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GALLUP BRANCH
OF THE
UNIVERSITY OF NEW MEXICO

Undergraduate Thesis in Architectural Design

By
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INTRODUCTION

INTRODUCTION

The Gallup Branch of the University of New Mexico is a newcomer to the education facilities of the state, especially, McKinley County and its immediate surroundings. This first section of my research is a brief history of the Branch College and its surroundings.

GALLUP BRANCH OF THE UNIVERSITY OF NEW MEXICO

Basis

The University of New Mexico has as its primary responsibility, the task of serving the citizens of the state by offering opportunities of education at the higher levels. It has generally been the policy of the University to provide these educational opportunities on the main campus with supplementary programs in extension and correspondence.(21)

History

The Board of Regents of the University of New Mexico in cooperation with the Gallup-McKinley County Board of Education established a resident audit extension center in Gallup in 1957. This center was known as the Gallup Community College and offered a limited number of courses.(21)

In January, 1963, Basilio DeGregorio, the Chamber of Commerce President for 1963, appointed a Junior College Committee. The purpose of this committee was to determine the feasibility of establishing a junior

college in the Gallup area.(6)

In January, 1965, a new committee was appointed by the new Chamber President, Ira Cato, to study the feasibility report made by the Junior College Committee, recommend a direction, and then act on it. This new committee began to function when they decided the best approach was to provide the community with a branch college sponsored by the University of New Mexico. A liason was developed between the Gallup group and the University of New Mexico to prepare a feasibility study in conjunction with the local school district.(9, 1969)

After the feasibility study was prepared, the community passed a levy providing for \$100 per full-time student support, and the local school district decided to provide the needed space. Then the committee set about providing a legal basis for the branch establishment.(6)

With the cooperation of both political parties, the proper legislation was passed. The University of New Mexico, Gallup Branch, was approved by the second session of the 28th State Legislature. On the first of June, 1968, Calvin Hall was named as Director of the Branch College. In September, 1968, the doors of the Gallup Branch of the University of New Mexico were opened.(6)

THE COMMUNITY - GALLUP

Gallup has grown from a western frontier railroad terminal and coal mining town into a bustling modern trade center. The westward push of the Atlantic and Pacific Railroad (now the Santa Fe) was actually the beginning of this settlement. The Blue Goose, a general store and saloon, was established about 1880 and served as a way station for the Western Overland Stage. In 1895, Gallup was selected as a divisional terminal for the Atlantic and Pacific Railroad. A coal mining industry developed, and the town became a trading center for settlers, ranchers, and Indians.

Today, Gallup is a trade center for an area covering some 15,000 square miles in northwestern New Mexico and northeastern Arizona. (see Figures 1 and 2) The population within this area is estimated at 85,000 people; it is also estimated that 65% of the retail business in this area is done with the Indian population. (11,1967)

Gallup, the "Indian Capital of the World", is surrounded by Indian pueblos and reservations. The Navajo Indian Reservation of New Mexico and Arizona has approximately 100,000 inhabitants. The Zuni Indians are the most populous of the Pueblo Indians with about 5000 members. The Zuni pueblo is an ancient pueblo which existed prior to the coming of Coronado in 1605. The



Figure 1. McKinley County Court-
house in downtown
Gallup. Hill Avenue.

Figure 2. Part of commercial
area. Hill Avenue.



Figure 3. Former Lion's Clubhouse.

lands of the Hopi, Laguna, and Acoma tribes are also served by Gallup.(9,1969)

EDUCATION

The state of New Mexico has established a system of colleges and universities that is capable of supplying general and professional education to its people. This system is based on the concept that educational opportunity beyond the high school level should be available to all of its citizens that desire the opportunity. The education program includes academic classes, vocational and technical programs, and adult education. Since Gallup is situated in an area of varied cultural and racial groups, it is very important that the Branch College make every effort to insure that all the groups feel comfortable in an environmental situation aimed at developing the optimum in learning. The facilities should be designed to accommodate not only current programs in the spectrum of education but also be able to adapt to the educational environment of the future.(9, 1969)



CONDITIONS CREATING A NEED

CONDITIONS CREATING A NEED

ABSENCE OF FACILITIES

At the present time, The Gallup Branch College is operating out of two different places; the former Lion's Clubhouse and Gallup Senior High School. The former clubhouse contains the present administrative functions and the library; the classes are held at the high school. (see Figure 3) The faculty is composed of instructors who live within the Gallup-McKinley County area who have been approved by the various Deans or Department Chairmen of the parent institution.(21) The former Lion's Clubhouse has approximately 5000 sq feet and is located on 58.25 acres of land donated by the Lion's Club and Mr. and Mrs. Pat Gurley.

In order to acquire an identity of their own, the Gallup Branch College is moving out of the high school classrooms and temporary facilities and into separate buildings owned by the University of New Mexico. Similar moves are taking place or starting to take place at the other Branch Colleges in Clovis, Roswell, Alamogordo, Carlsbad, and Farmington. With these moves, each campus is developing its own organizations and activities.(12, 1968)

By using only the high school and the clubhouse, the Branch College is operating inefficiently and hurting itself by not being able to provide the best possible facilities to their students.



SOLUTION

SOLUTION

After talking to the Director, Calvin Hall, and the Business Manager, Paul McCollum, and reading "Planning of Facilities for the Gallup Branch", I have concluded that planning should be based on two enrollment levels; 400 and 1000 full-time equivalent students (FTE).

For my thesis I will base my planning on the 400 FTE. In conjunction with my thesis, I will do a proposed future expansion plan (based on 1000 FTE) for an Individual Topic Course.

The initial campus facilities will include classroom-office facilities, an administration center, maintenance facilities, an instructional materials center (library), and possibly a student center. This initial phase would be based on 400 FTE, and the second phase would be based on 1000 FTE. This second phase would include expansion of the initial campus facilities, new academic and administration facilities, and dormitory facilities.

As noted in "Planning of Facilities for the Gallup Branch", flexibility is of paramount importance in the planning and design of these facilities. This flexibility would allow not only full plant utilization by the school but also allow the school to serve the community in a cultural capacity.



SITE

SITE

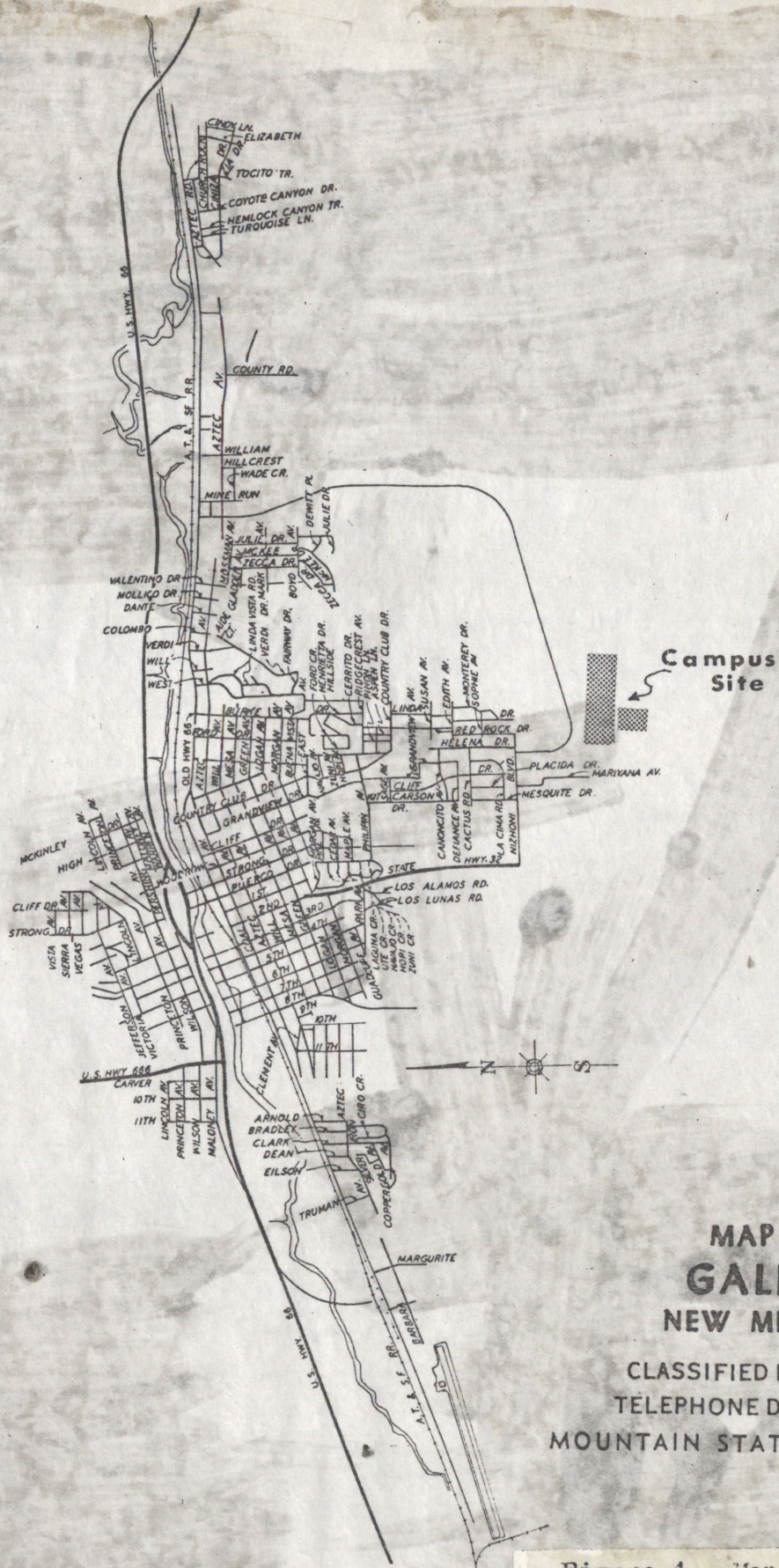
The site for the Gallup Branch of the University of New Mexico is just south of Gallup and is adjacent to State Road 32 By-Pass and covers 58.25 acres. (see Figure 4)

PHYSICAL FEATURES

The site slopes drastically from west to east and south to north (see Figures 5 and 6) and is fairly well covered by pinon pines and has a few rock outcroppings. The drainage arroyos cutting through the center of the site are potential natural assets to the site development.

