

# Community College Accreditation Guidance: Facilities, Parking Lots and Roads

## Overview

This document contains guidance regarding compliance with Iowa community college accreditation Standard 5: Facilities, Parking Lots and Roads (2.81 IAC 21.62(5)).

### Standard 281 IAC 21.62(5)(a) Infrastructure and facilities master planning

***Each community college shall present evidence of adequate planning, including a board-approved plan that includes facilities, technology, and campus safety. At a minimum, the plan will include scheduling periodic maintenance, planning for facilities and infrastructure expansions and renovations, major equipment upgrades, and processes for continuity of service and instruction.***

An institution can demonstrate compliance by providing the following documentation:

- Evidence demonstrating the institution's board has approved the college's infrastructure and facilities plan(s).
- A copy of the facilities and infrastructure plan(s) that cover facilities, technology and campus safety.
- Plans include scheduling periodic maintenance, planning for expansion and renovation and major equipment upgrades.
- Processes for continuity of service and instruction.

### Standard 281 IAC 21.62(5)(b) Adequate facilities

***The site, buildings and equipment of the community college will be well maintained and in good condition. The physical plant and technological infrastructure will be adequate in size and properly equipped for the program offered. All remodeling of existing facilities will comply with Iowa Code chapter 104A and the federal Americans with Disabilities Act, 42 U.S.C. §12101 et seq.***

An institution can demonstrate compliance by providing the following documentation:

- A policy and/or process which addresses the institution's approach to providing adequate and sufficient facilities, classrooms, laboratories, and related facilities for the program(s) being offered.
- A policy or process for ensuring the college's site, buildings and equipment are well maintained and in good condition.
- Compliance with Iowa Code chapter 104A and the federal Americans with Disabilities Act, 42 U.S.C. §12101 et seq is often evaluated during the MOA Civil Rights review but can occur in between if warranted.

### Standard 281 IAC 21.62(5)(c) Accessibility and safety

***All new or remodeled facilities (buildings and programs offered in such facilities) and services in such facilities shall be made functional and usable for persons with special needs, comply with Iowa Code chapter 104A and the Americans With Disabilities Act, 42 U.S.C. §12101, and address issues of campus safety and security as required by Iowa Code chapter 260C and by the federal Clery Act, 20 U.S.C. §1092(f). All parking areas and roads will comply with all state and federal rules and regulations dealing with roads, parking ramps, and accessibility requirements.***

An institution can demonstrate compliance by providing the following documentation:

- Policy statement(s) prescribing how the institution will adhere to the requirements of Iowa Code Chapter 104A and the Americans with Disabilities Act is included in the institution's facilities plan.
- A copy of the most recent equity-accessibility report resulting from an Iowa Department of Education equity review and/or the most recent self or third-party assessment conducted in accordance with the Americans with Disabilities Act.
- A copy of a Department-approved Voluntary Compliance Plan or similar action plan that addresses the college's remedies for any concerns or compliance issues identified in the most recent equity-accessibility or ADA Compliance review.
- Policy statement(s) detailing how the institution will comply with the campus safety and security required by Iowa Code chapter 260C and by the federal Clery Act, 20 U.S.C. §1092(f).
- 281 - IAC 21.62(5)(c). Policy or policies are included in the institution's facilities plan.
- Documentation or descriptions of campus safety infrastructure that highlights improvements made since the last state accreditation visit.
- A copy of the annual security report as required by and in compliance with 20 U.S.C. §1092(f) - the Clery Act.
- Policy statements related to Iowa Code 260C.14(18), which requires a written policy detailing the following areas related to sexual assault: counseling, campus security, education (including prevention, protection, and the rights and duties of students and employees of the community college); and facilitating the accurate and prompt reporting of sexual abuse to the duly constituted law enforcement authorities. The institution provides evidence that the information is disseminated during student registration and college and housing orientation.
- Policy and/or process statements detailing how the institution will comply with the requirements of all federal and state rules and regulations governing the design and construction of roads, parking ramps and accessibility requirements.

## Standard 21.62(5)(d) Library or learning resource center

***A library or learning resource center will be planned as part of the master campus plan and space made for library or learning resource center services within the initial construction.***

***(1)Facilities. Community college libraries or learning resource centers shall provide the facilities and resources needed to support the total educational program of the institution and shall show evidence that the facilities and the resources are being used effectively and efficiently. Adequate consideration shall be given to the seating, comfort, setting, and technology of the facility used to house the collection and learning resources.***

***(2)Staffing. The library or learning resource center will be adequately staffed with qualified professionals and skilled nonprofessional personnel.***

***(3)Collection. The library and learning resource center materials collection of a community college shall be accessible and adequate in size and scope to serve effectively the number and variety of programs offered and the number of students enrolled, including distance and satellite sites. The library and learning resource center materials collection will show evidence of having been selected by faculty as well as professional library or learning resource staff and shall be kept up to date through a planned program of acquisition and deletion.***

***(4)Expenditures. The budget of the library or learning resource center will be appropriate for the programs and services offered by the institution. New programs and new curricula will be reflected in library or learning resource center expenditures.***

An institution can demonstrate compliance by providing the following documentation:

- Evidence of planning related to a library or learning resource center in the master campus plan addressing support for the total educational program of the college; effective and efficient use of facilities and resources; and consideration for seating comfort, setting and technology.
- Campus map(s) indicating library or learning resource center(s).
- Documentation of staffing patterns and qualification of both professional and nonprofessional

- personnel.
- Evidence of accessibility for all students including distance learners and satellite campuses.
- Policies and/or processes related to materials and resources in the collection adequate in size and scope to serve all students and all programs offered.
- Policies and/or processes related to engaging faculty and library or learning resource center staff in both materials and resource acquisition and removal.
- Evidence of policies and/or processes related to budgetary resource allocation and support for new programs.

## Standard 281 IAC 21.62 (5)(e) Student center

***An area of the college will be provided where students may gather informally and where food is available.***

An institution can demonstrate compliance by providing the following documentation:

- Evidence that adequate informal gathering and eating space has been provided to students. Such space shall be clearly indicated on site plans. Institutions shall make students aware of such facilities in the student handbook.

## Standard 281 IAC 21.62(5)(f) Laboratories, equipment and supplies

***Laboratories, equipment and supplies will be comparable with those used in the occupations for which instruction is offered. Similarly, college parallel or transfer courses will be supported in a manner comparable to those conditions that prevail in standard, regionally accredited colleges and universities to which students may wish to transfer college credits.***

An institution can demonstrate compliance by providing the following documentation:

- Policies, processes and/or discussions related to laboratory equipment and supplies that align with occupational preparation. CTE program advisory minutes could provide this documentation.
- Policies, processes and/or discussions related to laboratory equipment and supplies that align with comparable programs and coursework at transfer colleges.

## Resources

[ADA.gov](http://ADA.gov) - Civil Rights Division of the U.S. Department of Justice

[Great Plains ADA Center](#)

[Iowa Civil Rights Commission](#)

[State Building Code Provisions](#) - State Fire Marshall Division of the Iowa Department of Public Safety

[Campus Security](#) - U.S. Department of Education

More information on the state accreditation process is available on the Department [website](#).

Contact Amy Gieseke at [amy.gieseke@iowa.gov](mailto:amy.gieseke@iowa.gov) or (515) 858-2234 with comments or questions regarding the facilities guidance or other state community college accreditation requirements.