

#### **4. Facilities, Equipment and Supplies**

*Facilities, Equipment, and Supplies Standard 1: The program or institution has facilities, equipment, and supplies that support the achievement of the stated goals and objectives; are adequate in number, condition, and availability; and are accessible to students, faculty, and administrators.*

Section A Description of current operations to show how the standard is met

The AUK has adequate and appropriate physical and technological resources necessary for both the undergraduate and the IEP to support the achievement of the stated goals and objectives. It manages and maintains these resources in a manner that sustains and enhances the realization of the institutional goals. They are designed, maintained, and managed in a manner that serves institutional needs. Proper management, maintenance, and operation of all physical facilities are accomplished by adequate and competent staffing. Additionally, the facilities, equipment and supplies are adequate in number, condition, and availability as well as assessable to students, faculty, and administrators (see Campus Layout FES-1-1).

#### **Facilities and Equipment**

##### **Administrative and Faculty Office Space and Equipment**

**The Science Building (Building A):** is a four story 4106 square meter building located in the northeast corner of the campus. The building contains 46 faculty offices, 9 staff offices, 15 classrooms (7 computer classrooms with 28 computer work stations and 8 lecture classrooms), a faculty lounge, 2 reception areas, IT department, Student Success Center, Writing Center, one student activities room, one student study center with 2 computer work stations, one coffee shop (Starbucks), a kitchen, 13 storage rooms, and 8 bathrooms. The building, completed in 2004, was designed and constructed to meet the undergraduate and Intensive English Program's classroom needs of the University. Floor plans for the building are located on the X:Drive.

**The Liberal Arts Building (Building B):** is a five-story 7800 square meter building located on the east side of the campus. The ground floor houses a computer lab, an auditorium, the IT department and a restaurant, the Diner. The first three floors have 12 classrooms each of 82 square meters as well as 2 bathrooms. The fourth floor consists of 60 faculty offices, a conference room, a faculty lounge, a meeting room, the Dean's office, the Dean's Assistant Office, and 2 bathrooms. Floor plans for the building are located on the X:Drive.

**The Central Campus (Building C):** contains 9 one-story buildings. Each of the 5 buildings located in the central campus is 224 square meters. Four of the buildings contain 2 classrooms or labs, 2 bathrooms, and one office. One building houses the Center for Continuing Education (CCE). Each of the 3 one-story buildings located in the east central campus is 110 square meters. One of the one-story buildings contains a drama studio and the other contains a music studio. The third one-story building contains one vendor, Kwik Kopy, and the AUK Stores. In addition, the Central Campus has a one-story 370 square meter building located in the southeast Central Campus. This building contains a biology and physics lab, a chemistry lab, 2 offices, and an accessory room. The buildings were remodeled in 2006 to meet the IEP, studio and laboratory needs of the University. Floor plans for the building are located on the X:Drive.

All faculty and the Director have individual offices in the Science Building (Building A) on the 3<sup>rd</sup> Floor (FES-1-2). The support services for the 3<sup>rd</sup> floor consists of two offices for

administrative assistants and one shared reception area for student workers. Each office contains a desk, computer, Internet and Intranet connection, telephone, guest chair, at least 2 file cabinets, bookshelves, and a small end table. In addition some offices contain a desk-jet personal printer. There is a shared (undergraduate faculty and intensive English faculty) conference room, copy room with two high-speed photocopiers, kitchen, a fax, a scanner, 2 laser black and white high-speed printers, one laser color high-speed printer, individual mailboxes, and a storage room. Instructors are also free to take copy jobs to the University copy center, Kwik Kopy, with the Director's signature where others do their copying and the service is billed to the IEP program budget.

The adjunct or part-time faculty has a shared office on the 5<sup>th</sup> floor of the Liberal Arts Building FES-1-3). The office contains six desks, with computers, Internet and Intranet connections, telephones, bookshelves, guest chairs and file cabinets. On the 4<sup>th</sup> floor there are shared facilities (undergraduate and IEP faculty) containing a faculty lounge, a conference room, a copy room with two high-speed photocopiers, a fax, a scanner, kitchen, 2 laser black and white high speed printers, one laser color high speed printer, individual mailboxes, and a storage room.