The campus site has one of the best locations in town for fantastic views of the surrounding vistas. From the site one can see the Red Rocks and Church Rock to the east (see Figure 7), the Zuni Mountains to the south (see Figure 8), and the Tohatchi Mountains to the north (see Figure 9).

Two hospitals of notable size are located just north of the campus site. The Public Health Service Hospital serves only Indians while the new McKinley General Hospital serves the entire area. (see Figure 10) A nine-hole municipal golf course is located Sp 3 just to the north of the State Road 32 By-Pass adjacent to the campus. McKinley County School Administration Building, Gallup Senior High School (see Figure 11),



**MAP OF
GALLUP
NEW MEXICO**

CLASSIFIED BUSINESS
TELEPHONE DIRECTORY
MOUNTAIN STATES TELEPHONE

Figure 4. Map of Gallup showing campus site.



Figure 5. Looking towards the existing building from southeast corner of the site.



Figure 7. Looking east towards the Red Rocks and Church Rock. (From the site)

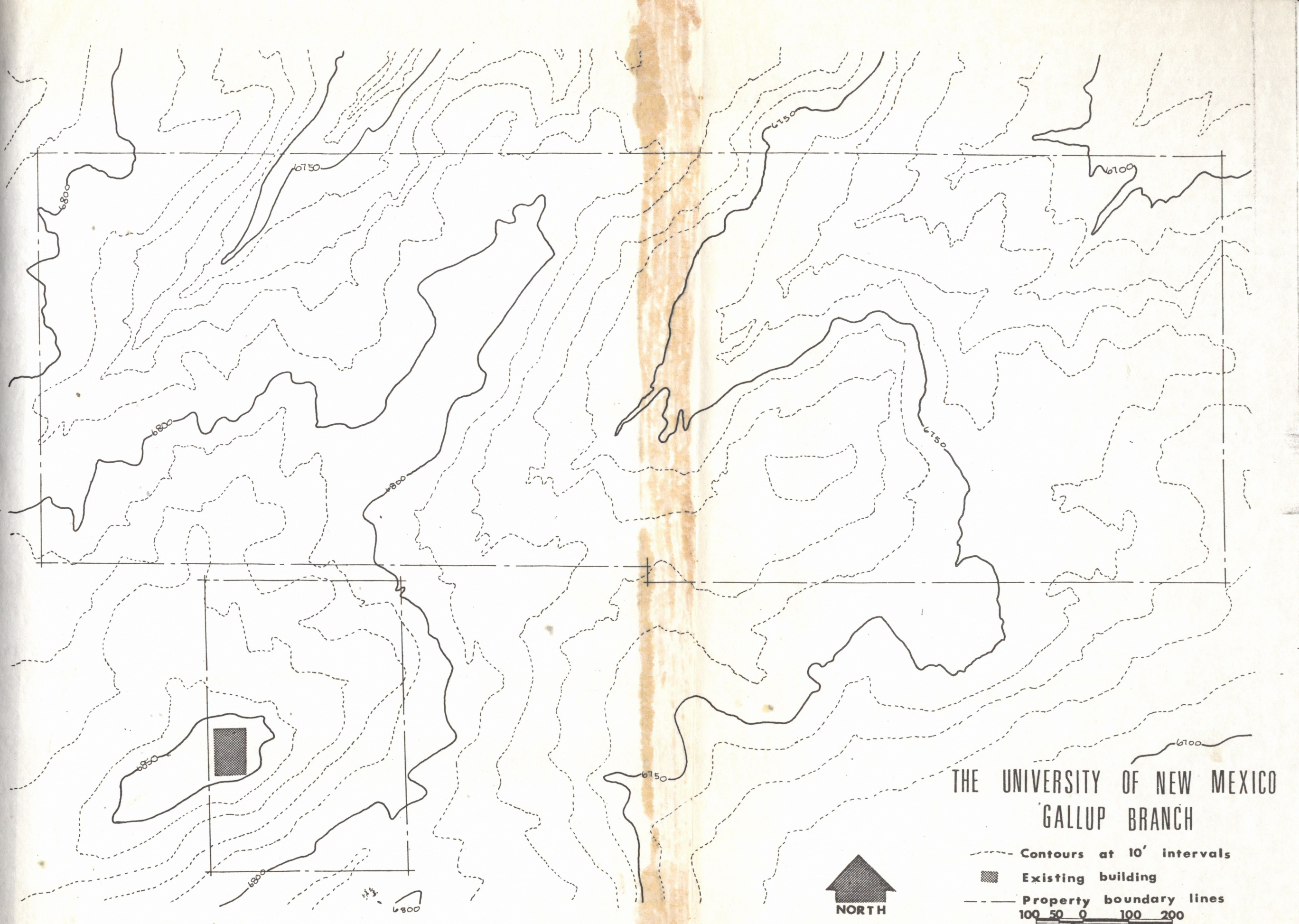


Figure 6. Topographical map of the campus site.



Figure 8. Looking south towards the Zuni Mountains. (From the site)



Figure 9. Looking at existing building from the south towards the Tohatchi Mountains.



Figure 10. McKinley General Hospital
with the Lion's Clubhouse
behind the lampposts.

Figure 11. Gallup Senior High School.



Figure 13. Former Lion's Clubhouse
from State Road 32 By-
Pass. (Looking south)

Aztec Rd D-9
-B-
Barbara Ave E-1,2
Beta F-3 *
Black Diamond Canyon C-4
Boyd Ave E-7
Bradley St E-2
Buena Vista Ave E-5
Burke Dr D-5
Burke Dr E-6
-C-
Cactus Rd F-5
Caesar E-6
Camino del Sol F-2
Canoneito Ave F-5
Canyon Dr D-9
Canyon de Chelly La D-9
Cedar Ave E-4,5
Cerrito Dr E-5
Dante St D-6
Dean St E-2
Debra Dr F-4
Defiance Ave F-5
Delta F-3 *
Donna Jean Dr E,F-4
-E-
Edith Ave F-5
Eighth St E-3,4
Eleventh St D,E-3
Elizabeth St D-9,10
Ellison St E-2
Elva Dr E,F-4
Epsilon F-3 *
Escalante Rd F-2
Eta F-2 *
-F-
Fairway Dr E-6
Fifth St C-3

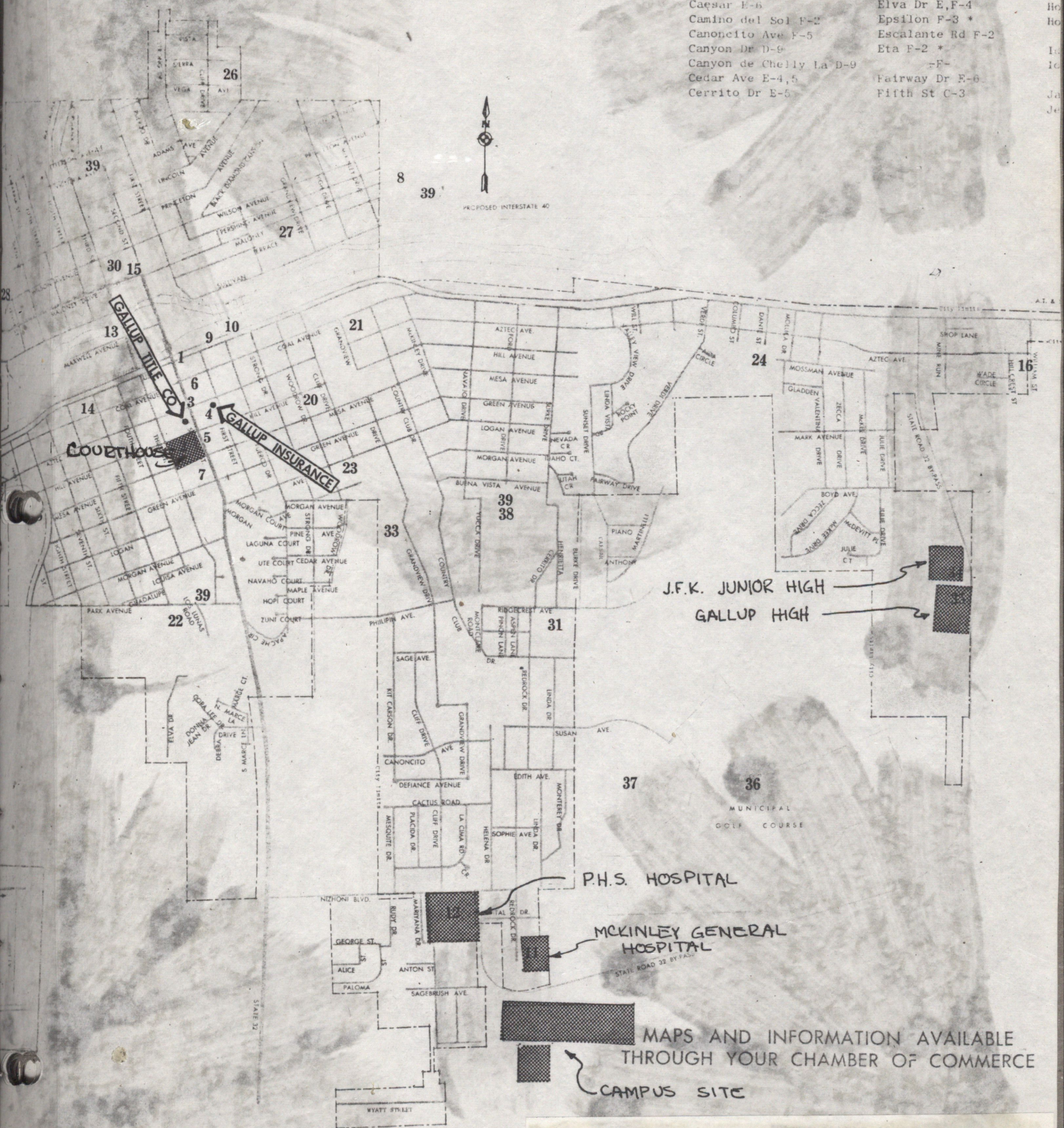


Figure 12. Map of State Road 32 By-Pass.



