

D. Instructional Support Staff

- 1. The institution has a sufficient number of instructional support staff members to fulfill its mission and deliver its programs.**

To fulfill its mission and enable its programs, Southwest Tech has a sufficient number of dedicated instructional support staff. These numbers are reported in the annual report, and employee lists are updated in the Employee Roster and on the website

- 2. Personnel are employed to maintain student and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other documents as needed.**

The College employs a sufficient number of personnel to maintain student records and financial records, assist in producing instructional materials, and prepare correspondence, reports, and other records as needed. Examples of instructional support staff meeting these duties include a Data Reporting and Quality Assurance Specialist, a Financial Aid Counselor, and an Instructional Systems Design Manager.

- 3. Instructional support staff possess education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.**

All instructional support staff meet or exceed the minimum requirements and competencies appropriate to their areas of responsibility. This information is documented in their personnel files located in the Human Resources office and is evident through their post-secondary educational attainment and professional experience in comparison to written requirements in job descriptions.

E. Non-Instructional Support Services

- 1. Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution.**

Custodial services are available at Southwest Tech's main campus and all instructional service centers to provide routine care and maintenance of facilities and grounds for the institution. At instructional service centers not owned by the College, agreements are in place to ensure the routine care and maintenance of the facilities.

The custodial team reports to the Director of Facilities. Requests for custodial services are submitted and tracked through a computerized maintenance management system. Maintenance requests are coordinated and prioritized by the Custodial Manager and the Director of Facilities.

- 2. Preventative maintenance services ensure continued operation of the facilities.**