The Assistant to the Director and the IEP Lab Assistant have offices in the Central Campus. Each office or space contains a desk, computer, Internet and Intranet connection, telephone, guest chair, at least 2 file cabinets, bookshelves, and a small end table. In addition, the office contains the library of graded readers and secure storage facilities for the IEP faculty's student records (FES-1-4).

### **Meeting Space**

Meetings are held in a variety of the following places, depending on the size of the group meeting and the media equipment required.

- Conference Room on the 3<sup>rd</sup> Floor of the Science building (media equipment: computer and projector) capacity 20 (FES-1-5)
- Conference Room on the 4<sup>th</sup> Floor of the Liberal Arts building (media equipment: computer and projector) capacity 20 (FES-1-6)
- Conference Room on the 2<sup>nd</sup> Floor Library (media equipment: computer and projector) capacity 30 (FES-1-7)
- Conference Room on 3<sup>rd</sup> Floor Administration Building (no media) capacity 10 (FES-1-8)
- Multi-purpose Room on Central Campus (media equipment: computer and projector) capacity 200 (FES-1-9)
- Auditorium on 1<sup>st</sup> Floor Liberal Arts Building (media equipment: computer, projector, big screen projector) capacity 300 (FES-1-10)

### **Classrooms and Labs**

IEP classrooms are assigned by the Registrar's Office and are located in the Science Building (FES-1-11), Liberal Arts Building (FES-1-12), and the Central Campus (FES-1-13). Each assigned classroom is appropriately equipped and adequate in capacity. Classroom assignments can be changed at the request of the faculty through the Director if space is available. All classrooms and other teaching spaces support teaching methods appropriate to the achievement of the programs goals and objectives. All Reading and Writing courses are delivered in a classroom with between 18 and 28 computer whereas all Oral Communication classrooms are lecture rooms with 18 to 35 student capacity. Students and faculty have access

to appropriate physical, technological, and educational resources to support teaching and learning.

All classrooms are located within easy access to restrooms, and all buildings and restrooms are accessible to individuals in wheelchairs. All classrooms are equipped with whiteboards, instructor podium with computer, and projectors (inventory FES-1-14). The following equipment is on hand through Campus Services or the Assistant to the Director's office and can be signed out for the day or semester:

- 5 large cassettes and CD players
- 4 small cassette players
- 5 televisions
- 10 VCRs
- 1 camcorder
- 1 portable projector
- 2 overhead projectors
- Audio speakers

Most instructional materials used by the instructors are on CDs or DVD which can be played via the computer and projector reducing the dependence of cassettes, video players, and/or CD players.

The IEP Computer Labs are located in the Central Campus in rooms C003 (female) and C004 (male). Each lab contains 28 student computer stations and a podium with a computer and projector (FES-1-4). Each station computer is equipped with headphones for multimedia. The main programs used are:

- ACCUPLACER Online™ testing
- Longman Interactive English
- Microsoft Office 2007
- Internet Explorer
- Criterion writing program
- Turn.It.In.com
- CDs and DVD from textbooks
- Websites to support instructional material

Students who attend lab orientation (given at the beginning of each semester) can use the IEP labs during the open lab hours. Students also have access to the University open lab on the ground floor of the Liberal Arts building which contains 50 computer stations (FES-1-15).

All students (matriculated and non-matriculated) have access to the University Library, cafeterias, coffee shops, Student Government office, student activities rooms, and the clinic.

### **Compliance with Regulations**

The AUK is subject to the building stipulations and requirements outlined by the Private University Council of Kuwait (PUC)—an independent accrediting body of private universities in Kuwait. Prior to receipt of the specifications by the newly formed PUC the old College of Arts and Sciences faculty floor offices were not built to the current standard of at least 9 square meters. Twenty-six of forty-five faculty offices are 8.4 square meters or less. As such, AUK has followed the building as well as the technology areas outlined by the PUC closely and meticulously.

