

Standard 7: Facilities and Equipment

Adequate facilities and equipment must be available for the teaching and learning requirements of the program. Use of facilities and equipment should be monitored and regular assessments of adequacy made through consultations with faculty, staff and students.

Main components of this Standard:

Policy and Planning
Quality of and Adequacy of Facilities
Management and Administration
Research Equipment
Information Technology

Comment and General Description of Good Practice

Facilities should always provide an attractive, safe and healthy environment for faculty, staff and students, meet normal building and planning requirements, and the requirements for high quality teaching and learning in the program.

The use of facilities should be monitored and there should be processes to ensure that underutilized facilities are made available for alternative uses, subject to necessary arrangements for protection of expensive and easy to damage equipment.

In programs that require laboratory or other technical equipment including computing facilities, maintenance provisions should be effective and include routine maintenance schedules. Necessary technical support should be available and there should be an immediate response capacity in case of equipment breakdowns.

For all classrooms media needed for effective instruction should be provided with appropriate technical support available.

Evidence and Performance Indicators

Evidence about the quality of provision of facilities and equipment can be obtained from planning documents, user satisfaction surveys, comparisons of provision with comparable institutions offering similar programs and direct observations by independent evaluators.

Condition assessments and maintenance schedules provide information about the quality and maintenance of facilities and major equipment. Regulations and codes of practice relating to the use of facilities and expensive equipment provide evidence of sound management practices and security arrangements. Performance indicators could include such things as ratings on surveys of user satisfaction, statistics on equipment breakdowns, comparisons of provision in relation to other institutions.

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The scales below ask you to indicate whether these practices are followed in your institution and to show how well this is done. Wherever possible evaluations should be based on valid evidence and interpretations supported by independent opinions

Good Practices Relating to This Standard	Is this true? Y/No/NA	How well is this done? (enter stars)
7.1 Policy and Planning		
Planning processes for the provision of facilities and the acquisition and maintenance of equipment must include consultation with program representatives to ensure clear specification of program requirements. Plans for provision must appropriately balance program requirements with institutional policies to ensure compatibility of systems and resources available.		
7.1.1 Equipment acquisitions meet program requirements and are also consistent with institutional policies to achieve compatibility of equipment and software systems across the institution.	<input type="checkbox"/> Y	<input type="checkbox"/> ***
7.1.2 Teaching staff are consulted before major equipment acquisitions to ensure that current and anticipated emerging needs are met.	<input type="checkbox"/> N	<input type="checkbox"/> *
7.1.3 Equipment planning provides for acquisition, servicing and replacement according to a planned schedule.	<input type="checkbox"/> Y	<input type="checkbox"/> **
Overall Assessment		<input style="border: 2px solid black;" type="checkbox"/> **
Comment _____		

Priorities for Improvement _____		

Independent Opinion		<input type="checkbox"/>
Comment _____		

7.2 Quality and Adequacy of Facilities and Equipment

Facilities and equipment must be of good quality with effective strategies used to evaluate their adequacy for the program, their quality and the services associated with them.

7.2.1 Facilities meet health and safety requirements and make adequate provision for the personal security of faculty, staff and students.	<input type="checkbox"/> Y	<input type="checkbox"/> ***
7.2.2 Quality assessment processes include both feedback from principal users about the adequacy and quality of facilities, and mechanisms for considering and responding to their views.	<input type="checkbox"/> Y	<input type="checkbox"/> ***
7.2.3 Standards of provision of teaching, laboratory and research facilities are adequate for the needs of the program and benchmarked through comparisons with other comparable institutions. (This includes such things as classroom space, laboratory facilities and equipment, access to computing facilities and associated software, private study facilities, and research equipment.	<input type="checkbox"/> Y	<input type="checkbox"/> ***
7.2.4 Adequate facilities are available for confidential consultations between faculty and students)	<input type="checkbox"/> Y	<input type="checkbox"/> ***
7.2.5 Provision is made for students, faculty and staff with physical disabilities or	<input type="checkbox"/> N	<input type="checkbox"/> **

other special needs.

Overall Assessment
Comment _____

Priorities for improvement _____

Independent Opinion
Comment _____

7.3 Management and Administration

Management and administration of facilities, equipment and associated services must be efficient and ensure maximum effective utilization of facilities provided.

7.3.1 A complete inventory is maintained of equipment used in the program that is owned or controlled by the institution including equipment assigned to individual faculty or staff for teaching and research.

Y

7.3.2 Services such as cleaning, waste disposal, minor maintenance, safety, and environmental management are efficiently and effectively carried out.

Y

7.3.3 Provision is made for regular condition assessments, preventative and corrective maintenance, and replacement.

Y

7.3.4 Effective security is provided for specialized facilities and equipment for teaching and research, with responsibility between individual faculty, departments or colleges, or central administration clearly defined.

N

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7.3.5 Effective systems are in place to ensure the personal security of faculty, staff and students, with appropriate provisions for the security of their personal property.

Y

7.3.6 Arrangements are made for shared use of underutilized facilities with adequate mechanisms for security of equipment.

Y

Overall Assessment
Comment _____

Priorities for improvement _____

Independent Opinion
Comment _____

7.4 Information Technology

Computing equipment and software and related support services must be adequate for the program and managed in ways that ensure secure, efficient and effective utilization.

7.4.1 Computing equipment is available and accessible for faculty, staff and students and the adequacy of this provision is regularly assessed.

Y

7.4.2 Institutional policies governing the use of personal computers by students are complied with.

Y

7.4.3 Technical support is available for teaching staff and students using information and communications technology.

Y

7.4.4 Opportunities are available for teaching staff input into plans for acquisition and

N

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replacement of IT equipment for use in the program.

7.4.5 Security systems are in place to protect privacy of personal and sensitive personal and institutional information, and to protect against externally introduced viruses.

N

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7.4.6 Compliance with a code of conduct relating to inappropriate use of material on the internet is checked and instances of inappropriate behavior dealt with appropriately.

Y

7.4.7 Training programs are available for faculty and staff to ensure effective use of computing equipment and appropriate software for teaching, student assessment, and administration.

N

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Overall Assessment

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Comment _____

Priorities for improvement _____

Independent Opinion

Comment _____

Overall Assessment of Facilities and Equipment

7.1 Policy and Planning	2.11
7.2 Quality of and Adequacy of Facilities	2.67
7.3 Management and Administration	3
7.4 Information Technology	2.16
Combined Assessment	2.48

Comment _____

Independent Opinion

Comment _____

Indicators Considered _____

Priorities for Improvement _____

