ repair/renewal/replacement plans are in operation and suitable to the physical resource type.

P27 Appropriate deferred maintenance program is in operation.

P28 Pride, a sense of ownership, and a feeling of common responsibility for the campus are evident.

Please use this space to record (legibly!) any comments you may have about the topics in this questionnaire, or the questionnaire itself. In particular, please explain briefly any rating of 1 or 2, and any difficulty you had in assigning ratings. If you need more space, please attach another sheet of paper.

Thank you for your help in this important task!