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Page 1: Facilities Request Form

Q1 Contact Person:

Name	Beth Viersen
Email Address	beth.viersen@gcccd.edu

Q2 Department:

DSPS High Tech Center

Q3 Title of Request:

Renovation Project: High Tech Center remodel and updating

Q4 Location of Request:

C - 114

Q5 Description of Request:When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

Reconfigure/remodel existing test proctor office (C - 116) and office (C-115) to smaller individual testing rooms.

Convert existing multi-station testing rooms from 6 cubicles to 4.

Install outlets and mount for camera system for remote surveillance of testers

Create two classified work stations in the back area of C-114

*See proposed rendering

Q6 Estimated Cost:

Unable to provide at this time. Would need architectural bids. Will provide technology quotes when approved.

Q7 Please attach quote, if available

htc diagram 2 Draft.pdf (1.2MB)

Q8 Total Cost of Ownership:check all that apply

Replacement (Life Cycle),

Department budget support the costs as listed above

Q9 Please explain your plan to maintain this request:

Technology is maintained by DSPS High Tech Center faculty and staff along with Joe Souza from IT.

During the remodel, High Tech Center Specialist and DSPS Coordinator will provide input on where new outlets (ports and electrical) and cameras should be placed.

Q10 Justification of Request: Please select the applicable criteria below and provide the details how the criteria relate to your request.

**Support College Mission/Strategic Plan,
Health/Safety/Security Issues,
Growth of department/work area,
Demonstrate need for continuous quality improvement
of department/work area**

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Provided details::

Proposed Changes: 1. Create a universal workspace for the Test Proctor and Learning Assistance Center Specialist in the rear of the High Tech Center, C - 114, to create a collaborative working environment. This allows consistent and increase access for students, faculty and staff. This will increase customer service for students. 2. Create 6 single testing rooms where students can talk out loud when testing, use headphones with music, provide a space for those with service animals, and for students with extreme anxiety. Provide ADHD and ADD students with a distraction reduced environment in order to concentrate on an exam. DSPS student population is continuing to grow. The modification to the HTC center will allow expansion of testing services. 3. Veterans with PTSD need a private testing room to reduce their anxiety and feel safe. DSPS Counselors/Specialists recommend as an accommodation a distraction reduced environment. 4. DSPS Counselors/Specialists have seen an increase requests by students wanting single rooms **See attached before and after renderings of the proposed remodel of the High Tech Center/Test Proctor area. 5. Proposed remodel will allow DSPS to better serve the unique needs of our students, allowing greater engagement, academic success, and validation. Meeting and exceeding students educational goals will decrease DSPS student barriers permitting the educational gap to be narrowed or eliminated.
