

Offsite Adequate Resources Checklist

Teacher Name: _____

Semester (Term/ Year): _____

Offsite Location (i.e., High School or Facility): _____ Room Number: _____

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:

Check below	Conditions
<input type="checkbox"/>	Space is large enough to hold the number of students in the course
<input type="checkbox"/>	Room furniture/equipment is conducive to the learning environment and course
<input type="checkbox"/>	ADA accessible (including adjustable height table/s)
<input type="checkbox"/>	White/chalk board with writing tools
<input type="checkbox"/>	Adequate room temperature
<input type="checkbox"/>	Dedicated space to be used exclusively by VSCC Faculty during the scheduled class times
<input type="checkbox"/>	Adequate lighting
<input type="checkbox"/>	Functioning doors/hardware
<input type="checkbox"/>	Phone numbers of emergency contacts posted in the room
<input type="checkbox"/>	Classroom has a means of outside communication for security purposes
<input type="checkbox"/>	Classroom has emergency exit map
<input type="checkbox"/>	Hazardous items such as chemicals, tools, etc. are secured
<input type="checkbox"/>	Trash cans are accessible

Table 1: Classroom checklist

Comments:

Table 2: Comments about classroom resources

Technology:

Check Below	Conditions
<input type="checkbox"/>	Faculty computer with appropriate software access
<input type="checkbox"/>	Reliable Wi-Fi/internet access
<input type="checkbox"/>	Zoom capability, if applicable
<input type="checkbox"/>	Projector
<input type="checkbox"/>	Functioning student computers, if applicable
<input type="checkbox"/>	Tech support availability

Table 3: Technology Checklist

Comments:

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Table 4: Comments about technology resources

Facility:

Check Below	Conditions
	Routine custodial services and responsive maintenance
	ADA accessible (bathrooms, parking, etc.)
	Adequate, secure, and legal parking
	Accessible/operational restrooms
	Fire extinguisher accessibility

Table 5: Facility checklist

Comments:

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Table 6: Comments about facility checklist

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:

- 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:

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Table 7: Comments about communication

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