



FACILITIES AND RESOURCES POLICY

Facilities and Resources Policy		
Code: B3.01	Area: Non-Academic B	
Policy Owner: Board of Directors	Version #: 2.5	Date: 14 Sep 2023
Policy Developer/Reviewer: QAM	Review date: 9 Dec 2025	

VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	EMG	21 Jan 2011	Document creation
1.1	EMG	11 Mar 2015	Addition of section 4 on teaching and learning resources and services
1.2	EMG	15 Aug 2016	Addition of 2 electronic resources in section 4.2
1.3	EMG	11 May 2017	Updated the Appendix 1: Campus Floor Space
2.0	BoD	17 Jan 2020	Comprehensive review and update
2.1	PRG	9 Jun 2020	Linked this policy to the new <i>Learning Technologies Policy</i> .
2.2	PRG	26 Mar 2021	Added the <i>Library Report</i> based on the QAF update.
2.3	PRG	11 May 2022	Renamed <i>Facilities and Resources Register</i> as <i>Facility and Resource Improvement Register</i> .
2.4	BoD	9 Dec 2022	Regular review.
2.5	PRG	14 Sep 2023	CEO now policy owner (from Gov. Officer); venue hire info added & policy name changed to reflect this (from "Facilities and Resources Review Policy").

PURPOSE AND SCOPE

The aim of this policy is to:

- Ensure the appropriate maintenance, review and improvement of facilities and resources utilised by SITCM.
- Facilitate the successful delivery of SITCM courses.
- Communicate SITCM's broad approach to venue hire.

This policy applies to all staff at the Sydney Institute of Traditional Chinese Medicine (SITCM).

1 OVERVIEW

The Sydney Institute of Traditional Chinese Medicine (SITCM) will ensure that SITCM has well maintained facilities and adequate resources for staff and students that are appropriate in scope and quality for the capacity of SITCM and mode of delivery of its courses. This involves appropriate monitoring, effective feedback pathways and corrective or proactive actions to be taken as needed.

This policy is informed by the *Higher Education Standards Framework (Threshold Standards) 2021*, in particular Section 2.1 Facilities and Infrastructure and Section 3.3 Learning Resources and Educational Support.

2 POLICY

2.1 PRINCIPLES

- 1) All facilities used by SITCM staff and students are of suitable size and nature to be fit for purpose.
- 2) Electronic teaching and learning infrastructure and facilities are secure, adequate and continuously available during semester times (refer to the *IT Management Policy and Procedure* for further information).
- 3) The learning environment at SITCM supports academic interactions among students outside formal teaching through the provision of:
 - a. On-campus student amenities and recreational areas, including a Computer Lab, a Student Lounge and rest areas; and
 - b. A social media discussion group for students to communicate with each other (students are informed of the existence of the group at orientations and are added upon request).
- 4) SITCM's facilities and resources do not present unexpected barriers, costs or technology requirements for any students, including students who have a disability as outlined in the *Diversity and Equity Policy and Procedure*.
- 5) Appropriate learning support services are available to all students, including in terms of their learning needs and their course requirements.
- 6) Any increases to SITCM's facility and resource holdings must adhere to the expenditure requirements of the *Financial Management Policy and Procedure*.

2.2 FACILITY AND RESOURCE HOLDINGS

2.2.1 TEACHING AND LEARNING FACILITIES

- 1) The SITCM campus provides the teaching and learning facilities necessary for students to achieve expected course learning outcomes and to gain exposure to contemporary technologies and equipment relevant to clinical practice.
- 2) Physical infrastructure is outlined in Appendix 1.
 - a. All classrooms are fully compliant with the Building Code of Australia's 'Class 9b buildings'.
- 3) Equipment used for teaching and learning, including in the SITCM Clinic, is maintained on an *Asset Register*.

2.2.2 LEARNING TECHNOLOGIES

- 1) All staff and students receive access to and training for the SITCM learning management system, Moodle.
- 2) For further information, refer to the *Learning Technologies Policy*.

2.2.3 LIBRARY RESOURCES

The SITCM library provides access to a wide range of resources that are relevant to both the learning needs and scholarly endeavours of teaching staff and students.