Figure 14. Campus site with existing buildings, State Road 32 By-Pass, and two hospitals.



Figure 15. Campus site.



Figure 16. Lower portion of campus site.



Figure 17. Existing building and part of campus site.

AVERAGE TEMPERATURES AND PRECIPITATION

	Mean	Avg. Max.	Avg. Min.	Low Rec.	High Rec.	Avg. Precip.
January	26.8	41.5	12.9	-18.0	63.0	.72
February	31.8	46.2	17.1	-57.0	65.0	1.64
March	36.3	51.6	21.7	- 6.0	75.0	.63
April	46.3	63.2	29.4	8.0	80.0	.74
May	54.2	72.0	36.4	15.0	95.0	.53
June	63.3	82.5	44.3	27.0	99.0	.40
July	69.3	86.5	53.1	43.0	94.0	1.79
August	67.6	84.5	50.9	39.0	93.0	1.82
September	61.7	79.3	44.0	28.0	93.0	.96
October	50.3	66.2	33.7	12.0	83.0	.91
November	35.6	53.5	19.6	- 3.0	71.0	.72
December	28.2	46.1	12.2	-19.0	65.0	.73
Annual	47.6	64.3	31.3			10.59

Figure 18.



Figure 19. Church Rock and the Red Rocks at sunset.

John F. Kennedy Junior High School, and the new City-County Police Building (still in the preliminary planning stage) are all (see Figure 12) located on State Road 32 By-Pass within a mile of the east boundary of the campus site. (see Figure 13) For additional views of the campus site, see Figures 14 through 17.

Most of the soils are residual, the depth of the soil is usually shallow with outcroppings of parent sandstone rock being common. The soil consists primarily of coal, shale, and clay. Organic content is low in a texture which varies from sandy loam to clay.

CLIMATIC CONDITIONS

Gallup lies atop the Colorado Plateau; the climate is generally arid but seasonal. About forty per cent of the moisture falls during July, August, and September in the rainy season; some thirty-four per cent falls in the winter. The lowest temperature on record is 57 degrees below zero, and the hottest day on record is 99 degrees. For the average monthly temperature and precipitation see Figure 18. The winds are prevailing northwest and some southwest. In the early spring, this wind lasts for several weeks and causes dirt and sand storms.

LEGAL RESTRICTIONS

At the present time the campus site is outside the

city limits of Gallup; however, in the very near future, in all probability the campus will be annexed by the city. Keeping this in mind, the Gallup Branch College should be built in compliance with the Gallup Zoning Regulations and the New Mexico State Fire Marshal's Office Statutes and Fire Protection Fund Act.



REQUIREMENTS - FUNCTIONS

REQUIREMENTS - FUNCTIONS

This section is my building program and, as such, will list all the buildings' criteria for fulfillment, of the functions of the buildings. The spaces will be broken down according to;

1. Activities with the Space
2. Occupants
3. Environmental Control
4. Equipment
5. Character of the Space
6. Size. (16, 1968; 47).

GENERAL NOTES ON ENVIRONMENTAL CONTROLS

These conditions will be standard throughout the buildings except where noted.

Acoustics

To attain an environment free from the annoyance of noise and excessive reverberation, the following steps should be taken:

1. Plan the building in regard to noise insulation so that rooms which house sources of considerable noise are separated from rooms in which quiet is required.
2. Provide adequate noise insulation for the rooms in which quiet is required.
3. Use enough sound absorption to reduce reverberation and noise generated within the room to an accept-

able level. (10, 1967; 351)

Some of the acceptable noise levels for schools are:

Ordinary classrooms	40 db
Language rooms, music rooms, and other classrooms in which a quiet environment is needed	35 db
Lecture rooms	40 db
Library	40 db

(10, 1967; 333-338)

Some of the acceptable noise insulation factors between adjacent rooms are:

Speech rooms	40 db
Music rooms	45 db
Classrooms that don't need special insulation	25-30 db
Between quiet areas and noisy areas	45 db

(10, 1967; 333-339)

Lighting

Minimum foot-candle levels:

Lecture rooms and regular class- room work	70
Chalkboards (with supplementary illumination)	150
Drafting rooms	100
Regular office work (reading, trans- cribing, active filing, mail sorting, etc.)	100

General	Corridors, elevators, escalators,	
Office of	and stairways	20*
The	Library reading rooms and carrels	70
such,	Stacks	30
pointed	Book repair and binding	70
Provide	Check-in and check-out, catalogs,	
1. Activi	and card files	70
	Lounge and Lobbies	30
	*not less than one-fifth of adjacent areas	
	(14, 1966; 382-387)	

Heating and Air Conditioning

The optimum combination of dry-bulb temperature and relative humidity for summer conditions is 76°F and 50%.

The ideal combinations for winter conditions occurs at a dry bulb temperature of 74°F and 30% relative humidity. (5, 1963; 3)

ADMINISTRATION

In order for a college or university to operate, it must have an efficient administration. The administration handles the business, financial, and scheduling matter so that the teaching staff can devote their time and energy to teaching. The administration provides the core, or spine, around which the departments and other functions cluster.

General Administration

Office of the President

The President is the head of the college and, as such, makes all major decisions on policy, plans, appointments, and financial matters.

President's Office

1. Activities: Meeting with students, professors, Deans, the Board of Regents, staff members, etc.;
Interviewing prospective professors and Deans;
Establishing long term plans for development and university policy for scholastic matters;
Making the final decisions on major questions. (7, 1968; 65)
2. Occupants: President.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for five,
Filing cabinets,
Book and magazine storage,
Vault,
Conference table and seating for 12.
5. Character of the Space: Formal and impressive yet comfortable to work in.
6. Size: A minimum of 200 sq. ft. plus a conference area of 200 sq. ft. and 30 sq. ft. for a private restroom.

President's Receptionist and Secretary

1. Activities: Preparing all communications of the President and directives;
Filing all correspondence and directives;
2. Occupants: Receptionist and secretary.
3. Environmental Controls: See General Notes.
4. Equipment: Two desks and chairs,
Seating for five,
Filing cabinets,
Electric typewriters,
Mimeograph, adding, and calculating machines,
Book and magazine storage,
Coat and hat storage.

5. Character of the Space: Formal yet comfortable space to work in.
 6. Size: A minimum of 240 sq. ft.
- Office of the Vice-President

The Vice-President is required to fulfill the duties of the President in the President's absence.

In some colleges, this office is combined with another office, such as, the Dean of Students.

Vice-President's Office

1. Activities: The activities in this space are identical to those of the Office of the President in addition to serving as the President's Assistant.
(7, 1968; 68)
2. Occupants: Vice-President.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and Chair,
Seating for five,
Filing Cabinets,
Book and Magazine storage,
Vault.
5. Character of the Space: Formal and impressive yet comfortable to work in.
6. Size: A minimum of 200 sq. ft. plus 30 sq. ft. for a private restroom.

Receptionist-Secretary's Office

1. Activities: Preparing all communications and directives of the Vice-President;
Filling all correspondence and directives;
Waiting area for the Vice-President's office. (7, 1968; 68)
2. Occupants: Receptionist-Secretary.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Filing cabinets,
Seating for five,
Electric typewriter,
Book and magazine storage,
Coat and hat storage.
5. Character of the Space: Formal yet comfortable space to work in.
6. Size: A minimum of 140 sq. ft.

Office of Information

The Office of Information is responsible for the public relations with the news media and for the public information programs of the college.

Director's Office

1. Activities: Releasing news to newspapers, television, radio, wire services, or any other communication facility;
Issuing public statements;
Sponsoring an alumni program;
Arranging for conventions, conferences, meetings, and institutes that are held on campus;
Preparing all communications and directives of the Director;
Filing all correspondence and directives;
Waiting area for the Director's office.
(7, 1968; 72-74)
2. Occupants: Director and Secretary.
3. Environmental Controls: See General Notes.
4. Equipment: Two desks and chairs,
Filing cabinets,
Seating for four,
Coat and hat storage.
5. Character of the Space: Informal and comfortable space to work in.
6. Size: A minimum of 200 sq. ft. plus 48 sq. ft. of work area and 24 sq. ft. of storage.

Publications Editor's Office

1. Activities: Approving and handling of college publications;
Printing of letterheads, envelopes, and office forms;
Distributing publications. (7, 1968; 72-74)
2. Occupants: Publications Editor.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for two,
Filing cabinets,
Storage cabinets.

5. Character of the Space: Informal and comfortable space to work in.
6. Size: A minimum of 180 sq. ft. plus 48 sq. ft. of storage.

Art and Graphics Director's Office

1. Activities: Produces all graphic and photographic work for publications;

- Design the layout and covers for publications. (7, 1968; 72-74)
2. Occupants: Art and Graphics Director.
 3. Environmental Controls: See General Notes. The photographic lab should have special lighting in the studio and darkroom. The art facilities should have a minimum light level of 200 foot-candles for designing and detailed drafting.
 4. Equipment: Desk and chair,
Lights for studio,
Backdrop or scenery,
Cameras,
Seating for two,
Drawing table and stool,
Sink,
Enlarger,
Coat and hat storage.
 5. Character of the Space: Informal and comfortable space to work in.
 6. Size: A minimum of 240 sq. ft. plus 40 sq. ft. of storage.

