Standard 5: Educational Resources

Introduction

Southwest Technical College provides students with an array of instructional resources and media services to deliver quality technical programs. The majority of learning resources are located in classrooms and/or laboratories, with the remaining resources online. Educational resources consist of shared printers, smart boards, e-books and text books, manuals, periodicals, reference books, software, computer hardware, program equipment, miscellaneous consumable supplies, internet connectivity, and other materials that help students achieve program objectives.

Analysis

A. Educational Resources

1. **Educational resources made available to faculty, staff, and students focus on the achievement of desired outcomes and learning objectives and are appropriate for and inclusive of all methods of program delivery.**

   Southwest Tech provides educational resources in support of instructional programs that address all methods of program delivery and are accessible by faculty, staff, and students, as necessary. The competency-based nature of the occupational programs at the College relies heavily on the development of a curriculum that is both content rich and engaging, crafted specifically for student-centered learning. Resources to accomplish this include shared printers and work areas, instructional design staff, and marketing department personnel. When the needs of curriculum development exceed these resources, faculty can use departmental budgets to purchase additional educational resources. Physical resources and technology are provided by the facilities and IT department, respectively. Faculty and instructional staff are provided budgetary resources for the acquisition and implementation of instructional equipment, supplies, and software (e.g., Canvas LMS, Cengage Textbooks). Additionally, certificate-seeking Southwest Technical College students are dually enrolled at Southern Utah University (SUU) and have full access to its library resources, both electronic and physical.

2. **The institution has identified staff member(s) responsible for the implementation and coordination of the educational resources.**

   The Vice President of Academics is responsible for the coordination and implementation of educational resources—with the assistance of directors of programs, program faculty, the finance department during the annual budget process—and Data and Program Services personnel.

3. **The institution provides a documented orientation on the use of educational resources and services applicable to instructors, staff, and students.**

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

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