- 1) The SITCM library is operated and maintained by a qualified Librarian who will act as a help desk and provide workshops and tutorials to assist students to develop their information literacy skills through:
 - a. Scheduled library information sessions.
 - b. Study and research skill workshops.
- 2) Students will be informed of available library services through the following pathways:
 - a. At Orientation.
 - b. On the SITCM website.

- c. At Library Tour regular provided each Semester
 - d. On the learning management system Moodle.
- 3) The library is provided with an annual budget to enable the purchase of hard copies of all prescribed and recommended texts and readings specified in all unit outlines.
 - a. Where a review of courses results in the approval of new/revised units of study and/or new prescribed or recommended texts and readings, these must be purchased prior to the delivery of the revised units.
 - b. The library maintains copies of prescribed and recommended texts and readings on the following ratio:
 - i. 1 to 30 students: 2 copies.
 - ii. 31 to 60 students: 4 copies.
 - iii. 61 to 100 students: 6 copies.
 - iv. 101 or more students: 8 copies.
 - c. For information on loaning library materials, refer to the *Library Loan Policy and Procedure*.
- 4) As material to support teaching and learning is not limited to prescribed and recommended reading lists, requests for additional resources may be made to the Teaching and Learning Committee (TLC) via the Course Coordinator.
- 5) The library maintains a significant journal collection in print or electronic format to ensure currency of information.
- 6) The library ensures adequate computers are available for students to access on-line databases and the library catalogue.

2.2.4 IT RESOURCES

- 1) All staff and students have access to the following on-campus IT facilities and services:
 - a. free Wi-Fi; and
 - b. access to desktop computers with the internet.
- 2) Students also have access to the following resources:
 - a. the printing management software PaperCut.
 - b. an online discussion group.
 - c. online databases EBSCO and Wanfang.
 - d. the clinic record management system SmartTCM.
 - e. Outlook.
 - f. an SITCM Library account.
- 3) Staff also have access to the following resources:
 - a. the printing management software PaperCut.
 - b. an online discussion group.
 - c. online databases EBSCO and Wanfang.
 - d. Outlook.
 - e. an SITCM Library account.
- 4) For more detailed information regarding the IT resources provided by SITCM, please refer to the *IT Management Policy and Procedure*.

2.2.5 SUPPORT SERVICES

- 1) For information on student support services provided by SITCM, please refer to the *Student Support Policy and Procedure*.
- 2) For information on academic support services provided by SITCM, please refer to the *Student Academic Support Policy and Procedure*.

2.3 MONITORING

- 1) The CEO is responsible for overseeing the monitoring of facilities and resources to ensure they are fit for purpose.
- 2) Staff will conduct weekly monitoring and report to the CEO as follows:
 - a. The CEO is responsible for identifying issues regarding the Academic Staffroom.
 - b. The Office Manager is responsible for identifying and reporting maintenance issues regarding the Administration Office, all classrooms and both meeting rooms.
 - c. The Associate Dean is responsible for identifying and reporting maintenance issues regarding the VET Staffroom and the Student Lounge.
 - d. The Librarian is responsible for identifying and reporting maintenance issues regarding the library.
 - e. The Clinic Manager is responsible for identifying and reporting maintenance issues regarding the clinic, acupuncture practice room and herbal processing room.
 - f. The IT Officer is responsible for identifying and reporting maintenance issues regarding all IT facilities and services, including the computer lab.
- 3) The CEO will also monitor relevant stakeholder feedback in accordance with the *Stakeholder Feedback Policy and Procedure*.
- 4) The CEO will record all issues relating to facilities and resources in the *Facility and Resource Improvement Register*.

