

process, faculty and their supervisors determine the need for increasing a program's allocated budget for instructional supplies to support continuous instruction.

4. The institution has a written procedure for maintaining instructional equipment and for replacing or disposing of obsolete equipment.

The Facilities Operations and Maintenance Plan and Technical Infrastructure Plan both specify procedures for maintaining equipment, and the institution follows Asset Tracking, Capitalization, and Disposal Procedures.

5. Instructional equipment and supplies meet appropriate and required safety standards.

All instructional equipment and supplies meet appropriate safety standards as established by the manufacturer. Equipment warnings and lab safety features are displayed in programs where applicable. Any supplies that pose a health or safety risk have a Safety Data Sheet (SDS), describing potential risks and recommended mitigations. The SDS documents are available online. Where applicable, physical copies are located in close proximity to areas in which hazardous supplies are used. The SDS documents are maintained by the facilities department.

Challenges and Solutions

Southwest Technical College works diligently to ensure its media and instructional resources are appropriate for student learning. Despite the challenges of providing educational resources across diverse occupational programs, the College is dedicated to maintaining assets essential for the achievement of program outcomes. To this end, the College has implemented appropriate budgets, policies, and plans to provide these resources.

As the College continues to grow, the need for refined processes and policies becomes more evident. Many plans have been created, revised, consolidated, and updated to reflect the evolution of the College. Responsibilities within these plans have been assigned strategically to better serve students and prepare them for employment.

Summary

Southwest Technical College supports students and their learning outcomes by maintaining a comprehensive array of educational resources. These resources are supported by financial, physical facilities, and technical infrastructure policies and processes at the College.