

Assigned administrators utilize a faculty onboarding document to orient new faculty to educational resources and services. Staff receive orientation through HR onboarding. When new technology is acquired by the College, faculty members collaborate with IT and ISD staff to ensure proper training and troubleshooting during the implementation process. In addition, the Academics department provides monthly training that provides orientations on educational resources, technology utilized for classroom management, and other best practices. Faculty must attend four trainings per year, and each is recorded and posted to a Professional Development Canvas course that can be accessed for those unable to attend.

Monthly orientations are held for new students, and faculty meet with those enrolling in their program to orient them to resources and services applicable to their program.

4. The institution budgets annually for educational resources.

Program budgets are reviewed annually in accordance with the institutional Budgeting Process. Programmatic needs are assessed, and recommendations for learning resources (e.g., software), equipment, and facility improvements are considered and prioritized. Additional funds are budgeted for any emergency purchases at the institutional level.

5. The institution annually evaluates the effectiveness of its educational resources and uses the results to modify and improve its resources and services.

Faculty and Program Directors evaluate the effectiveness of educational resources annually during the budget process. Each program proposes budget allocations to modify and improve its educational resources and services.

6. The institution's educational resources, including media services, technology, facilities, and materials, are comprehensive and current.

Educational resources are comprehensive and current. Program faculty meet with Occupational Advisory Committee members each year to seek guidance on industry practices and equipment trends to consider when selecting educational materials, equipment, and supplies. The annual budget process takes these recommendations into consideration, and program textbooks and materials purchased by the students are updated prior to program changes being implemented at the start of each fiscal year.

The IT department has a technology replacement schedule to ensure computers used by faculty, staff, and students are current and have the required specifications to run software used. The Facilities department maintains classroom and lab space, and improvements are made to keep each program relevant to current industry practices.

7. A current inventory of educational resources is maintained.

Program Directors maintain a current inventory of educational resources for their assigned programs. Equipment valued at \$3000 or higher is marked with an asset tag and tracked in an