

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. – AR 3.3**

**TITLE:           LABORATORY FACILITY EVALUATION AND APPROVAL**

**DEFINITION:   The Laboratory Facility Evaluation and Approval Regulation defines the process for selection and evaluation of facilities and essential resources for delivery of application components of course outcomes. Only approved facilities may be considered as sites for laboratory sites.**

**EFFECTIVE DATE:   July 27, 2004; Reconfirmed August 25, 2005; Revised August 28, 2019**

For the purpose of this regulation, a laboratory includes any off-campus facility utilized in the delivery of application exercises essential for meeting course content and course learning outcomes. Use of such facilities requires the establishment of a formally recognized partnership between the College and the provider organization.

The following outlines the process for the evaluation and approval of contracted laboratory facilities for courses requiring a laboratory component.

1. The Division Chairs selects appropriate faculty to conduct the laboratory facility evaluation. Faculty conducting the evaluation must meet credentialing requirements as pre accreditation agencies. Faculty will be contracted and compensated according to standard college practices.
2. Faculty is provided with course learning outcomes, available course materials, and accreditation and state requirements when appropriate.
3. Faculty determines facility requirements and essential resources necessary to effectively deliver course content and facilitate achievement of learner outcomes.
4. Faculty conducts on-site evaluation of laboratory facilities. Evaluation must address requirements outline in item 3.
5. Faculty provides written recommendation regarding appropriateness of facilities in delivering course outcomes. Recommendation is made to the appropriate Division Chair and to the Dean of Teaching & Learning.
6. Upon approval, a contract for utilization of facilities outlining access, availability, cost, etc. will be prepared and signed by the agreeing parties. The contract is only to be executed after being signed by both the President and the appropriate representative from the partnering agency.
7. Contracts will be renewed annually except in the case of major course revision or changes in the facility and resources.

8. A comprehensive faculty review will occur on a three year cycle.

The Dean of Teaching & Learning or designee is responsible for implementation.



DR. CHARLES TERRELL, PRESIDENT

8/29/19

DATE