

and procedures for the admission, classification, instruction, and examination of students in accordance with the policies and accreditation guidelines of the board and the State Board of Education.”

- 4. The institution has designated a chief administrator responsible for accreditation who is the person of record for all purposes of the Commission, is a full-time staff member of the institution, has his/her office on the main campus, and is the Commission’s point of contact for all locations of the institution.**

President Brennan M. Wood is the designated Chief Administrator. He is a full-time executive administrator of the institution. His office is located at the main campus, and is the primary point of contact for all institutional locations.

- 5. An organizational chart is available to show the functional relationships among the personnel of the institution that promote the effective operation of educational programs and institutional services for students.**

Southwest Technical College’s organizational chart is available on the College’s website and shows functional relationships among all staff and faculty. Given Southwest Technical College’s relatively small size and rapid growth, the organizational chart is reviewed and revised on a regular basis.

The organizational structure promotes the effective operation of programs and services directed toward fulfilling the mission of Southwest Technical College. Educational programs and institutional services for students are overseen by vice presidents and directors. The College’s organizational structure helps employees contribute to the mission of the institution.

## **Challenges and Solutions**

Dynamic growth, new positions, and heightened regulatory requirements have required administration to revise the College’s organizational structure on an ongoing basis. These revisions may cause faculty and staff to feel a sense of instability and shifting responsibilities as they move in and out of various roles. To resolve these concerns, the administrative team has worked diligently to publish updated job descriptions and provide direction and support for employees in their respective positions. Since the last COE visit, Southwest Tech has reviewed the structure of the organizational chart and realigned key positions to better serve the needs of students, employers, and our community.

## **Summary**

Southwest Technical College has a properly constituted governing board with authority delegated to implement its policies to the College President, who is designated as the chief administrative officer. The President, as chief administrative officer, has his office at the main campus and is the official of record and point of contact for the Council on Occupational Education.