Secretaries' Office

1. Activities: Preparing all communication and directives for the Publications Editor, and the Art and Graphics Director;
Filing all correspondence and directives.
2. Occupants: Two secretaries.
3. Environmental Controls: See General Notes.
4. Equipment: Two desks and chairs,
Seating for three,
Filing cabinets,
Magazine and book storage,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 160 sq. ft. plus 40 sq. ft. of storage.

Finance

Business Office

This office accounts for the receipts and disbursements of all institutional funds and is responsible for the fiscal accounting of the college.

Business Manager's Office

1. Activities: Establishes and supervises the budget;
Sets student fees and other charges;
Receives all income from the departments of the college. (7, 1968; 71)
2. Occupants: Business Manager.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Filing cabinets,
Seating for four,
Coat and hat storage,
Adding and calculating machines.
5. Character of the Space: Informal and comfortable space to work in.
6. Size: A minimum of 140 sq. ft. plus 100 sq. ft. for storage of records and 30 sq. ft. for a private restroom.

Assistant Business Manager's Office

1. Activities: Has the same activities as the Business Manager.
2. Occupants: Assistant Business Manager.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for two, Filing Cabinets,
Book storage,
Coat and hat storage.
5. Character of the Space: Informal and comfortable space to work in.
6. Size: A minimum of 140 sq. ft. plus 40 sq. ft. for storage of records.

Payroll Director's Office

1. Activities: Makes out the Payroll.
2. Occupants: Payroll Director.
3. Environmental Controls: See General Notes. The minimum lighting level for the accounting, auditing, tabulating, bookkeeping, and operating business machines is 150 foot-candles.
4. Equipment: Desk and chair,
Seating for two,
Filing cabinets,
Book storage,
Coat and hat storage.
5. Character of the Space: Informal and comfortable space to work in.
6. Size: A minimum of 120 sq. ft.

Claims Director's Office

1. Activities: Receives all income collected by the departments of the school;
Storing of financial claims.
2. Occupants: Claims Director.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for two,
Filing cabinets,
Book storage,
Coat and hat storage.
5. Character of the Space: Informal and comfortable space to work in.
6. Size: A minimum of 120 sq. ft.

Secretarial Pool

1. Activities: Preparing all communications and directives for the Business Manager, Assistant Business Manager, Payroll Director, and Claims Director;
Filing all correspondence and directives;
Waiting area for Business Manager and Assistant Business Manager;
Keeping books and auditing them;
Assisting the Payroll and Claims Directors.
2. Occupants: Four secretaries.
3. Environmental Controls: See General Notes. The minimum lighting level for the accounting, auditing, tabulating, bookkeeping, and operating business machines is 150 foot-candles.
4. Equipment: Four desks and chairs,
Filing cabinets,
Electric typewriters,
Adding and calculating machines,
Large vault,
Book storage,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 200 sq. ft. plus 100 sq. ft. for storage of records.

Admissions and Records

Office of the Registrar

The Registrar is in charge of admitting students

to the college and maintaining the academic records of the college.

Registrar's Office

1. Activities: Preparing time schedules for classes; Assigning classes and meetings to classrooms; Clearing other academic publications involving courses and curriculum descriptions; Planning and supervising the registration of students to classes; Preparing schedules for final examinations; Completion, evaluation, checking, safe retention and appropriate use of student academic records. (7, 1968; 71)
2. Occupants: Registrar.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair, Seating for two, Book storage, Filing cabinets, Coat and hat storage, Conference table and seating for six.
5. Character of the Space: Formal yet comfortable space to work in.
6. Size: A minimum of 160 sq. ft. plus a minimum of 100 sq. ft. of storage for records and 30 sq. ft. for a private restroom.

Assistant Registrar's Office

1. Activities: Preparing academic catalogs; Planning and supervising the registration of students to classes; Checking credentials of all candidates for degrees; Completion, evaluation, checking, safe retention, and appropriate use of student academic records. (7, 1968; 71)
2. Occupants: Assistant Registrar.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair, Seating for two, Book storage, Filing cabinets, Coat and hat storage.
5. Character of the Space: Informal and comfortable space to work in.
6. Size: A minimum of 140 sq. ft. plus a minimum of 60 sq. ft. of storage.

Secretarial Pool

1. Activities: Preparing and distributing lists and reports of students including scholastic rank in class, statistical and registration reports, and semi-quarterly reports of students' grades;
Keeping records of degrees conferred,
Preparing of classrolls and related student records,
Preparing and issuing transcripts,
Certifying selected data from the records,
Preparing all communications and directives of the Registrar and Assistant Registrar,
Filing all correspondence and directives,
Waiting area for the Registrar and Assistant Registrars' offices. (7,1968;71)
2. Occupants: Six secretaries.
3. Environmental Controls: See General Notes.
4. Equipment: Six desks and chairs,
Seating for four,
Filing cabinets,
Electric typewriters,
Mimeographing machine,
Adding and calculating machines,
Large vault,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 300 sq. ft. plus 40 sq. ft. of vault, 60 sq. ft. of work area, and 40 sq. ft. for general storage.

Student - Personnel Services

Student Welfare

The Division of Student Welfare includes the Dean of Students, the Dean of Women and the Dean of Men, and the Student Housing Office. This aim of this division is to see to the needs of the students.

Dean of Students' Office

1. Activities: Meeting with students and other Deans;
Establishing rules and regulations concerning student behavior and use of campus facilities.
2. Occupants: Dean of Students.

3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for three,
Filing cabinets,
Book storage,
Coat and hat storage.
5. Character of the Space: Formal and impressive yet
comfortable to work in.
6. Size: A minimum of 180 sq. ft. plus 30 sq. ft.
for a private restroom.

Dean of Women's Office

1. Activities: Meeting with students and other Deans;
Working with student groups, such as,
fraternities and sororities, New-
man, and AWS. (7, 1968; 69)
2. Occupants: Dean of Women.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for three,
Filing cabinets,
Book storage,
Coat and hat storage.
5. Character of the Space: Formal yet comfortable to
work in.
6. Size: A minimum of 140 sq. ft. plus 30 sq. ft.
for a private restroom.

Dean of Men's Office

1. Activities: Meeting with students and other deans;
Working with student groups, such as,
fraternities and sororities, New-
man, and SEA. (7, 1968; 69)
2. Occupants: Dean of Men.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for three,
Filing cabinets,
Book storage,
Coat and hat storage.
5. Character of the Space: Formal yet comfortable
space to work in.
6. Size: A minimum of 140 sq. ft. plus 30 sq. ft.
for a private restroom.

Student Housing Office

1. Activities; Running the dormitories and food
services;
Determining who will live where on
campus.
2. Occupants: Director of Student Housing.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,

- Seating for three,
Filing cabinets,
Book storage,
Coat and hat storage.
- 5. Character of the Space: Informal and comfortable space to work in.
- 6. Size: A minimum of 140 sq. ft. plus 20 sq. ft. of storage.

Secretarial Pool

1. Activities: Preparing all communications and directives for the Dean of Students, Dean of Women, Dean of Men, and the Housing Office;
Filling all correspondence and directives;
Storing of student records;
Waiting area for Dean of Students, Dean of Women, Dean of Men, and the Housing Office. (7, 19-8; 69)
2. Occupants: Four secretaries.
3. Environmental Controls: See General Notes.
4. Equipment: Four desks and chairs,
Filing cabinets,
Magazine and book storage,
Mimeograph machine,
Typewriters and adding machines,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 200 sq ft. plus a minimum of 40 sq. ft. for storage.

Testing and Counseling

Testing and counseling provides individual testing and counseling to aid students and prospective students in choosing a curriculum, an education objective, or vocational objective.

Director's Office

1. Activities: Administration of test and analysis of the results;
Diagnosis of reading difficulties, study procedures, and other scholastic problems;
Maintenance of an occupational reference library.
2. Occupants: Director.
3. Environmental Controls: See General Notes.

4. Equipment: Desk and chair,
Seating for two,
Book storage,
Filing cabinets.
5. Character of the Space: Informal and comfortable
space to work in.
6. Size: A minimum of 140 sq. ft. plus 24 sq. ft. of
storage and 48 sq. ft. for individual test-
ing.

Counselor's Office

1. Activities: Appraisal of aptitudes, interests,
and temperament in relation to
placement;
Counseling on problems of adjustment
and personality. (7, 1968; 68-69)
2. Occupants: Counselor.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for two,
Book storage,
Filing cabinets.
5. Character of the Space: Informal and comfortable
space to work in.
6. Size: A minimum of 144 sq. ft. plus 24 sq. ft. of
storage.

Secretary's Office.

1. Activities: Preparing all communications and direc-
tives for the Director and Counselor;
Filing all correspondence and direc-
tives;
Storing student records;
Waiting area for Director and Counselor.
2. Occupants: Secretary.
3. Environmental Control: See General Notes.
4. Equipment: Desk and chair,
Seating for two,
Book storage,
Typewriter,
Filing cabinets,
Coat and hat storage.
5. Character of the Space: Comfortable area to work
in.
6. Size: A minimum of 100 sq. ft. plus 58 sq. ft. for
occupational reference library and 16 sq.
ft. of storage.

Miscellaneous Areas

Lobby
Restrooms
Storage
Mechanical.

ACADEMIC

The community junior college has sought to be indigenous, local, and relevant to what the people want. In Gallup's case, there is both a desire and the need for educational facilities that will let the students use the community college as a stepping stone for further education or to get a vocational or technical training or let the adults in the community further their education through a program of adult education.

