

Teacher Name: _____
 Semester (Term/Year): _____
 Offsite Location (i.e., High School or Facility): _____
 Room Number: _____

Offsite Adequate Resources Checklist

PURPOSE: To ensure compliance with accreditation guidelines, each offsite location not managed by VSCC will be assessed for adequate resources annually.

INSTRUCTIONS: Please fill in the check box if conditions are met and list caveats if there are any concerns.

CLASSROOM:
<p>Space is large enough to hold the number of students in the course</p> <p>Room furniture/equipment is conducive to the learning environment and course</p> <p>ADA accessible (including adjustable height table/s)</p> <p>White/chalk board with writing tools</p> <p>Adequate room temperature</p> <p>Dedicated space to be used exclusively by VSCC Faculty during the scheduled class times.</p> <p>Adequate lighting</p> <p>Functioning doors/hardware</p> <p>Phone numbers of emergency contacts posted in the room</p> <p>Classroom has a means of outside communication for security purposes</p> <p>Classroom has emergency exit map</p> <p>Hazardous items such as chemicals, tools, etc. are secured</p> <p>Trash cans are accessible</p>
COMMENTS:
TECHNOLOGY:
<p>Faculty computer with appropriate software access</p> <p>Reliable Wi-Fi/internet access</p> <p>Zoom capability, if applicable</p> <p>Projector</p> <p>Functioning student computers, if applicable</p> <p>Tech support availability</p>

COMMENTS:
FACILITY:
Routine custodial services and responsive maintenance ADA accessible (bathrooms, parking, etc.) Adequate, secure, and legal parking Accessible/operational restrooms Fire extinguisher accessibility
COMMENTS:
COMMUNICATION:
Provision of a pre-semester communication document to the dual enrollment office explaining any special situations/expectations that the DE office can provide to the faculty prior to the first day of the classes: <ul style="list-style-type: none"> Parking pass, if needed Parking expectations, facility access, and entry processes Internet passwords and computer access passwords (if not available in the classroom) High school contact information in case a class times needs to be changed/canceled Calendar of school events, including any planned/potential students' absences for testing, competitions, field days, etc. Inclement weather policy and information regarding how dual enrollment faculty will be contacted regarding unplanned school closures
COMMENTS:

After completing, please email this document to the Dual Enrollment
Office at: dualenrollment@volstate.edu