



Media Services Plan	Plans
	Effective Date: March 24, 2021
	Approved Revision Date: March 24, 2021

Purpose

The purpose of the Media Services Plan is to provide user groups (i.e., instructors, students, and others) access to multimedia services, equipment, and supplies provided by Dixie Technical College.

The resources available to the College are not limited to a particular library or resource center. They include a variety of online libraries and learning portals that deliver learning materials to user groups. These resources enhance the learning process for students and assist instructors with the efficient and effective presentation of class information. To further assist user groups, these learning resources are located and managed within each program.

Individual instructors are responsible for generating their own educational materials. Program directors and lead instructors are given a budget from which to procure, update, and manage resources. Students are encouraged to utilize program site libraries for periodicals, manuals, professional trade publications, audio-visual materials, equipment, and other educational resources.

The Vice President of Instruction is responsible for overseeing all college instructional resources. Program Directors and lead instructors are responsible for purchasing and maintaining the equipment in their program area with the approval of the Vice President of Instruction. Media equipment is requisitioned and ordered through the College's IT Department.

Scope & Availability:

The College will provide learning resources required in support of all program areas.

Educational Materials:

The College has a comprehensive and relevant array of learning resources available to students. Each department maintains learning resources of current and relevant information specific to their field of study; media resources are kept current by department heads and departmental instructors. When applicable, the College has online media resources available for all students to access their coursework.

Staff Roles/Responsibility:

The Program Directors and Instructional Support personnel are responsible for the implementation and coordination of media services. The Vice President of Instruction oversees all programmatic budget resources for the purchase and maintenance of multimedia services, equipment, and supplies in each program area.

The Program Directors or lead instructors ensure that each piece of equipment is inventoried annually and catalogued. An inventory list is maintained in each department and kept in the fiscal

office. The Program Director or lead instructor is accountable for relevant educational materials and storage for instructional supplies in the classroom or lab as appropriate.

Orientation:

The College requires all students to complete the institution's orientation on canvas prior to starting their respective program.

Instructors provide their own program specific orientation to ensure that students are familiar with the location, proper handling, and appropriate procedures for using all of the relevant educational materials available to them.

Employees and Instructors will be given orientation of media services during their employee onboarding process or during staff or instructional training meetings.

Facilities:

Classrooms and program specific labs are equipped to support industry standards for each program. The campus Testing Center has 32 testing stations, 12 of which have been authorized to be Pearson Vue certified.

During open hours, the Testing Center Coordinator and a testing proctor are in the testing center. The College's IT Department is available for repairs and troubleshooting during working hours.

Budget:

Program directors and lead instructors prepare an annual budget request with input from their Occupational Advisory Committee regarding the need for new or updated equipment, repairs, maintenance, and supplies to insure continued quality of instruction meeting industry standards. This budget is submitted to the Executive Team for approval. Annual budgets are approved by the Board of Trustees. The current fiscal year budget is available upon request from the College's Controller.

Disposal of Obsolete Equipment:

Out-dated equipment is sold through campus surplus, recycled, or disposed of properly in accordance with the Storage and Disposal of Non-Hazardous Equipment, Materials and Supplies Policy.

Annual Evaluation of Media Services:

An evaluation of media services is included in the College's student program evaluations. Program Directors and lead instructors review the survey results and consider possible changes. In addition, faculty and staff annually evaluate media services. The feedback provided by students, faculty, and staff evaluations is used by administration to adjust learning resources as needed.