## **Maintenance of Facilities and Equipment**

Management of the physical buildings is the responsibility of the Executive Director of Finance and the Director of Campus Services. The AUK has a contract for office cleaning. Office equipment, ventilating and air conditioning systems are maintained through contracts with outside vendors as well as Campus Services technical team.

Security of the physical buildings and personnel is the responsibility of the Executive Director of Finance and the Director of Campus Services. The AUK has a contract with a security firm for coordinating the campus security and safety. The security officers are authorized to enforce all regulations on campus and in areas surrounding the campus community. The security officers offer escort service to the parking lots to faculty, staff, and students during the evening hours.

## **Requirements to Ensure Access, Safety, Security, and a Healthful Environment**

The main goal of the AUK as an institution is to provide a pleasant, safe, healthy, comfortable and state-of-the-art environment for its students, faculty and staff. Providing the right setting is the best guarantee for the effectiveness of the learning experience.

In order to assure the above, the following facilities and University equipment are continuously evaluated in terms of effectiveness and efficiency and in light of current needs and future plans:

- Physical resources such as buildings, campus grounds, parking areas, sports grounds, classrooms, science labs, computer labs, art studios and music studios
- Technical resources such as networks infrastructure, servers, personal computers, projectors, expanded hardware, hardware equipment upgrades, software applications, in-house developed applications and IT infrastructure

## **Instructional Materials and Supplies**

Textbooks and instructional materials are ordered by the Director on the AUK Self-Service. At least 3 months prior to the commencement of each semester, the coordinators send textbook and learning material requests to the Director who orders the desk copies of textbooks and instructional material for the instructors, and textbooks and learning material for students from the AUK Bookstore for the courses offered. Additional desk copies are housed in the office of the Director and are available to instructors as needed. If desk copies do not arrive before the commencement of classes, instructor can fill out a request in the AUK Book Store and receive a student copy of the textbook (FES-1-16).

The Director's office will order subscriptions to magazines or newspapers for use in the classroom at the request of an instructor.

The coordinators usually request all CDs, videos, instructor manuals, answer keys, and/or Internet access to reinforcement material associated with the text. All supplementary materials are housed in the office of the Director and are available to instructors as needed.

The coordinators and the Director under the guidance of the IT department and the Lab Assistant review and recommend software for student and instructors. Instructors can request or recommend review of software. The Director decides which requests are within the current IEP budget. If funds are not available in the budget, the item will be included in the budget for the next year.

The coordinators receive new textbooks from the publishers and can request new textbooks for review from catalogs and flyers received by the office of the Director. The coordinator will circulate new textbooks to the instructors for review and consideration. The reviewed

textbooks are kept in the IEP Library in the Director's office and are available to the instructors as needed.

In addition to the curriculum descriptions and mappings which are published in the Operations Manual (both in the M:Drive and in hardcopy), instructors have access to course material files on the M:Drive. The files are maintained and updated by the coordinators. Instructors are encouraged to contribute to the materials file by submitting contributions to the coordinators.

### **Instructional Supplies**

Instructional supplies such as markers for the white board, pens, pencils, legal pads, file folders, binders, and miscellaneous items are available from the AUK Stores. Instructors can request and obtain supplies from the AUK Store as needed. Special supply requests are made to the Assistant to the Director with the approval of the Director for order. The AUK Stores purchase supplies on a regular basis through the Finance Purchasing officer or make purchase orders for non-inventory supplies through other vendors. All purchases are approved by the Director (see Stores Transactions FES-1-17).

A small cache of instructional supplies are held in the Director's office for needs that may arise after AUK Stores' office hours.