The fundamental principles of junior college transfer curricula is that they enable the student to know and fulfill the requirements of the college he plans to attend next, so that he may be accepted there as a student in advanced standing and proceed to his objective without loss of time. (19, 1960; 161) The following is a list of areas which should be included in planning a curriculum for transfer: English, Speech, and Journalism; Modern Languages; Social Sciences; Science (Biological and Physical) and Mathematics; Pre-Engineering; Fine Arts (Music, Art and Photography, Home Economics, Drama, Humanities, and Architecture); and Business Administration. (19, 1960; 217-232)

The educational needs of all students are not fulfilled by a purely cultural education. To fulfill the needs of these students, a majority of the junior colleges in the United States offer one or more courses designed to prepare students for immediate entry into

employment. (19, 1960; 177) The following is a list of possible occupational education courses: Business, Secretarial; General Business Education; Drafting, General Engineering; Medical Lab Techniques; Home Economics; Auto Mechanics; Medical Secretaries; Nursing, one year; General Mechanics; and Building Trades. (19, 1960; 184)

In a number of colleges it is felt that there should be no distinction between courses offered to part-time adults or to the regular full-time students; I am assuming this stand for the Gallup Branch College. Adult programs might include vocational, commercial, technical, agricultural, cultural and citizenship, homemaking, or avocational and recreational. (19, 1960; 239)

Since it is impossible for me to set up the actual divisions of courses and the curricula, I will not attempt to. In order to provide a greater degree of flexibility for future expansion of academic disciplines and growth of the campus, I will group the academic spaces according to function rather than academic discipline. The functions will be defined as classrooms-lecture halls, laboratories, and faculty offices.

Classrooms-Lecture Halls

New classroom buildings and lecture halls must enable a relatively smaller number of teachers to instruct a relatively larger number of students. On the

other hand, new classrooms buildings must also accommodate and encourage, independent study as students are thrown more and more on their own. (2, 1963; 30-31)

Classrooms

The first phase of construction calls for ten classrooms each with the following criteria.

1. Activities: Teaching and Learning.
2. Occupants: Instructor and 30-40 students.
3. Environmental Controls: See General Notes.
4. Equipment: A minimum of 16 ft. of chalkboard;
Six ft of tackboard;
Three classrooms should have special equipment for language instruction:
Tape recorders,
Record players,
Headphones,
Extra electrical outlets;
Large lockable storage cabinet for tapes, records, and other equipment;
Screen;
Overhead projector;
Stand or podium for the instructor,
Seating for 40 students.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 640 sq. ft.

Lecture Halls

The first phase of construction includes two lecture halls which have the following criteria.

1. Activities: Teaching and learning.
2. Occupants: Instructor and 80-100 students.
3. Environmental Controls: See General Notes.
4. Equipment: A minimum of 20 ft. of chalkboard;
Large lockable storage cabinet for tapes, records, and other equipment;
Screen;
Overhead projector;
Stand or podium for the instructor;
Seating for 100 students.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 1,600 sq. ft.

Physical Education Facilities

The gymnasium will serve as the indoor teaching station for the physical education program.

Gymnasium

1. Activities: Teaching station for physical education program;
Playing basketball, badminton, and volleyball;
Attending basketball games and other athletic events.
2. Occupants: Games players and 1300 spectators.
3. Environmental Controls: See General Notes.
4. Equipment: Regulation basketball court with mounts for the basket and backboard,
what regulations Three basketball cross courts with the necessary baskets and backdrops,
Six badminton courts with portable nets,
Movable stage,
Electric timer and scoreboard,
Seating for 1,300.
5. Character of the Space: Inviting and comfortable space to work in.
6. Size: A minimum of 15,000 sq. ft.

Locker Rooms

1. Activities: Changing clothes before and after games and classes;
Showering;
Chalk talk.
2. Occupants: 20-25 Players.
3. Environmental Controls: See General Notes.
4. Equipment: Dressing and storage lockers,
Mirrors,
Tackboards,
Drinking fountains,
Cuspidors,
Benches,
Showers and toilet facilities.
5. Character of the Space: Comfortable.
6. Size: A minimum of 300 sq. ft. plus 100 sq. ft. for towel service and storage.

Press Booth

1. Activities: Watching sports events,
Televising, broadcasting and re-reporting sports events.
2. Occupants: 2 Reporters, 1 Radio broadcaster, and 1 television crew.
3. Environmental Controls: See General Notes.

4. Equipment: Desk and seating for five,
Microphones,
Electrical outlets for special
equipment.
5. Character of the space: Comfortable space to work
in.
6. Size: A minimum of 100 sq. ft.

Coach's Office

1. Activities: Running the athletic program of the
college;
Coaching the basketball team.
2. Occupants: Coach.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Filing cabinets,
Seating for three,
Coat and hat storage.
5. Character of the Space: Comfortable space to
work in.
6. Size: A minimum of 100 sq. ft.

Storeroom

1. Activities: Storing all portable equipment, such
as, stacking chairs and badminton
nets.
Checking out athletic equipment to
individuals and classes.
2. Occupants: Clerk.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Coat and hat storage,
Shelves and drawers for equipment.
5. Character of the Space: Comfortable space to
work in.
6. Size: A minimum of 600 sq. ft.

Miscellaneous Areas

Lobby

Restrooms

Mechanical

Laboratories

Even though the laboratories are located in one
area, I feel that it is imperative to have separate
laboratories for biology, chemistry, and physics.

This is apparent because of the different equipment

and experiments performed in each of the academic disciplines. Within this section, I have also included the vo-tech workshops.

Biology, Chemistry, and Physics Laboratories

At this phase of the construction there will be two laboratories each for the biology, chemistry, and physics; each lab will have the following criteria.

1. Activities: Teaching and performing experiments.
2. Occupants: Instructor and 20-25 students.
3. Environmental Controls: See General Notes.
4. Equipment: Large tables with protective toppings,
Extra electrical outlets in the floor
and tables,
Special gas outlets,
Sinks,
Refrigerators,
Incubators,
Lab carts,
Desk and chair,
seating for students.
5. Character of the Space: Comfortable space to
work in.
6. Size: A minimum of 320 sq. ft.

Vo-Tech Workshops

These facilities would include space for courses such as mechanics and building trades.

1. Activities: Tearing cars apart;
Rebuilding the engines;
Reassembling the parts;
Welding;
Learning the building trades, carpentry, plumbing, brick laying, and painting;
Doing mechanical drawing.
2. Occupants: Instructor and 10-16 students in each workshop.
3. Environmental Controls: See General Notes.
4. Equipment: Woodworking shop
Finishing room,
Exhaust fan,
Cabinets for finishing materials,
High speed drill press and accessories,

Woodworking lathe and accessories,
Band saw,
Storage cupboard and shelves,
Scroll saw and accessories,
Combination disc and belt sander,
Storage shelves and drawers,
Bench with woodworking vise,
Hand tools,
Tilting arbor circular saw,
Jointer

Cabinet Shop;

Storage shelves
Table-high layout and gluing board
on movable horses,
Hardware storage shelves,
Bench with woodworking vise drawers
below bench for nails, screws,
Hand tools,
Bench tool grinder,
Band saw,
Floor-type, high-speed drill press,
Spindle shaper,
Lumber racks,
Jointer,
Tilting arbor circular saw,
Planer,
Radial arm saw.

Machine Shop;

Storage cabinet with shelves,
Small parts storage,
Bench with metalworking vise,
Hand tools,
Movable stable,
Storage shelves,
Slow speed drill press,
Storage cabinet, Shelves, drawers,
Tool grinder,
Vertical "stand up" rack for stor-
ing metal,
Metal-cutting band saw,
Metal shaper,
Milling machine,
Bench-high counter,
Heating-treating furnace,
Flue,
Metalworking lathe.

5. Character of the Space: Comfortable space to
work in.

6. Size: Woodworking shop, a minimum of 180 sq. ft.
Cabinet shop, a minimum of 200 sq. ft.,
Machine shop, a minimum of 120 sq. ft.,
Large open work area, a minimum of 400 sq. ft.,
Drafting room, a minimum of 240 sq. ft.

Faculty Offices

5. Within this area, the faculty offices should be organized according to the academic disciplines. Each department will have a main office with a secretary and a small conference room.

Faculty Offices

1. Activities: Talking with and counseling students,
Grading papers,
Writing,
Reading.
2. Occupants: One faculty member. — *Good!*
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Filing cabinets,
Seating for two,
Book storage,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 100 sq.ft.

Secretary's Office

1. Activities: Preparing all communications and directives of the department,
Filing all correspondence, directives, and student records.
Waiting area for Director's Office.
2. Occupants: Secretary.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Filing cabinets,
Mimeograph machine,
Seating for two,
Typewriter and adding machine,
Book storage,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 120 sq. ft. plus 40 sq. ft. of storage.

Conference Room

1. Activities: Holding staff meetings,
Coffeebreaks,
Work area for secretary. *Might be small*
2. Occupants: 6-8 Staff members.
3. Environmental Controls: See General Notes.

4. Equipment: Conference table and chairs,
Storage cabinet.
5. Character of the Space: Informal and comfortable
space to work in.
6. Size: A minimum of 120 sq. ft.

Miscellaneous Areas

Restrooms
Mechanical
Storage

LIBRARY

The library serves both the faculty and students for teaching, research, and pursuit of interests unconnected with formal classes. Increasingly, the library is also becoming the center for the audio-visual equipment of the schools across the country; a lot of this equipment is used within the library so it makes sense to have a center for control of usage of this equipment.

