



CTC Procedure: Facilities and Equipment Review and Evaluation

STATEMENT:

The facilities and equipment within each program area are reviewed and evaluated annually by the administration, faculty, and advisory committee. These activities are conducted in an effort to ensure that the facilities and equipment are representative of that found in business and industry. Program resources, equipment, and facilities are appropriate to the occupation, student enrollment, and learning outcomes.

PROCEDURE:

Program faculty will:

1. Evaluate the adequacy of existing facilities and equipment prior to the first advisory committee meeting each fiscal year.
2. Present needs to advisory committee members during the first meeting.
3. Have the committee review the facilities and equipment and document appropriate recommendations on the Facilities and Equipment Review and Evaluation Form.
4. Have the advisory committee chairperson sign the review and evaluation form.
5. Present the completed review and evaluation form to the division Dean.
6. Utilize the evaluation based upon input by all sources in developing an annual operational plan. Corresponding state improvement funding budget requests support the annual plan.

The Academic Dean will:

1. Review and sign the evaluation form making the necessary comments.
2. Submit signed form to the Vice President of Academic Affairs.

Office of Academic Affairs will:

1. Receive and review the Facilities and Equipment Evaluation Form.
 2. Sign and record completion of the evaluation.
 3. Utilize the review results in coordination and development of an annual analysis, plan and budget for the division and related program areas.
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Approved: LBoD: 1-14
Responsible: Vice President Academic Affairs
Review Date: 2020