

Instructions: Off-Campus Instructional Site (OCIS ie ISD/HS) complete highlighted yellow areas prior to site visit. Assigned PAC High School Programs (PAC HSP) Coordinator/Advisor complete designated areas for name, address, POC, students). During site visit, only those areas used by concurrent enrolled students will be visited and a sufficient sample of areas may be visited. Also during site visit, all parties present should initial which indicates their review and approval of those respective areas. All PAC representatives should determine at conclusion of site visit if physical facilities and resources appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities. PAC HSP Coordinator/Advisor will document notes during visit and route for signatures once site visit is complete.

<b>Name of Off-Campus Instructional Site (OCIS):</b>		
<b>Address of OCIS:</b>		
<b>OCIS Point of Contact Name, Email, Phone:</b>		
<b>Number of students taking concurrent enrollment at OCIS?</b>		
<b>Number of students at HS overall? (How many total kids are enrolled at the high school)</b>		
<b>Adequacy of Classroom/Laboratories</b>		<b>Initials (PAC Academic Representatives)</b>
Number of classrooms at site?		
How many classrooms are utilized as <b>designated</b> classrooms for concurrent enrollment?		
Number of desks in classrooms (on average)?		
Number of labs at site?		
How many labs are utilized as <b>designated</b> labs for concurrent enrollment?		
Number of student stations in instructional labs?		
Are Classrooms ADA compliant?		
Is classroom and lab instruction technology adequate and functioning?		
Do the classrooms have needed resources and materials (models, maps, etc.)?		
Do the labs have needed resources and materials?		

<b>Adequacy of IT Resources</b>		<b>Initials (PAC Instructional Technology)</b>
Number of Computer labs?		
How many are utilized as <b>designated</b> computer labs for concurrent enrollment?		
Internet Speed (Upload & Download)		
Number of computers available?		
Computer operating system and version:		
Number of printers available:		
Access to required software:		
Is there an established device replacement plan/cycle?		
What technology is utilized in your standard classroom configuration?		
Are the Web Filter/ or Firewall policies in place ensuring students have access to required course materials?		

<b>Adequacy of Library and Learning Commons Resources</b>		<b>Initials (PAC Library Services)</b>
Operating hours of Library and Learning Commons:		
Is On-site tutoring available:		
If so, for which subjects:		
Is there a professional Library on-site?		
Is there a Librarian on-site?		

<b>General Additional Information</b>		<b>Initials (PAC Facilities Services &amp; Academic only where appropriate)</b>
Total Building Sqf.		
Library Sqf.		
Please provide additional information for any other spaces <b>being utilized for concurrent enrollment instruction/support services</b> that are relevant to educational programs offered and are not already listed/captured above. Leave blank unless applicable to the OCIS.		
Gym		
Cafeteria		
Restrooms		
Faculty Lounges		
Teacher work areas		
Dance Studio		
Administrative offices		
Dressing rooms		
Conference rooms		
Stadium		
Theater rooms		
Others not listed? (please list)		

<b>Student Support Services</b>		<b>Initials (ISD personnel verifying process/receipt/awareness of information)</b>
SACSCOC policy requires all students at off-campus instructional sites to be aware of and how to access academic and student support services.		
Detail how students at the off-campus instructional site are made aware of the following:		
Advising	Summer Bridge NSO/Convocation Arranged meetings through the HS [CCRSM & DC Advising Syllabus]	

Support Services for Students with Disabilities	Summer Bridge [When reviewing the parent consent form] NSO/Convocation
Student Engagement Opportunities	Summer Bridge NSO/Convocation ACES email blasts from PAC engagement and High School Programs CANVAS- all HSP students are connected to the STEM center Mailouts- Honors, graduation events
Non-Academic Concerns/Complaints/Student Conduct	Summer Bridge [Link to student handbook also provided] NSO/Convocation [Link to student handbook also provided] Advising Module [Fall 9th grade; ECHS/PTECH Spring Convocation, DC Entry advising & DC NSO] ACES account has link
Other as relevant/applicable	Tutoring & refreshers: Summer Bridge NSO/Convocation ACES email blasts Campus wide special events: ACES email blasts Social Media Technology/Calculator/Library books/Loaned item(s) returns: ACES email blasts Campus Safety: Alamo Alert

**Site Visit Overview**

Date/Time of Visit:	
<b>PAC Attendee Names and Titles:</b>	<b>Printed name and title of participating representative</b> <b>Signatures</b>
Facilities Lead	
Campus Program Representative	
Technology Representative	
Library Services	
Lab Oversight	
Academic Representative	
Academic Representative	
<b>OCIS Attendee Names and Titles:</b>	<b>Printed name and title of participating representative</b> <b>Signatures</b>
Facilities	
Principal/Director	
Campus or ISD technology	
Librarian	
Lab manager <small>(only if you have a specific lab approved... ie Science)</small>	
Adjunct	
Adjunct (optional)	
Summary of Site Visit	
Off-campus locations appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities? Y/N	

Elizabeth Tanner Vice President of Academic Success, PAC	Signature	Date
Gilberto Becerra Vice President of Student Success, PAC	Signature	Date
Katherine Doss Vice President of College Services, PAC	Signature	Date
<a href="#">Enter printed name and title here</a> OCIS Representative/POC/Title	Signature	Date