



Offsite Adequate Resources Checklist

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

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

CLASSROOM:
<ul style="list-style-type: none"><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"/> Podium<input type="checkbox"/> White/chalk board with writing tools<input type="checkbox"/> Adequate room temperature<input type="checkbox"/> Teaching privacy (high school faculty/staff should not be present during dual enrollment instruction)<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
COMMENTS: Type here to enter text.
TECHNOLOGY:
<ul style="list-style-type: none"><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
COMMENTS: Type here to enter text.

FACILITY:	
<input type="checkbox"/> Routine custodial services and responsive maintenance <input type="checkbox"/> ADA accessible (bathrooms, parking, etc.) <input type="checkbox"/> Adequate, secure, and legal parking <input type="checkbox"/> Accessible/operational restrooms <input type="checkbox"/> Fire extinguisher accessibility	
COMMENTS: Type here to enter text.	
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"> <input type="checkbox"/> Parking pass, if needed <input type="checkbox"/> Parking expectations, facility access, and entry processes <input type="checkbox"/> Internet passwords and computer access passwords (if not available in the classroom) <input type="checkbox"/> High school contact information in case a class times needs to be changed/canceled <input type="checkbox"/> Calendar of school events, including any planned/potential students' absences for testing, competitions, field days, etc. <input type="checkbox"/> Inclement weather policy and information regarding how dual enrollment faculty will be contacted regarding unplanned school closures 	
COMMENTS: Type here to enter text.	
OFFICIAL CERTIFICATION/APPROVAL:	
Faculty Name _____ Faculty Signature _____ Date _____	

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