2.4 REVIEW AND IMPROVEMENT

- 1) The Executive Management Group (EMG) is generally responsible for reviewing and improving the facilities and resources at SITCM.
 - a. The CEO is responsible for presenting any updates in the *Facility and Resource Improvement Register* at EMG meetings.
 - b. The EMG will decide whether any improvements to SITCM's facilities and resources are necessary.
 - c. If improvements are deemed necessary by the EMG, a responsible person will be allocated to ensure the improvements are made within the agreed timeframe.
 - d. Outstanding actions will be monitored by the EMG until there is evidence of completion.
 - e. Where amounts not allocated in the budget are required for the improvement of facilities or resources, SITCM's CEO will include it in their report to the Board of Directors (BoD) in conjunction with a request for additional funding.
- 2) Students and staff may recommend library purchases by submitting a completed *Application for Library Purchase or Full Text Access to Journal Article Form* (available on Moodle) to the Librarian.
 - a. The Librarian will contact the relevant lecturer (to provide endorsement) and the Dean (to provide approval).
 - b. The Librarian will notify the applicant of the outcome of the application within five (5) working days of the application being submitted.
- 3) The TLC is responsible for reviewing and approving the resources that directly relate to teaching and learning at SITCM.
 - a. At every TLC meeting, the Librarian presents a report on library holdings and learning resources.

- b. At the end of each academic year, the Dean and Librarian jointly conduct a review of library holdings and from this review the Librarian produces a *Library Report* to present to the TLC.
 - i. This *Library Report* is informed by staff and student feedback received in accordance with the *Stakeholder Feedback Policy and Procedure*.
 - ii. Any recommendations for additional library resources are approved by the TLC in accordance with the budget approved by the BoD.
 - iii. In instances where the *Library Report* recommends purchases that exceed the library budget, and the TLC supports the report's recommendations, the Dean will present the matter to the Academic Board (AB) for consideration.
 - iv. The AB may provide a report to the BoD with the list of required readings, associated costs and rationale for the increased expenditure.

2.5 VENUE HIRE

- 1) SITCM permits third parties to use certain SITCM facilities for a fee.
- 2) Venue hire information, including both a downloadable Venue Hire Application Form and terms and conditions, is available on the SITCM website.
- 3) The Administration Office is responsible for coordinating venue hire matters.

3 RELATED POLICY AND OTHER DOCUMENTATION

- 1) Higher Education Standards Framework (Threshold Standards) 2021.
- 2) Asset Register.
- 3) Learning Technologies Policy.
- 4) IT Management Policy and Procedure.
- 5) Diversity and Equity Policy and Procedure.
- 6) Financial Management Policy and Procedure.
- 7) Library Loan Policy and Procedure.
- 8) Student Support Policy and Procedure.
- 9) Student Academic Support Policy and Procedure.
- 10) Stakeholder Feedback Policy and Procedure.
- 11) Facility and Resource Improvement Register.
- 12) Application for Library Purchase or Full Text Access to Journal Article Form.
- 13) Library Report.

Appendix 1: Campus Floor Space (as of 13 May 2022)

Site: SITCM Campus, 25-29 Dixon Street, Sydney NSW 2000	
Total space for teaching and learning (excluding the Teaching Clinic) <ul style="list-style-type: none"> • Classroom 1 (Level 5, maximum capacity: 60 students) • Classroom 2 (Level 6, maximum capacity: 60 students) • Classroom 3 (Level 7, maximum capacity: 45 students) • Acupuncture Practice Room (Level 5) • Herbal Processing Room (Level 5) 	343.25m ²
Total space for academic staff office accommodation <ul style="list-style-type: none"> • Academic Staffroom (Level 5) • Vet Staffroom (Level 6) 	63.10m ²
Total space for management and administration functions <ul style="list-style-type: none"> • Administration Office (Level 5) • Reception (Level 5) • Meeting Room 1 (Level 5) • Meeting Room 2 (Level 5) 	68.56m ²
Total library space <ul style="list-style-type: none"> • SITCM Library (Level 6) 	55.00m ²
Total student amenities and recreational areas <ul style="list-style-type: none"> • Student Recreation Area (Level 5) • Student Lounge (Level 6) • Kitchen (Level 6) 	90.60m ²
Total space for the Teaching Clinic <ul style="list-style-type: none"> • 2 treatment rooms (Level 5) • 5 consultation rooms (Level 5) • Reception area (Level 5) • Herbal Dispensary (Level 5) 	145.91m ²
Miscellaneous <ul style="list-style-type: none"> • Corridors (all) • Reception waiting area (Level 5) • Storeroom (Level 5) 	70.68m ²
Total space	837.10m²