

Facilities and Space Requirements Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Program Structure

Number: 205

Title: Facilities and Space

Date: 3/31/10

Reviewed/Revised: 4/29/20

Purpose: To ensure adequate space to meet program needs.

Policy: The MHPC OTA Program will secure and maintain office, classroom, advising and laboratory space sufficient in size and function to adequately meet educational objectives, support teaching methods, accommodate students, ensure safety and health standards and allow for the efficient operation of the program.

Procedure:

1. State Fair Community College in Sedalia Space Commitments: It is anticipated that SFCC will provide, at a minimum, the following facilities in support of the program(s):
 - Office space, for each program director, master or lead faculty(s), clinical field supervisors, and other support staff.
 - SFCC will determine the costs of dedicated program space and will communicate costs thereof to the Governing Board for funding allocation purposes.
 - Virtual classroom space to be provided via internet, ITV, and/or other distance mediated technology.
2. Community College Space and Facility Considerations: Each community college participating in a program delivery cycle will provide, at a minimum, the following facilities in support of the Consortium program(s):
 - Sufficient office space and basic equipment (phone, internet and computer access) for itinerant Consortium program personnel to rotate through each campus.
 - Sufficient Internet services, Band-width and reliable Instructional Television equipped classroom.

- Each member community college in conjunction with the Program Director, as appropriate, will determine the costs of dedicated program space and will communicate costs thereof to the Governing Board of Directors for funding allocation purposes.
- Laboratory space assigned to the occupational therapy assistant program on a priority basis or a written and signed agreement to ensure assignment of space for program use if secured through an institution or agency outside of the MHPC partner institutions. Laboratory space may be shared by member institutions as long as the program needs and ACOTE standards are being met.
- Adequate space to store and secure equipment and supplies.
- Adequate space for on-site advising of students.
- Access to library services equipped with a supply of current and relevant books, journals, periodicals, computers, software, and other reference materials need to meet the requirements of the curriculum. This may include but is not limited to, online services, interlibrary loan, and resource centers.