

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

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