The Keys

1. Activities: Consulting the card catalogs;
Finding out call numbers for books
and periodicals. (17, 1968; 45)
2. Occupants: 12 Patrons.
3. Environmental Controls: See General Notes.
4. Equipment: Card catalog cabinets,
Bookshelves for printed indexes,
Tables for writing.
5. Character of the Space: Comfortable space to
work in.
6. Size: A minimum of 100 sq.ft.

Reference-Consultation Desk

1. Activities: Guidance for students as they work
the catalogs and bibliographies,
Possibly combined with the circulation
desk. (17, 1968; 45)
2. Occupants: One librarian.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Coat and hat storage.

5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 80 sq. ft.

Circulation Desk

1. Activities: Book charging and return,
Keeping records of transactions in which materials have been taken from their regular place in the library,
Supervising the main entrance. (17, 1968; 45)
2. Occupants: Two librarians.
3. Environmental Controls: See General Notes.
4. Equipment: Two desks and chairs,
Book shelves,
Card storage,
Book mobiles,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 150 sq. ft. plus 20 sq. ft. of storage.

Reference-Consultation Room

1. Activities: Reading counselor to the students,
Doing private studies of materials,
Discussing with the librarian the problems of the library.
(17, 1968; 45-46)
2. Occupants: One librarian.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for two,
Typewriter and dictating machine,
Book cart,
Book storage,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 144 sq. ft.

Library Director's Office

1. Activities: Administering the library programs;
Being responsible for employment of personnel;
Being responsible for public relations;
Paying bills;
Establishing the budget;
Approving orders;
Helping library patrons find information. (17, 1968; 42)
2. Occupants: Director.
3. Environmental Controls: See General Notes.

4. Equipment: Desk and chair,
Seating for two,
Filing cabinets,
Book storage,
Book mobiles,
Coat and hat storage.
5. Character of the Space: Formal yet comfortable
to work in.
6. Size: A minimum of 120 sq. ft. plus 20 sq. ft.
of storage and 30 sq. ft. for a private
restroom.

Secretary to the Director's Office

1. Activities: Preparing all communications and
directives of the Director;
Taking dictation of the Director;
Filing all correspondence and direc-
tives; (17, 1968; 42
Waiting area for Director's office.
2. Occupants: Secretary.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for two,
Filing cabinets,
Typewriter and adding machine,
Book storage,
Book mobile,
Coat and hat storage.
5. Character of the Space: Comfortable space to
work in.
6. Size: A minimum of 100 sq. ft.

Reference Librarian's Office

1. Activities: Supervising the reference area,
Helping library patrons find in-
formation. (17, 1968; 42)
2. Occupants: Reference Librarian.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for two,
Filing cabinets,
Book storage,
Book mobile,
Typewriter,
Coat and hat storage.
5. Character of the Space: Informal and comfortable
space to work in.
6. Size: A minimum of 120 sq. ft. plus 20 sq. ft. of
storage.

Media Specialist's Office

1. Activities: Meeting with salesman to examine pos-
sible purchases;

2. Occupants: Consulting with students or technical aides;
3. Environmental Controls: Supervising the media program. (17, 1968; 46)
2. Occupants: Media Specialist.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Seating for two,
Book Storage,
Cabinets to house machines and materials,
Filing cabinet,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 160 sq. ft.

Storage Room for Audi-Visual Equipment and Materials

1. Activities: Houses the college's collection of portable audio-visual machines and the materials to match,
Check-in and check-out of this equipment. (17, 1968; 48)
2. Occupants: One clerk.
3. Environmental Controls: See General Notes.
4. Equipment: Shelves and cabinets for equipment,
Portable television receivers with headphones,
Phonograph records and phonographs with headphones,
Tape and tape players with headphones,
Small slide projectors for viewing at a desk by one student or to be used by a small group of two or four viewers,
Filmstri projector,
Microfilm microcard, and micropoint readers,
Teaching machines,
Small motion picture projectors for small groups or individual viewing,
Portable radio receivers with headphones,
Overhead projectors,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 200 sq. ft.

Technical Processes Room

1. Activities: Cataloging new acquisitions of the library,
Repairing books,
Producing teaching materials (graphics, printed materials, audio production, or xeroxing)

2. Occupants: Two
3. Environmental Controls: See General Notes.
4. Equipment: Large work area,
Sink,
Typewriter,
Storage for book repair equipment,
Book mobiles,
35mm Camera,
Microfilm camera,
Photocopying machine,
Darkroom
Sink,
Enlarger,
Printing box,
Dry mounting press,
Mimeograph machine,
Photo offset machine,
Recording equipment,
Soundproof area,
Drafting or horizontal work surface,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 300 sq. ft.

Facilities for Readers

Individual

1. Activities: Find answers to specific question that arise either from the teaching process or from ordinary curiosity,
Go alone or as a member of a committee sent to get information,
Find materials for projects,
Learn how to use the keys of a library,
Look at motion-picture films, filmstrips, or other audio-visual materials,
Study with a teaching machine,
Listen to phonograph records or tapes,
Listen and record voice for language study,
Read just for the fun of reading,
Browse through current magazines and newspapers,
Look at the new book shelf.
2. Occupants: 150 Patrons.
3. Environmental Controls: See General Notes.
4. Equipment: 125,000 Volumes,
Book shelves (stacks),
90 Carrels,
Flat top tables and seating,

- college lounge • Lounge furniture for 30, large, students,
Coat and hat storage.
5. Character of the Space: Comfortable, friendly, and inviting.
 6. Size: A minimum of 3000 sq. ft.

Group Study Rooms

1. Activities: The same as for individual.
2. Occupants: 20-30 Patrons.
3. Environmental Controls: See General Notes.
4. Equipment: Sound proof areas,
Flat top tables and seating,
Coat and hat storage.
5. Character of the Space: Comfortable, friendly and inviting.
6. Size: A minimum of 80 sq. ft. each.

Miscellaneous Areas

Lobby
Restrooms
Storage
Receiving
Mechanical

SOCIAL

Education or learning takes place both in the classroom and out of the classroom; both of these are equally important. The center of student activity is usually in a student center, often times called a Student Union.

If this is to be a community college, the community must feel free to visit the campus and attend any events or programs sponsored by the college; both the community and the college will benefit from this confrontation. Once the community and the college are introduced to one another, then both parties can exchange ideas, communicate, and learn from one another.

Student Center

The student center is the community center of the

college where all the members of the college, students, faculty, alumni, and campus visitors, are always welcome.

Lobby

The lobby is the entrance into the building and should draw the people into the center and, then, let them disperse in to the other spaces within the center.

1. Activities: Meeting place for people,
Asking question and directions at
the information desk,
Provides temporary facilities for
groups and activities.
2. Occupants: Manager and an Information Desk.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Information desk,
Large bulletin or tackboard,
Limited amount of seating,
Display cases,
Magazine racks,
Coat and hat storage.
5. Character of the Space: Pleasing and inviting.

Dining and Kitchen

Because the campus is located quite a distance from Gallup's central business district and any eating facilities, most of the staff and students will eat their noon meals on campus. The dining area provides a place where people can meet for meals or snack or just to talk. The dining and ballroom will probably use the same space during this first phase of construction. The kitchen provides cafeteria and fountain services with regular meal, sandwich, fountain, coffee, and catering services.

Dining

1. Activities: Eating and drinking,
Meeting.
2. Occupants: 120-180 People at any one time.
3. Environmental Controls: See General Notes.
4. Equipment: Coat and hat storage,
Coin changers,
Tables (of varying size) and chairs,
Vending machines,
5. Character of the Space: Inviting and relaxing
space.
6. Size: A minimum of 2500 sq. ft.

Kitchen

1. Activities: Receiving food,
Refrigeration of food,
Storing dry food,
Preliminary preparation,
Final food preparation,
Serving of food,
Diswashing,
Maintenance.
2. Occupants: 2-3 Cooks,
2-3 Assistant cooks,
3 Waitresses
3-4 Dishwashers
1-2 Maintenance personnel.
3. Environmental Controls: See General Notes.
4. Equipment: Automatic liquid dispensers,
Beverage coolers,
Broilers,
Butcher blocks,
Can and bottle crushers,
Can openers,
Carts,
Coolers and walk-ins,
Cutters and choppers,
Cream and milk dispensers,
Dishwashers,
Display cabinets (refrigerated),
Dryers,
Food shaping machines,
Food warmers,
Freezers,
Fryers,
Glass washers,
Griddles and grills,
Hot plates,
Ice cream machine,
Ice crushers,
Ice makers,
Incinerators,

1. Activities: Infra-red equipment,
Insecticide sprayers,
Meat tenderizers,
Milk Dispensers,
Mixers and beaters,
Ovens,
Peelers,
Pot and pan washers,
Power saws,
Pressure steamers,
Ranges,
Refrigeration equipment,
Rotisseries,
Scales,
Silver Washers and dryers,
Sinks,
Slicing machine,
Steam cleaners,
Steam jackets and kettles,
Storage for tables and chairs,
Toasters,
Turnstiles,
Ventilators,
Waffle irons,
Water conditioners,
Waste disposers. (20, 1969; 32)

5. Character of the Space: Comfortable space to work in.

6. Size: A minimum of 600 sq. ft.

Ballroom

The ballroom provides an area for holding dances and large banquets. This will probably be combined with the dining area.

1. Activities: Dancing or dining.
2. Occupants: 400 Dancers.
3. Environmental Controls: See General Notes.
4. Equipment: Limited amount of fixed seating,
Bandstand,
Coat and hat storage.
5. Character of the Space: Relaxing and inviting space.

Meeting Rooms

The meeting rooms provide areas for groups of students or faculty to meet for informal classes or at night.

1. Activities: Holding business meeting of campus organization,
Holding conferences,
Guest speakers.
2. Occupants: 8-30 People.
3. Environmental Controls: See General Notes.
4. Equipment: Lounge furniture,
Conference tables and seating,
Chalkboards,
Coat and hat storage.
5. Character of the Space: Comfortable.

