

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: A 32.0
Procedure Title: Review of Physical Facilities and Resources at Off-Campus Instructional Sites
Relevant Board/SACSCOC Policy: 13.7 Physical Resources
Originating Unit: Vice President of Student Success/Vice President of Academic Success
Maintenance Unit: Office of High School Programs

I. Purpose: The purpose of this procedure is to define the process for inspection and review of off-campus instructional sites. SACSCOC Standard 13.7 states, "The institution ensures adequate physical facilities and resources, both on and off-campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities." This procedure details the ongoing inspection of new and current off-campus instructional sites at which the College offers educational programs.

II. Procedure statement:

All off-site locations that are Texas Public Independent School Districts are required to have physical facilities that meet the Texas Administrative Code Title 19, Part 2, 61.1036, which provides minimum standards for construction of high school facilities. Each school has codified the administrative code requirements within published Board Policy. These codes are designed to ensure that these facilities appropriately serve the needs of the institution's educational programs. All offsite locations that are Charter Schools have valid certificates of occupancy and meet all zoning and regulatory requirements for operating a school system. Each charter school has codified these requirements within a documented letter from the superintendent or designee. Physical resources and facilities include items such as classrooms, labs (computer or specialized science/technology labs), library and learning resources, information technology resources, and student support resources\

A mandatory site inspection will be required of any off-campus instructional site prior to courses being offered at that site, and ongoing, regular inspections will continue for each off-campus instructional site to ensure adequate physical facilities and other learning resources at that location.

Procedure A 14.0 Substantive Change must also be reviewed and followed to ensure appropriate notification and/or approval is submitted to SACSCOC.

A. Review of New Off-Campus Instructional Sites

1. Before any courses or programs are offered at an off-site location, the physical facilities and resources must be reviewed and deemed by the College as adequate in serving the needs of the College's educational programs.
2. The Vice President of Academic Success (VPAS) or a designee will coordinate the site visit with OCIS Representatives. College attendees will include the following:
 - a. Relevant academic dean, faculty member(s) and chair(s), to include a representative for lab spaces as needed; an Information Technology representative, the SACSCOC Liaison (or designee), a Student Success representative, a Library representative, and any others as deemed necessary
 - b. If the offsite location is a high school, representatives will include: Principal, Counselor, Information Technology representative, facilities representative, library representative, academic or other instruction representative. If not a high school the offsite director or designee will be present for the review. Other offsite representatives as may be included, as needed.
3. The College's academic dean or VPAS designee will work with the offsite representative to complete the *Off-Campus Instructional Site Physical Facilities and Resources Data Template* (Appendix A) prior to the site visit, and provide the offsite representative with a copy of Board Policy for compliance with Texas Administrative Code Title 19, Part 2, 61.1036 or other relevant Texas code or college policies.
4. After conclusion of the site visit, the VPAS, VPCS/SACSCOC Liaison, VPSS and the offsite representative will sign the *Off-campus Instructional Site Physical Facilities and Resources Data Template*, attesting to the accuracy of the reported adequacy or inadequacy of facilities and resources for the support of educational programs.
5. If any facilities and/or resources are deemed not adequate, classes affected by that inadequacy will not be offered at that site until the following is accomplished:
 - a. A plan to remediate the inadequacies will be created under the guidance of the appropriate VP(s) or designee(s) must and implemented.

- b. Once remediation is considered to be complete a site visit will be conducted in order to confirm adequacy of facilities and/or resources, the site visit will be reported through a completed and signed *Off-campus Instructional Site Physical Facilities and Resources Data Template*. Steps 5a and 5b will be repeated until all inadequacies are remedied. No courses affected by the cited inadequacies will be offered at the site until adequacy is established.

B. Annual Review of Established Off-Campus Instructional Sites

1. In June-August of each year, the VPAS or designee will work with each offsite representative to review and update the existing *Off-Campus Instructional Site Physical Facilities and Resources Data Template*. All relevant Texas Code and College policies will be reviewed at this time.
2. If there have been no changes to required physical facilities or resources, VPAS and VPSS as well as designated OCIS Representative will sign the Off-Campus Instructional Site Physical Facilities and Resources Data Template (Appendix A) and attest to the adequacy of facilities and resources to support educational programs.
3. If there have been changes but a site visit is not deemed necessary, the changes and the reason a site visit is not necessary will be noted on the Off-Campus Instructional Site Physical Facilities and Resources Data Template and VPAS and VPSS as well as designated OCIS Representative will sign, attesting to adequate facilities and resources.
4. If facilities and/or resources are deemed not adequate, dual enrollment classes affected by that inadequacy will not be offered at that site until the following is accomplished:
 - a. A plan to remediate the inadequacies from the high school must be submitted to the Director of High School Programs and implemented. The Director will submit to the Vice President of Student Success and Vice President of Academic Success for their joint review and approval.
 - b. Once remediation is considered complete a site visit will be conducted and, if facilities and resources are deemed adequate, the VPAS and VPSS as well as designated OCIS Representative will sign the Off-Campus Instructional Site Physical Facilities and Resources Data Template. If not yet adequate, steps a and b will be repeated until requirements for adequate facilities and resources are met.
 - c. Once facilities and resources are deemed adequate, the appropriate representative (the one who noted the inadequacy)

must submit a memo thru supervisor to VPSS and VPAS with CC to VPCS/SACSCOC Liaison documenting the inadequacy, the school's plan to remediate, and justification that the plan has been completed and implemented and facilities and resources are now adequate to support the educational program.

- d. If facilities and resources are not fully adequate, then courses will no longer be offered until such a time that facilities and resources are deemed adequate.

C. Documentation of Off-Campus Instructional Site Physical Facilities and Resources

1. The VPAS or Designee will be responsible for saving all data templates, into the SACSCOC Share Drive, within the *OCIS Facility Audits Folder*
2. During the Substantive Change Committee meeting in October, the VPAS or designee will present a summary of the reported adequacy of all off-campus instructional sites. Any unfinished or overdue site visits will be addressed by the VPAS.
3. Pending visits and *Off-Campus Instructional Site Physical Facilities and Resources Data Templates* will be completed within 30 days and reported to Substantive Change Committee during their next scheduled meeting.

Attachment A: Off-campus Instructional Site Physical Facilities and Resources Data Template

Date Created: July 20, 2021

Date Updated/ Approved: August 20, 2021

Approved: October 19, 2021

(signed: Katherine Doss)

Vice President of College Services

(signed: Beth Tanner)

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(signed: Dr. Robert Garza)

President