

## **Plan for Adequacy and Improvement of Facility / Campus and Technical Infrastructure**

### **Purpose:**

For adequacy and improvement of Facility/Campus and Technical Infrastructure appropriate for the delivery of the program on campus, including online portions of the program.

**Objective:** To ensure the facility/campus and technical infrastructure is maintained to provide safety and educational needs of the students, faculty, staff and visitors.

### **Policy Governing Facilities:**

It is the policy of PC AGE to ensure that the facility/campus is suitable to serve the education and training services offered; that instruction is conducted in a safe, accessible, sanitary, and comfortable learning environment; that the facility meets all applicable local, state, and federal requirements.

The School Director is responsible for complying with yearly school approval, fire inspection, tuition performance bond, School Leases, Public Liability and Worker Compensation Insurance Policy, as applicable.

The Director of Education keeps himself abreast of the changes in technology through reading, attending conferences and seminars, in order to identify strategies that would assist in supporting the program delivery.

### **Procedure:**

1. The School Director and administrators regularly assess facility and campus needs and bring to President's attention, if any improvement is needed. Input from students, staff and faculty is always considered and brought to Director of Education or President's attention. Input is sought on facilities, equipment, learning resources including media services.
2. The Director of Education, with the help of the President, implements the relevant technical updates in the facility/classrooms and/or media services center.
3. Safety inspection reports are coordinated and maintained by the School Director.
4. The President offers input to the Landlord's long range building improvement plans.
5. Online course infrastructure is evaluated and modified as necessary.

**Person(s) Responsible:** Facilities are maintained by the School Director and technical infrastructure is maintained by the Director of Education

### **Evaluation and Feedback:**

Student, staff and faculty input via meetings and surveys is considered and evaluated by Management and shared with Advisory Committee. Appropriate improvements are made as needed to accommodate immediate and long-range needs. All plans are available to staff and students on the school's website.