Section B 1) documents in the report

Campus Layout (X:Drive/Campus Services/Campus Drawing)	FES-1-1
IEP Faculty Offices Science Building 3 <sup>rd</sup> Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-2
IEP Adjunct and Part-time Faculty Offices Liberal Arts Building 5 <sup>th</sup> Floor(X:Drive/Campus Services/Campus Drawing)	FES-1-3
Assistant to the Director/Lab Assistant Office Central Campus Ground Floor C003/C004 (X:Drive/Campus Services/Campus Drawing)	FES-1-4
Faculty Lounge/Conference Room Science Building 3 <sup>rd</sup> Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-5
Conference Room Liberal Arts Building 4 <sup>th</sup> Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-6
Conference Room Library 1 <sup>st</sup> Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-7
Conference Room Administrative Building 3 <sup>rd</sup> Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-8
Multipurpose Room Central Campus Building C116 (X:Drive/Campus Services/Campus Drawing)	FES-1-9
Auditorium Liberal Arts Building Ground Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-10
Classrooms Science Building 2 <sup>nd</sup> Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-11
Classrooms Liberal Arts Building 1 <sup>st</sup> Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-12
Classrooms Central Campus Buildings Ground Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-13
Inventory IEP (located in Stores)	FES-1-14
Student Open Lab Liberal Arts Building Ground Floor (X:Drive/Campus Services/Campus Drawing)	FES-1-15
Textbook Review Copy Request	FES-1-16

Sample Detailed Stores Transaction by Department (located in Stores)	FES-1-17
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2) documents on Site

Classroom assignment	Registrar
Fire certificate	Executive Director Office
Vendor agreements	Executive Director Office
Certifications	Executive Director Office
Maintenance agreements	Executive Director Office
Security agreements	Executive Director Office
Lease agreement	Executive Director Office
Interviews with students, faculty, staff and administrators	

Section C Performance self-appraisal

The AUK has been in operation for only four years; thus, all physical facilities are new and/or renovated and, therefore, in excellent condition. The small campus (6.5 acre site) with a total of 19 buildings containing 60 classrooms of which 16 are classrooms with 18-28 computers as well as an open lab (50 computers), 2-IEP labs (56 computers), 2-Mac labs (56 computers), 1-lab for music, 1-lab for drama, and 2-science labs is adequate in relation to size and scope for the 1600+ student body (of which 350+ are IEP students). The IEP's high rate of continuing students (between 50%-60% each semester) and the consistent number of new applications support the view that facilities are adequate for the goals of the program. Currently, access to classroom space within the campus is not an issue. The campus has facilities, equipment, and supplies adequate to support a 2200 student population both undergraduate and IEP.

The IEP Computer Lab, Student Success Center, and the Writing Center support the IEP's mission to provide quality English language instruction to all who have chosen English as their medium of communication for academic pursuits by providing both class and individual access to multimedia materials and activities. The IEP Lab was renovated and new computer flat-screens installed in Summer 2008. In addition, the Library has 119 seats for studying, 28 computer stations, reference and periodical sections, and 4 private study areas to support the educational goals and the needs of students.

The IEP offices in the Science building are adequate in number, size, equipment, and supplies as well as have support facilities at hand (i.e. photocopiers, printers, fax, scanners) to provide space for instructors to work, make copies, conference with students, and store/access materials and supplies. Faculty and administrators have not expressed any complaints in this regard.

The process in place for textbooks, instructional equipment, and supplies requests is efficient. Complaints from instructors and administrators are minimal.

The adequacy, quality, and relevance of the efficiency and effectiveness of the physical facilities and technology resources, equipment, and supplies are reviewed by internal committees and external support. Internally, the AUK operates a strategic planning committee which evaluates the facilities and addresses technological and building issues. The IEP faculty and administration through direct and indirect, formal and informal communications submit their complaints, suggestions, and program discussions to the Director who will articulate related issues and concerns to the Director's Group Committee, the Strategic Planning Committee, the President's Cabinet, and/or the I-TAG Committee.

Information technology uses industry experts and consultants to review, audit and recommend solutions to the expanding network and networking services. Those audit reports

are reviewed by the Director of IT and the Executive Director of Finance and Administration who works with AUK's Presidential Cabinet to remedy any issues that are presented.

Section D Recommendations, plan of action, timeline, and persons responsible

No changes are planned in this area at this time.