Gameroom

The gameroom provides recreation on campus for all members of the college and their guests.

1. Activities: Bowling,
Billiards,
Table tennis,
Watching television.
2. Occupants: Gameroom manager and 30-40 people.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Storage cabinets and shelves,
Two bowling lanes,
Four Billiard tables,
Three ping pong tables,
Television,
Lounge furniture,
Vending machines,
Coat and hat storage.
5. Character of the Space: Comfortable and inviting space.

Bookstore

The purpose of the bookstore is to provide textbooks, stationery, confectionery, and other student supplies and commodities; the bookstore eliminates having the separate departments selling books and supplies.

1. Activities: Ordering, purchasing and storing
all textbooks, stationery, confectionery, and other supplies
and commodities for the students.
2. Occupants: Manager and Assistant Manager,

- Two secretaries,
4-12 Sales clerks.
3. Environmental Controls: See General Notes.
 4. Equipment: Display cabinets and racks,
Bookshelves,
Cashier area, both for books and
checks,
Student book storage.
 5. Character of the Space: Comfortable space to
work in.
 6. Size: A minimum of 3000 sq. ft.

Student Publications

The student publications includes newspapers and yearbooks or any other publications tha the students themselves write, edit, and publish.

1. Activities: Writing and rewriting,
Editing,
Bookkeeping,
Developing and printing photographs,
Organizing and laying out publications.
2. Occupants: Editor,
Newschief,
Business Manager,
Photographer,
Reporters.
3. Environmental Controls: See General Notes.
4. Equipment: Three Desks and chairs,
Seating for four,
Filing cabinets,
3-4 Typewriters,
Adding and calculating machines,
Darkroom
Sink,
Enlarger,
Table or counter work space,
Tables and chairs.
5. Character of the Space: Comfortable space to
work in.
6. Size: A minimum of 200 sq. ft. plus 48 sq. ft.
for darkroom and 20 sq. ft. of storage.

Miscellaneous Areas

Restrooms

Storage,

Mechanical

Community-College Relationship

This is not a separate area, but the idea should

be present in planning the college. If the college is to be a success, it should make every attempt to invite public or community participation in campus activities. The college can bring conferences, institutes, or special programs to Gallup that probably otherwise wouldn't come to Gallup.

The athletic events and facilities at the college will draw the townspeople mainly as spectators but also in some cases as participants. The college itself will have a need for many athletic facilities that do not exist in Gallup at the present time.

*No
Football
field?*

Other college sponsored programs, exhibitions, theatrical productions, or guest speakers, will undoubtedly bring a great number of townspeople to the campus. Drawing the community to the campus and then possibly participation will increase and encourage further exchange between the community and the college.

SUPPORTING

The supporting facilities provide the maintenance and service facilities of the physical plant of the college.

Service Department

The service department supervises the college stores, custodial service, heating plant, campus security, postal service, car pool, and grounds.

Superintendent's Office

1. Activities: Orders bulk purchases for the college stores;

0. Size: 4 min Storing the bulk purchases for the college stores;
Campus Personnel Hires and maintains the janitorial, security, groundskeepers, and carpenters.
1. Activities: Supervises the car pool.
2. Occupants: Superintendent and secretary.
 3. Environmental Controls: See General Notes.
 4. Equipment: Two desks and chairs,
Filing cabinets,
Seating for four,
Bulletin board,
Vault,
Drafting table and stool,
Copying machine,
Oxalid machine,
Book storage,
Coat and hat storage.
 5. Character of the Space: Comfortable space to work in.
 6. Size: A minimum of 300 sq. ft.

Custodial Service

1. Activities: Sweeps every room and corridors of every building,
Keeping the windows clean,
Keeping the the toilets sanitary.
2. Occupants: Janitor-in-chief.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Filing cabinets,
Coat and hat storage,
Carts with refuse bags,
Cleaning equipment and supplies.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 100 sq. ft. and each janitor 48 sq. ft. for each janitor.

Chief Engineer's Office

1. Activities: Supervision of the central power plant.
Maintenance of miles of steam, water, and gas pipes.
2. Occupants: Chief Engineer.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Large work area,
Drafting table and stool,
Seating for two,
Filing cabinets,
Coat and hat storage.
5. Character of the Space: Comfortable space to work in.

6. Size: A minimum of 180 sq. ft.

Campus Foreman

1. Activities: Watering and mowing of lawns,
Taking care of scrubbery and plants,
Keeping up of roads and sidewalks,
Removing all waste from the grounds.
2. Occupants: Campus Foreman.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Compressed air sprayer,
Carts,
Sprinklers,
Rakes,
Power lawn mowers,
Edger/trimmer,
Tree lapper,
Lawn sweeper,
Planter,
Hose reels,
Hoses,
Grass shear,
Spreader,
Hedge trimmer,
Pruning shears,
Hand tools,
Coat and hat storage.
5. Character of the Space: Comfortable space to
work in.
6. Size: A minimum of 80 sq. ft. and 300 sq. ft. of
storage.

Shop Foreman

1. Activities: Repair and placement of the physical
plant of the campus.
2. Occupants: Shop Foreman.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,
Coat and hat storage
Cabinet Shop;
Storage shelves,
Table high layout and gluing board
on movable horses,
Hardware storage shelves,
Bench with woodworking vise with
drawers below the bench for
nails, screws, etc.,
Hand tools,
Bench grinder,
Band saw,
Flor-type, high-speed drill press,
Spindle shaper,
Lumber racks,
Jointer,
Tilting arbor circular saw,

Planer,
 Radial arm saw,
 Machine Shop;
 Storage cabinet with shelves,
 Small parts storage,
 Bench with metalworking vise,
 Hand tools,
 Movable stable,
 Storage shelves,
 Slow speed drill press and accessories,
 Storage cabinet, shelves, drawers,
 Tool grinder,
 Vertical "stand-up" rack for storage of metal,
 Metal-cutting band saw,
 Metal shaper,
 Milling machine,
 Bench-high counter,
 Heating-treating furnace,
 Flue,
 Metalworking lathe.

5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 240 sq. ft.

Security Office

1. Activities: Paying fines,
 Buying identification for vehicles,
 Providing a security service for the physical plant of the college.
2. Occupants: Two officers.
3. Environmental Controls: See General Notes.
4. Equipment: Two desks and chairs,
 Filing cabinets,
 Counter,
 Storage for office material,
 Book storage,
 Coat and hat storage.
5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 180 sq. ft.

Post Office

1. Activities: Receives and sorts all mail coming to the college,
 Delivers the mail,
 Operates an intra-campus mail system,
 Picks up and delivers out-going mail.
2. Occupants: Two clerks.
3. Environmental Controls: See General Notes.
4. Equipment: Desk and chair,

Parking

Customer service desk,
Mail sorting area,
In-coming and out-going mail areas,
Stool.

5. Character of the Space: Comfortable space to work in.
6. Size: A minimum of 80 sq.ft.

Circulation

Traffic flow---both pedestrian and vehicular---is of utmost concern. If traffic flow isn't smooth, congestion will disrupt class schedules and the orderly running of the college. Consideration should be given to traffic flow between the class periods, public use of the building, and administrative organization. The proper placement of large activity areas, such as, a cafeteria, gymnasium, auditorium, library, student center, can assist in the overall distribution of traffic.

All traffic on campus will be pedestrian with the exceptions of service and emergency vehicles. Vehicular traffic will terminate at parking lots strategically placed around the campus. Pedestrian traffic should have sufficient walkways and paths. Service and emergency traffic will be on a secondary road system with access to every building on campus.

The present administration has decided that there should be a ten minute break between classes; therefore, the classroom areas must be located within reasonable walking distance of one another. When dormitories are planned, they should also be within reasonable walking distance of the college center.

Parking

Parking should be provided for 75% of the FTE, 300 students, and all of the faculty at any one time. (9; 4) During the first phase of construction, the parking should be located within reasonable walking distance of the classrooms and administrative areas. As the college grows and the campus expands with new buildings and more land, parking will have to be located within reasonable walking distance of dormitories, recreation, and classroom area. Large group activity areas should have adequate parking facilities close by.

In addition to locating parking near centers of activity, attention must be paid to location of parking lots to roads and streets connecting the town and the college. Good ingress and egress should be provided not only to speed up circulation on campus but also to facilitate community access to the campus for special events and programs sponsored by the college. This ingress and egress from the campus shouldn't cause undue congestion on the streets and roads leading to the campus.

The area in a parking lot per car varies from 279 sq. ft. (90° parking, 9 ft. stall width, 19 ft. stall depth, and a 24 ft. driveway) to 585 sq. ft. (30° parking, 10 ft. stall width, 18 ft. 3 in. stall depth, and an 11 ft. driveway). The recommended car stall size is ten feet by twenty feet.

8. Adequate parking should be provided for the car pool which is operated by Service Department.

HOUSING

During the first phase of construction of the college, I feel that the emphasis should be on providing class and lecture space, library, and administrative areas. The majority of the students are already living in Gallup and are attending the Gallup Branch of the University of New Mexico on a part-time basis. Housing facilities will come in the second phase of construction.

Whenever housing facilities are actually undertaken, certain characteristics should be striven for:

1. A small room where one may study alone or with possibly one or two other students.
2. A place being used exclusively for study - at least at the time.
3. Freedom from distractions of movement and noise caused by other people.
4. Freedom from distractions of noise from physical sources; e.g., telephones, plumbing, elevators, typewriters, etc.
5. Good lighting.
6. Temperature and ventilation under personal control.
7. Easy access to book and other study materials.

8. Comfortable chairs, adequate desk space, and book storage.
9. Some chance to relax, wear "easy" clothes, etc.
10. Decor and furnishings which are plain but not ugly, definitely not plushy or arty.

