

inventory spreadsheet maintained by the finance department. The IT department maintains an inventory of instructional hardware and software.

8. Educational resources are selected with faculty input, and accessible to the faculty and students.

Southwest Tech provides learning resources that allow students to achieve program objectives. Faculty, with input from the Occupational Advisory Committee, identify educational resources and make any appropriate budgetary requests to support the allocation and implementation of those resources. Program-specific resources are available during instructional and/or lab times. Most digital resources are available in Canvas, the institution's learning management system, which is accessed from any computer with internet access.

B. Instructional Equipment and Supplies

1. Relevant and up-to-date instructional equipment and supplies are available to support the programs offered by the institution.

Faculty, with input from the Occupational Advisory Committee, identify relevant and up-to-date instructional equipment and make any appropriate budgetary requests to support the allocation and implementation of this equipment. Southwest Technical College assures adequate support to its instructional programs by providing a system of requesting needed resources during the budget process and allocating funds appropriately to meet these needs. Program directors and faculty are responsible for maintaining sufficient supplies to support the programs.

2. The institution has a procedure for purchasing and storing instructional equipment and supplies.

When instructional equipment and supplies are needed and exceed \$1000, faculty submit a purchasing authorization form with an itemized description of supplies to the appropriate supervisor. After review, the supervisor signs the request and forwards it to the finance department for final processing. For all other purchases less than \$1000, authorized personnel purchase instructional equipment and supplies directly on their college issued credit card. Program directors, coordinators and faculty jointly administer their allocated budget and are responsible for the purchase and storage of instructional equipment and supplies.

3. To support continuous instruction, the institution has a procedure for emergency purchase of instructional supplies and to ensure the acquisition and repair of instructional equipment within a reasonable period of time.

Emergency purchases of instructional supplies, acquisition of and repair of instructional equipment outside of departmental allocated budgets are expedited through the Vice President of Finance and Operations with approval of the College President. As part of the budgetary