

To: Elisabeth von Uhl

From: Jonathan Lopez

Subject: Memo for proposed changes

Date: February 9, 2020

The purpose of this memo is to present a complaint about the conditions of the classrooms in the North Academic Center (NAC), Aaron Davis Hall, and Shepard Hall. This will point out outstanding examples of the complaints and will present solutions on how to fix such issues.

Summary:

The conditions of the classrooms in many of the academic centers are very humiliating when looking at how prestigious the school is looked at by the students and other schools. These problems appear to be minor but have a very big impact on the integrity of how City College educates its attending students, both undergraduates and graduates. However, solutions are offered to remedy these problems.

Discussion:

The City College of New York is often regarded as one of the best universities in the City with many reasons that build on top of each other to support that. The cornerstone of these reasons is projected all the time, and that is how much it strives for student inclusion to build a relationship between the students and college. The relationship between student and college here is one that is considered strong as many students are happy to be here and being able to find something in the college that they enjoy whether that be a club, sport, or activity.

However, this relationship is hindered by something that might not be vocally expressed but one that bothers many of the students on a daily basis. The problem being referred to is the conditions of the classroom as when compared to the prestigious status of City College, severely hinders it for many reasons. Some of the reasons are the chairs and tables which are often very old, small and overall uncomfortable. This leaves many students who are around average height and higher to struggle to fit into these chairs as half of their body sometimes hang out and makes the other half uncomfortable to support the whole student.

These problems don't only affect the students however, as many of the teachers often say how unsatisfied they are with the technology they have to work with to instruct the students. The

main complaint of the teachers is the projectors which can be difficult to work with all the setup and connection it requires, if it is even working as sometimes the projection is really distorted or heavily discolored where it can't be read.

Recommendation:

Although these problems seem to appear minor in the overall learning experience, it doesn't have to be present and can be solved with minimal time and effort. In order to fix these issues in a small frame of time, serious effort needs to be exercised with changing tables to accommodate more people with different heights and sizes.

Furthermore, the projectors need to be replaced with SMART boards as projectors, like in the NAC library to create Active Learning Classrooms(ALC), have too many issues associated with them that only does one thing while SMART boards can do much more like project sound incase a video is needed to be shown and can be interacted with by anybody to help build a bond between professor and students letting them communicate in a deeper and more effective level.

All of these solutions are not difficult to implement as it could be done in the month breaks students have off and perhaps bleed into the first or second week of classes if really needed. All though this change might be expensive with the technology replacement, the benefits that will come from these changes will have a positive impact on many students learning experiences as they have less distractions and have more ambition to learn through interaction.