(18, 1960; 32)

How about married student and faculty housing?



RELATIONSHIPS

RELATIONSHIPS

The campus must be attractive, and the buildings must be interrelated in such a way that ideas can flow and knowledge can be exchanged easily not only in classes, but also after class between different disciplines of study. (9,1969)

RELATIONSHIPS OF DIFFERENT DEPARTMENTS WITHIN EACH AREA

The departments, while being separate entities, have natural neighbors among the departments, such as geography and geology; these natural bonds should be reflected by the location of the departments with respect to one another on the campus. Examples of these groupings might be a fine arts complex, educational complex, science complex, or physical education complex. By establishing a physical closeness, these departments, or areas of knowledge, can further strengthen their ties and possibly share some equipment or display areas.

RELATIONSHIPS BETWEEN ALL THE AREAS

Just as the departments have natural bonds, the areas or groupings of departments have natural ties. These ties can be affected by grouping similar departments or areas around a common area (e.g., a courtyard) or by having physical ties (e.g., connecting walkways). These joining elements might be used by all areas for display, classes, or just gathering

people.

These nodes, or groupings of area, should be located around the center of the campus. This central core would serve as a focus of all school functions. Student activities, faculty activities, community-college activities, and the administration area might serve as a central core; another idea for the central core is a place for people (e.g., a plaza or park).

All areas should have access to one another and to parking. This access is required if students are expected to change classes within a certain time period and if the community is expected to visit the campus for cultural and athletic events. The on-campus traffic should be limited to pedestrian traffic with a system of support roads for service and emergency vehicles.

Pedestrian walkways and open spaces would serve as physical ties among the departments, groupings of departments, and the central core; these walkways and spaces would reflect the bonds among the departments and the central core. They can serve as meeting places where people can meet and exchange ideas and information.



AESTHETICS

AESTHETICS

Because Gallup is located in an area of varied cultural and racial groups, the Branch College must make every effort to insure that all these groups feel comfortable and at home in an environmental situation aimed at developing the optimum in learning.

Gallup and the surrounding areas was dominated by two major cultures until 1900; the Indian and the Spanish. This influence is felt in the present population which is composed largely of Indian and Spanish speaking individuals. The white man, or Anglo, is a newcomer to this part of the country.

This heritage should be reflected in the Branch College. When I say that the heritage should be reflected, I do not mean that the design of the school should be a copy of the Spanish missions or the Indian pueblos. I hope that the scale of the buildings, the design itself, and the landscaping will make it possible for the student to more easily achieve his educational goals. The physical environment itself can contribute to the students' learning both in and out of class. (9, 1969; 11-12)

After talking to the Director and reading "Planning of Facilities for the Gallup Branch", it was made clear to me that a great deal of value is placed on the views of the Red Rocks, Church Rock, and the surrounding moun-tains in all direction. (see Figures 19 and 20) Both



northeast



east



southeast

Figure 20. Panoramic view from
existing building.

sources said that a single building should not block the view from another building, walkway, or open space. As mentioned earlier, there are several drainage arroyos cutting through the site, and the campus site is fairly well covered by pinon pines. Efforts should be made to make these important elements in the campus environment by utilizing the arroyos, trees, and rocks in an appropriate manner.

An all out effort should be made to maintain the natural environment and to let the wide variety of people to be served adapt to the educational environment of the Branch College.



CAMPUS GROWTH

CAMPUS GROWTH

For my thesis I am basing my planning on an enrollment level of 400 FTE; this figure of 400 FTE is based on a five-year projection. In planning for the future, the Gallup Branch is expecting an FTE of 5000 for the year 1990. With this growth in the student body, the Gallup Branch will have to acquire additional land. The land which adjoins the present campus site on the south would be the most desirable.

This tremendous growth projection is based on the hope that a large majority of these students will be living on campus. The majority of these students will be Indians. At present, the closest universities are Northern Arizona University in Flagstaff (200 miles from Gallup) and the University of New Mexico and the University of Albuquerque in Albuquerque (150 miles from Gallup). With the increased number of Indians graduating from high school, it is assumed that there will be a similar increase in the number of Indians going to college. The chances of this happening are increased if a college is located close to a large Indian population as the Gallup Branch College is.

I am going to devote a portion of spring quarter to a future campus expansion in an Architecture 570 course. I will do that planning on the ^{base} of 1000 FTE; this level of enrollment will be reached by 1980. 1

will add this part of my research at the end of spring
quarter with the summary.



SUMMARY

SUMMARY

The purpose of education is to enable man to realize his potentialities as a human being. The Gallup Branch College will provide the inhabitants of the Gallup area the chance to further their education. Right now the college is operating at a great disadvantage by not having any facilities of its own. With a complete physical plant---instruction center, student center, library, faculty offices, administration center, and physical education facilities---the college would be able to provide the community with the chance for higher education.

In doing the first preliminary presentation, I decided that the original scope of my thesis was too broad and large for the limited amount of time, allowed for designing my thesis. Originally I had felt that I would be able to design all buildings on the campus; I still feel that attention must be paid to the campus as a whole so that the college is recognized as a unit not just a scattering of seemingly unrelated buildings on a piece of land.

For the purpose of fulfilling my thesis, I decided to devote my efforts to designing an Instruction Center for the college. This building is not a separate unit but rather an integrated part of the whole college complex: I have tried to express this by working with

the exterior spaces that surround the Instruction Center and tie the complex together. The Instruction Center is a two story building with 12 classrooms (nine general classrooms, one language lab, and two commerce classrooms), two lecture halls, and eight science labs (two biology, two chemistry, and four physics). Two additional lecture halls will be added at a future date; these will be directly above the first two lecture halls.

There are almost 700 student stations in the Instruction Center; this is nearly double the number of full time students, 400. Part of this difference is due to the fact that in all probability not all desks or seats will be occupied during every class period. The remainder of the difference is due to the fact that I felt there should be more student stations in the classroom and lab areas.

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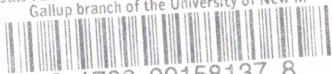
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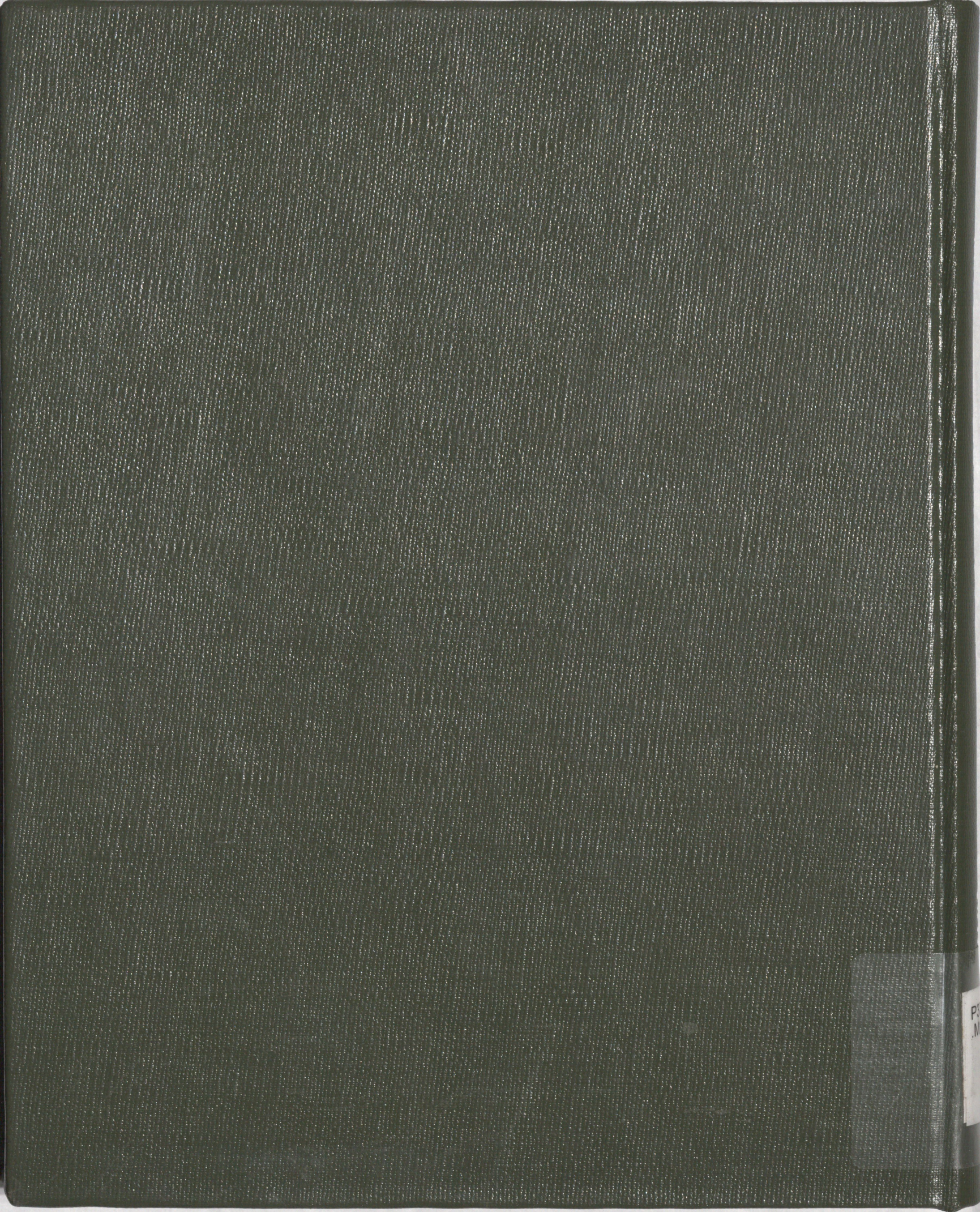
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